

Unit 302: Supervise and monitor own section

Worksheet 1: Planning for service and briefing the team (Tutor)

1. Briefly describe the requirements a chef de partie undertakes with regards to planning in the professional kitchen.

Answer:

- The setting and communication of targets – this includes short-term and medium-term targets to ensure the needs of the business and individuals are being met. Good communication skills are very important, in order to keep your team informed.
- Development of work schedules – supervisors must ensure their team meets the output requirements of the business. Supervisors achieve this by managing one of their most important resources, workforce. This scheduling includes planning work rotas, as well as task allocations to meet the output.
- Team development – it is incumbent on the supervisor to develop their team members, both professionally and socially. This is achieved through planning training, coaching and mentoring.
- Health, safety and welfare – this must be the prime consideration for any supervisor. As the supervisor you must identify the individual needs of each of your chefs; they will all be different. Consideration should be given to:
 - health and safety training
 - staff experience – inexperienced staff may need more training
 - frequency of training
 - level of training required – dependent on job role
 - welfare responsibilities.
- Risk assessments – Supervisors must carry out risk assessment to identify any risk to their staff and plan to reduce or remove these risks.

2. Describe how can a chef de partie ensure effective timescales in the production and service of food:

Answer:

Effective planning will ensure timescales are met and clear mis en place lists with timings are produced. Timescales required for production and service depend on the menu and number of clients during each seating period, and need to be reflected in planning correct rostering, provisions and deployment of appropriate skill levels required to meet the task requirements.

3. What are the planning requirements for equipment to ensure efficiency in food productions?

Answer:

1. Equipment is like stock and whilst you need to have sufficient equipment to serve the number of seats available in the restaurant, it is easy to over cater and tie up money in unnecessary equipment, cutlery and tools that may sit in the store room.

2. Associated costs of equipment such as maintenance, repairs and replacement also must be considered.
3. Consider the total amount needed, possible level of theft and breakages and allow for ongoing replacement as part of the budget.
4. Contemplate the number of covers that you are likely to do each night. Think about the time between resets and what cutlery and crockery will be cleaned in between. For example, if you have a 50 seater restaurant you may need 50 entrée plates as not all people will have starters, but you can also utilise them for dessert but must allow for washing up inbetween.

4. Explain how a chef de partie can effectively plan and manage stock:

Answer:

1. Food needs to be calculated carefully as you need sufficient to cover the daily needs but you want to ensure no food is wasted or going past its best.
2. Taking stock after each service period allows for extra orders from suppliers.
3. Good communication between kitchen and service staff is essential.
4. Relationships with suppliers are also important to ensure they can supply when needed.
5. Applying minimum and maximum stock levels is an excellent way to protect cashflow and ensure sufficient supplies.
6. Stock rotation to ensure old stock is used before new stock to prevent waste and items going out of date.

5. Describe the aims of a briefing in a production kitchen.

1. To disseminate information to the team in a timely, concise and clear manner
2. To ensure everyone in the team understands the information
3. To provide opportunities for two-way communication.

6. Explain the purpose of briefing the team:

- a) At the start of a shift

To allocate tasks,

To issue standardised recipes

To issue prep lists

Motivate the team

To address any questions/concerns

- b) Pre-service

To outline the plan for service

To discuss special requests

To discuss / reinforce service standards

To discuss potential issues for service

To motivate the team

- c) At the end of service
 - To de-brief the team
 - To share customer feedback
 - To provide team/individual feedback on performance
 - To deal with any issues.