

Unit 302: Supervise and monitor own section

Handout 3: Monitoring preparations

Ingredients

For a supervisor, monitoring ingredients falls into two categories: availability and quality.

Availability

The supervisor should check that all ingredients are in stock by carrying out regular stock checks, placing orders and checking deliveries are received.



Quality

The supervisor should check all deliveries that enter their kitchen before accepting and signing for the delivery. All food businesses require quality ingredients to produce quality menu items for their customers.

Monitoring HACCP

The monitoring of HACCP requires the supervisor to ensure that all employees are aware of their responsibilities under HACCP and are also trained in line with their tasks. Records must be kept in order for a food business to show due diligence, including:

Delivery: Temperature-sensitive food must be stored correctly by the supplier. They usually provide a printout of the temperature of the storage area on their lorry.

Storage: All food storage areas must be monitored to ensure goods are correctly rotated, labelled and stored, whether ambient, cold or frozen, and records kept.

Preparation and cooking: Chefs must be monitored to ensure their practices are in line with the business and food safety policies.

Serving: All temperature-sensitive food must be correctly stored. It should be probed and the temperature recorded.

Waste: Waste must be removed correctly and waste notes provided by the supplier of the service.

Monitoring Food Safety

Like HACCP, the supervisor's main responsibility is to ensure that employees are carrying out their practices in line with the business' policies. Supervisors need to understand that they are responsible for the safety of their staff and customers. Food safety monitoring is achieved by:

- Observing staff in the workplace
- Training staff
- Checking records such as:
 - delivery notes
 - food temperature sheets
 - waste notes.

In each case, if staff are not trained, not completing the necessary paperwork or conducting poor food safety practices, the supervisor must step in and carry out a corrective action.