HEAD CHEF & TECHNOLOGIST

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** **Head Chef & Technologist**		**TOTAL OJT DURATION** **60 days**	**TRAINER'S ACKNOWLEDGEMENT**	**TRAINEES' ACKNOWLEDGEMENT**
CRITICAL TASKS/ ACTIVITIES (in blue)	**POINTS TO OBSERVE**			

1. Menu Planning with focus on sustainability and reducing food wastage
 	
• *Develop new menu:*
  ○ *Feedback from guest*
  ○ *Survey on demand*
  ○ *Historical data such as past sales record, decide items to be removed or replace*
  ○ *Designing menu*
  – *Start with the protein*
  – *appetizer*
  – *soup*
  – *starch and vegetables for main*
  – *dessert*
  ○ *Other data/ information*
 	
• *Develop menu -sustainability*
  ○ *Reduce overproduction*
	• Menu items are to be reviewed and changed in consideration of guests' feedback.
	• Price Look-Up (PLU) report is accurately checked
	• Menu planning sequence is carried out:
	  - Start with the protein
	  - appetizer
	  - soup
	  - starch and vegetables for main
	  - dessert
	• Menu engineering principles are applied
	• Guest feedback is constantly tracked
	• Following points are noted during R&D
	  - Production time
	  - Taste
		15 days
		
		12 days		

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○ *Using root to stem method* ○ *Determining other uses for unused parts of ingredients* ○ *Impossible food* ○ *Organic food sources* ○ *Using ecofriendly bags such as stasher bag*	- Recipes			
2. Conceptualize sustainability packaging • *Research on packaging and design.* • *Objective(s) to be achieved* • *Eco friendly boxes* - *Bamboo* - *Rice bran* • *Use of plastic food packaging (under SFA guidelines* - *Plastic identification codes* - *Migration of chemicals from plastic* - *Reusing plastic packaging and containers*	• Symbols are used to indicate whether the plastic can be recycled into new products • Different polymer types are identified and separated for recycling companies • 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 • Business process design principles are applied			

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3. Support implementation of technology
 	
• *Explore new technology to:*
  ○ *Reduce cost*
  ○ *Increase productivity*
  ○ *Ease manpower shortage*
  ○ *Remove routine*
 	
• *Re-design process and procedures where necessary*
	• Robotic Chefs / Kitchen:
	  – Constant check on freshness and quality of food
	  – Ensure that food in vending machine are not expired and no sign of mold or discolouration
	  – Check that food are replenish
	  ○ To have a log book to record when food is last replenish
	• Other technology
	  – Smart freezers/ chillers
	  – Smart stoves and ovens
	  – Digital inventory tracking and Purchasing software
	  – Internet of Things (IoT)
		11 days		

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4. Lead Food Waste Management Programme
 	
• *Explore food waste management programme:*
  ○ *Reduce cost*
  ○ *Sustainability*
  ○ *Environmental friendly*
 	
• *Recommend and adopt Food Waste management system*
• *Forecasting covers and sales to reduce overproduction*
• *Use of Artificial Intelligence (AI) to record amount of waste, type of food and location waste is coming from*
• *3 Rs*
  ○ *Reduce*
  ○ *Reuse*
  ○ *Recycle*
 	
• *Monitor food waste management programme*
• *Correct follow up*
• *Analyse data*
• *Recommend improvements*
	• Technology includes:
	  – waste digesters
	  – Management Information systems and tracking solutions
	  – Food Dehydrators
	  – Composter
	  – AI powered bins
	
	• Refer to past records for forecasting
	  – Check on weather forecast. Reduce quantity if rainy days
	
	• Reports (daily and weekly summary reports) are constantly checked for accuracy
		8 days		