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| Title | **Coordinate the operation of the kitchen section** |
| Level | **3** | **Credits** | **6** |

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| Purpose | The aim of this module to develop knowledge, skill and understanding to co-ordinate the operation of the section. |

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| Classification ISCED | 1013 Hotel, restaurants and catering |

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| Available grade | Competent / Not yet competent |

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| Modification history | N/A |

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| **Competency Unit** | **Performance Criteria** | **Knowledge and Understanding** |
| **A1-Find the current and future requirements, brief the kitchen team and allocate responsibilities to associate cooks on daily basis****Overview**This Competency Standard is about ensuring that the kitchen teams are aware of current and future requirements and are able to plan accordingly. It covers requirements for bookings and for staffing levels. | P1- Determine the current and future levels of bookings for the kitchen’s food and beverage service outletP2- Determine the current and future levels of staffing, taking account of the rota, periods of annual leave and permanent changes in the team Check the level of current stock held by the kitchenP3- Evaluate the capacity of the kitchen to service the requirements of current and future levels of bookings for the kitchen’s food and beverage service outletP4- Direct the preparation of requisitions to meet the requirements of the kitchen’s food and beverage service outlet. | K1- Understands the kitchen operation.K2 –Handle the production operation according to current day function and manage the staff according to function and restaurant reservation.K3- Manage current running and coming reservation of food and beverages and manage staff, food and beverage as per consumer requirements.K4-Calculate the all kitchen staff, check the food and beverages reservation, forecast of upcoming events and schedule the staff in proper duty roaster with their responsibilities according to events requirements, Also detail the staff for annual leave during slow business period.K5- Evaluate the capability of all kitchen staff must have the list and knowledge of functioning equipments as per business demand.K6-Prepare the list of all current and coming function related to food and beverages with date and time and make requisition sheet on the basis of No of persons. |

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| **A2 Manage requisition requirements for section****Overview**This Competency Standard is about ensuring that the kitchen has the required food and other ingredients it needs to service the day’s requirements and to take account of past and future bookings | P1- Obtain details of daily and weekly requirements from function sheet and food outlet bookingsP2- Check current stock of food and other items available in the kitchenP3- Prepare requisition sheet to obtain appropriate amounts of food and other items from storeP4- Check delivery from store meet type, quality and quantity requirementsP5- Ensure that team members operate appropriate stock management system according to organization proceduresP6- Ensure that team members meet the yield requirements for food and other items used in the preparation and cooking of dishes for the outlet. | K1-Check the quality of perishable and nonperishable food, its freshness and proper quantity as per demand of issue requisition.K2- Implement and follow up of different systems e.g. First In First Out (FIFO), Last In First Out (LIFO), Last In Last Out (LILO) to manage the stock.K3- Set the measuring procedure ,check and balance to ensure that team members operate appropriate stock management system according to organization proceduresK4- Must have cross check and balance for the checking of issue requisition as proper and demanded quantity of food items are being issued.K5- Measured Yield levels for different food and other items K6- Implement HACCP documentation and check that teammembers meet the yield requirements for food and other items used in the preparation and cooking of dishes for the outlet. |
| **A3 Manage food availability and prepare the kitchen section for cooking****Overview**This Competency Standard is about productivity in the | P1-Check that the availability of food and other items is sufficient to meet the day’s requirements of the food outletP2-Check that the food and other items type and quality required to meet the day’s food outlet requirements.P3-Monitor the food preparation and cooking processes to ensure that | K1- Acquired complete knowledge and standard Operational procedure to run the smooth kitchen operation as per reservation.K2-Ensure that kitchen par level is enough for today’s banquet function and for all outlets reservation.K3-Identify that all staff are being followed the proper quantity and quality procedures according to the day’s business quality is checked through food taste panel. |

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| kitchen and ensuring that the food available and ordered from stores is handled appropriately to meet the daily requirements of the food outlet | planned yields are met.P4-Monitor the presentation of dishes to ensure that portion control meets the requirements of the food outlet and the kitchen. | K4-Develop the relationship between food/ingredients, recipes/menus and yield.K5- Describe the knowledge about food preparation and cooking processes to ensure that planned yields are met.K6-Implement different methods and approaches to portion control,e.g. cutting, weighing, measuring, and counting.K7- Analyze the presentation of dishes to ensure that portion control meets the requirements of the food outlet and the kitchen.K8-Understand management proceduresK9- Follow the Organizational procedure for yield test and portion control.K10- Define the procedure for the implementation of National and locals laws concerning international hygiene standards , HACCP standards, local food & safety preparation laws for the improvement of quality and |
| **A4- Develop productive working relationships with associates****Overview**This Competency Standard is about developing productive working relationships with associates, supporting them and ensuring that they | P1- Support associates and helps them adjust to and develop their roles and responsibilities.P2- Identify, agree and implement with associates ways in which you can support each other’s roles and responsibilities.P3- Agree with associates appropriate methods to communicate with.P4- Use agreed methods of communication to share appropriate | K1- Follow the process to help associates adjust to and develop their roles and responsibilities.K2- Elaborate the importance of making sure each team member understands and supports the roles and responsibilities of others and how to make this happen.K3-Desribe the importance of good communications with all types of associates and communication methods you should use.K4- Share information and knowledge with your associates and methods you can use to do this.K5- Adopt encouraging way for others to get feedback on your |

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| contribute well to the overall team effort. | information and knowledge with associates.P5- Actively support associates throughout the shift.P6- Share feedback with associates on the effort of the team and how this can be improved.P7- Work with associates to deal with conflict constructively. | performance and get a result according to this feedback.6- Solve or handle any type of conflict with associates and take it in positive way or in work competition way with each others.K7- Describe National, local and organizational regulations and guidelines of anti-discriminatory practices |