# HEAD CHEF & TECHNOLOGIST

## ON-THE-JOB TRAINING

**Job Redesign Reskilling Programme for Hotel Industry**

# ON-THE-JOB TRAINING

Hotels are able to customise the **activities** (in *blue italic).* Any changes to **critical task** and **duration of training** will need to seek WSG's approval.

| TASKS AND TRAINING DURATION | | | OJT LOGBOOK (TO BE COMPLETED AFTER TRAINING) | |
|---|---|---|---|---|
| **CATEGORY**<br>**Food and Beverage**<br>**Head Chef & Technologist** | | **TOTAL OJT DURATION**<br>**54 days** | **TRAINER'S ACKNOWLEDGEMENT** | **TRAINEES' ACKNOWLEDGEMENT** |
| **CRITICAL TASKS/ ACTIVITIES** | **POINTS TO OBSERVE** | | | |
| 1. Menu Planning with focus on sustainability and reducing food wastage<br><br>• *Develop new menu:*<br>○ *Feedback from guest*<br>○ *Survey on demand*<br>○ *Historical data such as past sales record, decide items to be removed or replace*<br>○ *Designing menu*<br>– *Start with the protein*<br>– *appetizer*<br>– *soup*<br>– *starch and vegetables for main*<br>– *dessert*<br>○ *Other data/ information*<br><br>• *Develop menu -sustainability*<br>○ *Reduce overproduction*<br>○ *Using root to stem method* | • Menu items are to be reviewed and changed in consideration of guests' feedback.<br>• Price Look-Up (PLU) report is accurately checked<br>• Menu planning sequence is carried out:<br>- Start with the protein<br>- appetizer<br>- soup<br>- starch and vegetables for main<br>- dessert<br>• Menu engineering principles are applied<br>• Guest feedback is constantly tracked<br>• Following points are noted during R&D<br>- Production time<br>- Taste<br>- Recipes | 24 days | | |

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| ○ *Determining other uses for unused parts of ingredients*<br>○ *Impossible food*<br>○ *Organic food sources*<br>○ *Using ecofriendly bags such as stasher bag* | | | | |
| 2. Conceptualize sustainability packaging<br><br>• *Research on packaging and design.*<br>• *Objective(s) to be achieved*<br>• *Eco friendly boxes*<br>- *Bamboo*<br>- *Rice bran*<br>• *Use of plastic food packaging (under SFA guidelines*<br>- *Plastic identification codes*<br>- *Migration of chemicals from plastic*<br>- *Reusing plastic packaging and containers* | • Symbols are used to indicate whether the plastic can be recycled into new products<br>• Different polymer types are identified and separated for recycling companies<br>• Plastic packaging is used for its intended purpose and in the prescribed way, as advised by manufacturers. | 14 days | | |
| • *Recommend packaging and design* | • Objective(s) achieved based on recommendation<br>• Business process design principles are applied | | | |
| 3. Support implementation of technology | • Robotic Chefs / Kitchen: | 10 days | | |

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| • *Explore new technology to:*<br>○ *Reduce cost*<br>○ *Increase productivity*<br>○ *Ease manpower shortage*<br>○ *Remove routine*<br><br>• *Re-design process and procedures where necessary* | – Constant check on freshness and quality of food<br>– Ensure that food in vending machine are not expired and no sign of mold or discolouration<br>– Check that food are replenish<br>○ To have a log book to record when food is last replenish<br>• Other technology<br>– Smart freezers/ chillers<br>– Smart stoves and ovens<br>– Digital inventory tracking and Purchasing software<br>– Internet of Things (IoT) | | | |
| 4. Lead Food Waste Management Programme<br><br>• *Explore food waste management programme:*<br>○ *Reduce cost*<br>○ *Sustainability*<br>○ *Environmental friendly* | • Technology includes:<br>– waste digesters<br>– Management Information systems and tracking solutions<br>– Food Dehydrators<br>– Composter<br>– AI powered bins | 6 days | | |

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| • *Recommend and adopt Food Waste management system*<br>• *Forecasting covers and sales to reduce overproduction*<br>• *Use of Artificial Intelligence (AI) to record amount of waste, type of food and location waste is coming from*<br>• *3 Rs*<br>  ○ *Reduce*<br>  ○ *Reuse*<br>  ○ *Recycle*<br><br>• *Monitor food waste management programme*<br>• *Correct follow up*<br>• *Analyse data*<br>• *Recommend improvements* | • Refer to past records for forecasting<br>  – Check on weather forecast. Reduce quantity if rainy days<br><br>• Reports (daily and weekly summary reports) are constantly checked for accuracy | | | |