

Unit 303: Contribute to business success

Worksheet 2: Managing resources (Tutor)

The resources available to a chef de partie in a kitchen are varied. The business has to make a profit and therefore chef de partie has to make allowances and try to balance the resources available to them.

Resources include the human resources relating all of the staff, the physical resources such as the equipment and also the commodities and products used for production and the final products and services sold to the customers.

You are required to read the key points below and answer all aspects in detail ensuring that you provide a resource strategy which addresses all resource aspects and control mechanisms for a section in the kitchen.

1. In brief, describe a section in the kitchen a chef de partie could be responsible for and provide an overview of the physical resources typically required at a functional level.
 - a. List the storage requirements including temperatures where applicable for these resources to ensure food safety, Occupational health and safety and prevention from loss.

Learners need to provide the categories and examples of physical resources:

 - Kitchen: Food items, chemicals, large and small equipment.
 - b. Describe how you will identify the requirements for use and effectiveness.
 - Audit, stock control, budget control
2. Provide an overview of the financial records and financial control measures used to control resources for your department.
 - Profit and loss accounts, trading accounts, invoices, goods received notes, credit notes, statements, stock sheets.

Explain how these are used to monitor resources for the purpose of controlling profit and loss.

- Check deliveries against invoices; check credit notes appear on statements; stock sheets account for all consumables; sales ledgers balance; monitor purchases and sales; monitor profit and loss statements to make adjustments in resource use etc.
- a. Provide 2 examples for computerised applications and explain how these can increase efficiency in operations.
 - Food safety management systems, stock control systems.
 - b. Explain how these financial control measures will contribute to the business' financial stability and provide examples.
 - Identifying slow moving stock, effective FIFO, dead capital, dead stock, adjusting budget, identifying shortfalls, maintaining profitable staff budget, etc.

3. To manage the human resource requirements for your section effectively you need to provide an overview of the following aspects:
- Which categories of employment are available for deploying human resource needs?
 - Full-time, part-time; skilled, unskilled, temporary members (seasonal).
 - Provide 5 detailed, organisational aspects you need to consider when planning the deployment of staff and explain what impacts these would have on the financial and operational viability of the business.
 - Services provided, volume of business, style of menu and service skills required, seasons, special events.
 - Cost factors include staff mix relevant to tasks to reduce staff costs; avoiding idle times; overtime and penalty rates; staying below budget; maintaining profit margins, etc.
 - Which aspect and cost factors would you need to consider if you were to recruit new staff?
 - Sources and mediums to find and recruit staff; time involved to plan and conduct the recruitment process including cost of staff involved in recruitment process; costs for advertising; costs for engaging a recruitment agency; recruitment process: receiving applications, selection for interview; notifying applicants; interview process; selecting employee; notifying successful and unsuccessful applicants, etc.
 - How would you monitor the efficient use of human resources?
 - Staff records e.g. time sheets, logs etc; Rosters; department reports and logs; wage costs and budget.
 - Provide five reasons and benefits for monitoring the use of human resources.
 - Efficient allocation of resource; staff satisfaction and motivation; customer satisfaction, cost efficiency,