

## **Kitchen Policies & Procedures**

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## **Kitchen Policies & Procedures**

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<b>Prepared by:</b>	<b>Approved by:</b>	<b>Approved by:</b>
	Resident Manager	General Manager
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### **Procedure**

**The following rules are applicable to all Kitchen Hosts and are to be followed strictly.**

**Also non-kitchen host should take note of the following rules in the event they would need to enter kitchen areas.**

- 1) No Running Anywhere, Anytime**
- 2) No Smoking (see F&B Host Handbook)**
- 3) Knife handling**
  - a) Never carry your knife with the point up or out and never run with a knife in your hands. Always exercise extreme caution when moving with a knife in your hand, and remember it is best to sheath your knife before moving off the line or out of your work area.
  - b) Cut away from your body and other people
  - c) When drying a sharp knife, keep the edge away from you don't leave them in a sink or any other place where they cannot be clearly seen
  - d) If your knife falls do not try to catch it! let it fall!!
  - e) Pick up or pass a knife by the handle not the blade
  - f) Do not misuse your knife/ it is for cutting not opening can keep your knife sharp, it is easier to use and therefore safer to use. You will be shown the proper way to sharpen and hone you knife/ practice the technique.
- 4) Lifting and Carrying**

In hotel kitchens, often times you will be required to move or lift objects or material of considerable weight. To avoid injury and accidents you should always ask for assistance and help. Do not try to lift a heavy stockpot by yourself.

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An aid to lifting large pots: slip your side-towel through the handle and then grab it with both hands, in this way the strain on your back is equally distributed.

When lifting, keep your back straight and lift with your legs

When handling anything of weight, make sure the floor area where you will be working is dry and free of grease spills, if it is not, advise your supervisor.

### **5) During Service**

During peak hours, remain calm and listen for orders from your supervisor. Always acknowledge the orders by replying with YES or OK.

Do not argue with fellow workers; cooks or service personnel. Solve problems at the end of the peak time.

Using a glass to drink from is prohibited because they are easily knocked over and broken, the result is broken glass in the mise-en-place !?!! You are of course allowed to use the plastic mugs.

No screaming and shouting, Remain quiet but ask to repeat the order if not understood

### **6) Kitchen Layout**

It is important to know where all steps and floor changes are to help prevent tripping accidents. Become aware of the physical characteristics of the floor in the area in which you work.

Keep the floors clean and dry/ clean any spills up quickly

### **7) Food Preparation Equipment**

Because of the potential to cause accidents, broken or incorrectly operating equipment should be reported to your supervisor.

Make sure that you know how to use a machine properly before you use it. If you are not familiar, please ask your supervisor.

Before adjusting or cleaning any machine make sure it is turned off, or better, unplugged.

Due to the powerful motors involved, make sure the machine is turned off when you plug it into the outlet.

Use proper attachments for "tamping or pushing" when using the meat grinding attachment and ensure they are locked while fitting them. If you are not sure, ask your supervisor to check it first.

**END**