[COMPANY LOGO]

Ordering/Receiving Items From The Commissary Kitchen

Last Updated: 22/01/2024

Employee Responsible: Kitchen Supervisor

Purpose:

To outline the steps in successfully ordering, reviewing, receiving, and storing items from the commissary kitchen.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

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Nightly Inventory Check:

Purpose: To ensure all items needed for a successful operational service are accounted for and ordered if an item's inventory count is below our set par levels.

Scope: The steps taken by all positions in the kitchen in checking for low inventory levels on all kitchen items.

When: Once service hours have concluded.

Perform an Inventory Review on IMS:

1. The supervisor will log into the inventory management software on the kitchen office computer using his/her username and password.
2. Under the "Inventory Management" tab, locate the current inventory stock list.
3. Review each inventory item that is noted as below the set par quantity, or close to reaching the par minimum.
4. Note the name and stock quantity of any below par inventory items on the low inventory item sheet to add to the upcoming commissary kitchen order

Fill out the Low Inventory Item Sheet:

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1. On the "Low Inventory Item Sheet" sheet, an employee from each station will write down the item name, current stock quantity, and estimated order quantity of all items that the employee believes will need replenished before the following service.
2. At this time, the employee should not spend too much time checking inventory. Instead, only mark items on the sheet that seem low during service and when performing end of the day closing duties.
3. Once the employee has completed this form, he/she will place it on the desk located in the kitchen office.
4. The kitchen supervisor will send a clear image of the low inventory sheets to the purchasing manager via Whatsapp.

Daily Commissary Ordering:

Purpose: To ensure all low inventory items are ordered on time prior to the following food service.

Scope: The steps taken by the satellite kitchen supervisor and purchasing manager to accurately place an order with the commissary kitchen.

When: First task to be completed by the purchasing manager each morning.

1. The purchasing manager will log into the inventory software using his/her username and password.
2. Locate the "Orders" page.
3. Check the "Your Orders" tab to see if a commissary order has already been automatically created from the below par level items that the software has detected.
4. If a commissary order has already been created: Review the existing items + order quantities on the purchase order to ensure that these items were. accurately inputted. Continue to step #7.
5. To create a new order: Select the "Create Order" tab in the top right hand corner of the screen.
6. Select "Commissary Kitchen" as the supplier.
7. Use the "Low Inventory Item" sheets collected from the satellite kitchen to input all of the item names and appropriate quantities for each item onto the order sheet.
8. Input any final requested items and their order quantity.
9. Review all items and order quantities on the purchase order to ensure that these items were accurately inputted.
10. Fill out any additional required information/notes on the order sheet.
11. Send the order once all information has been thoroughly reviewed and approved.

Receiving Commissary Orders:

Purpose: To ensure all items needed for a successful operational service are delivered as written on the order sheet + stored in the kitchen properly.

Scope: The steps taken by all positions to receive ordered products at the time of their scheduled delivery + properly store the items.

When: Once the Commissary Delivery Driver Arrives to the Satellite Kitchen:

1. The supervisor will instruct a kitchen staff employee to assist the delivery driver in unloading the products from the van onto the expeditor table.
2. On a kitchen tablet device, the supervisor will open up the order sheet to review that each item has been delivered, paying attention to each item's quality/quantity as the sous chef unloads the product.
3. Once all of the products have been unloaded and the order has been approved by the supervisor, the supervisor will permit the driver to leave.
4. If any ordered item(s) has not been delivered: The satellite supervisor will immediately contact the commissary kitchen by phone to notify the commissary supervisor of the missing item(s). The supervisors will discuss and decide on a solution in this case.
5. The cooks will begin to empty the items from the delivery containers, into the satellite kitchen containers.
6. The dirty delivery containers will be sent to the dishwashing station to be cleaned, sanitized, air dried, and organized into a container.
7. The clean delivery containers will be picked up by the delivery driver the following morning to return to the commissary kitchen.

Monitoring

The kitchen supervisor will monitor all aspects of the commissary ordering, receiving, and storing process.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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