

SOP REQUISITION PREPARATION & DISTRIBUTION- FOOD AND BEVERAGE STORES

CODE: P047

Section: Food & Beverage Stores

Policy Owner: BOG

Procedure Owner: Stores Head of Department

Purpose

The procedure for preparation and distribution of the requisitions and the delivery of the same requisitions to the venue.

Scope

To guide the Storekeepers and the Kitchen assistants on the process of how to prepare and distribute the requested products to the designated venue.

Staff responsible for procedure

Team Leader (Kitchen and Restaurant Assistants) /storekeepers/ kitchen assistants/senior store keeper/Stores Head of Department.

Responsibilities and Monitoring

The Food & Beverage stores head of department and the Team Leader (Kitchen and Restaurant Assistants) are responsible to oversee this procedure.

Procedure

- The requisitions are prepared by the Storekeepers a day prior the scheduled lesson in clean, plastic boxes.
- When the preparation of the requisitions is done, the requisition papers' file is given to the Senior Store keeper who has the task to input each requisition in MC. **This process must be executed any time before the lesson is scheduled.**
- The boxes are marked with the name of the Lecturer including the time and venue of the lesson.
- The chilled products are kept in the walk-in fridge while the frozen products are thawed in the thawing fridge which is kept at a constant **3/4°C**.
- The Kitchen Assistant checks and confirms that all the requested products in the requisition were given and delivers it to the designated venue.
- **Students are not allowed in the Food Stores area** unless granted permission by the F&B Store Manager.
- The chilled and frozen products shall be put in the refrigerators and freezer in the respective lecture venue.
- The lecturer will inspect the products upon receiving them and, as an acceptance of the quality and quantities of the products, the Lecturer **authorizes** the transfer from the Food store to his cost-center through MC.
- Any items are to be returned to store, by the end of the lecture.
- The returned products must be listed in the provided forms (**see attachment**) and signed by the lecturer. The Kitchen Assistant will counter sign in acceptance and as the person responsible to deliver the returned goods to the Food stores.
- The lecturer must do a transfer of the said products from his cost center to the food stores through MC.
- All returned products shall be well preserved to be re-used and are only accepted with the approval of the Food & Beverage Stores Head of Department or his delegate by signing the return form.

Attachment: Return to Store form

Return to Store Form

Module code: _____ **Lesson Number:** _____
Lecturer's Name & Surname: _____
Location: _____
Date: _____ **Time:** _____

Ingredient Description	QTY	REASON FOR RETURN

RETURN POLICY:

- Returns are only accepted in case of absent students and booking cancelling.
- Returns reach the food and beverage store within 1 (one) hour from the start of the lecture.
- The returned food is in a good condition to be reused.
- The F&B store manager has the right to refuse any returned ingredient.

Lecturer

Kitchen Assistant

Store Manager

Records management

- Staff must maintain all relevant records in a soft copy and/or hard copy to administering this policy and procedure.
- These records must be kept for 5 years.
- All relative documentation must be stored in clearly specified file in the PC or Laptop, backed by copies in Share point