KITCHEN OFFICER

ON-THE-JOB TRAINING

Career Conversion Programme for Hotel Professionals

ON-THE-JOB TRAINING

The template is for reference only. Hotels are able to customise the critical tasks, activities, as well as duration.

Note: Salary support will be capped at 60 days training duration.

TASKS AND TRAINING DURATION			OJT LOGBOOK (TO BE COMPLETED AFTER TRAINING)	
CATEGORY **Food and Beverage** **Kitchen Officer**		**TOTAL OJT DURATION** **60 days**	**TRAINER'S ACKNOWLEDGEMENT**	**TRAINEES' ACKNOWLEDGEMENT**
CRITICAL TASKS/ ACTIVITIES (in blue)	**POINTS TO OBSERVE**			
Hygiene Audits 1. Conduct roll call and check on following: • *Uniform / attire* • *Grooming standards according to organisation Standard Operation Procedures (SOPs) or policy and procedures* • *Any other requirements set by organisation* 2. Plan audits: • *Schedules* • *Feedback and observation* • *Data collected* 3. Carry out audit checks in kitchens: • *Personal hygiene and grooming* • *Hygiene and safety*	• Practice guidelines in accordance to organisation SOPs or Policy and Procedures to implement and maintain good hygiene practices. • Audits may be in the form of the following but not limited to: - Visiual inspection - Direct observation	31 days		

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– *Kitchens* – *Kitchen dry store* – *Chillers and freezers* – *Receiving* – *Transport* 4. Carry out audit checks: • *Documentation/ logbook is current* • *Internet of Things (IoT) hardware and software is working* – *Robotic Process Automation (RPA) software in working condition* – *Temperature measuring and recording system is working* 5. Follow up action/ Corrective action is taken • *Document / record all irregularities / corrective measures in the kitchen* – *Provide timeline to execute corrective measures in the kitchen* – *Chef I/C to provide photos or evidence of correct measure* – *Improvement* • *Corrective measures include:* – *Contacting engineering or maintenance team in the event chiller / freezer temperature is*	- Inteviews / one on one questioning • Audits to be conducted with the Chef/ person I/C • Hygiene and safety guidelines in accordance with organization guidelines • Audits on kitchen, Dry Store and Receiving follow Food Safety Management Systems • Sufficient space is ensured in-between items placed in the freezer or refrigerator so that cold air can circulate freely around them • Refrigerator or freezer doors are only opened when necessary to minimise temperature fluctuation • Inventory and ingredients are right stock, at the right levels. • Stock rotation system (First Expire, First Out) is applied.			

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defectives i.e. chiller below 4°C and freezer below -18°C – *Checking of auto kick-in in event electricity is cut-off* – *Ensuring ingredients are stored according to SFA guidelines* – *Ensuring that chillers and freezers are not over-stock to affect the relevant temperatures* 6. Audit checklists are reviewed for improvement				
7. Monitor stock and supplies – Par stock • *Set par level base on the following:* ○ *Daily / weekly sales* ○ *Price Look Up (PLU) itemize sales report* ○ *Standard recipes* • *Use of IOT system for stock taking and keeping track of balance stock* 8. Collect data • *RPA software and other data platforms:* ○ *Digitise invoices* ○ *Generate business spending insights and reports* ○ *Price fluctuations*	• food cost tracking and invoice management system is adopted • Food waste-tracking is enabled by AI	29 days		

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○ *Wastage* 9. Analyse data • *Perform simple data analytics*	• Data analytics include: - Food cost - Yield Management - Wastage - Menu Engineering - Table management and consumer buying			
10. Recommend measures • *Food production* • *Waste reduction* • *Vendor/ Supplier Management*	• Cost-savings is achieved • Review on food production and food waste records - Observe food production if food waste is constantly high - Train staff on reducing food waste by following SOP or apply ROPES (Review, Overview, Present, Exercise, Summary) model			