

Chef's Corner

How to maximize workflow in the kitchen and delegate daily production tasks

July 24th

Product Specialist
Aurora Information Systems







Chef's Corner

- Kitchen Organization
 - Understanding everyone's roles and responsibilities
- Menu Planning
 - How it affects your kitchen
- Quality Control
 - How to ensure quality
- Kitchen Ergonomic
 - Minimized wasted movement







Kitchen Organization

The goal is to delegate production tasks effectively

- Increase productivity, proficiency, profitability
- Decrease labor hours, supervision, foodcost







Kitchen Organization

- Division of Labor
- Create a list of job duties by position and responsibilities
- Everyone knows what they are expected of







Why Delegate

- Reduces stress
- Free up time to do the important & necessary work
- Promote professionalism
- Develop employee's skill
- Increase productivity and efficiency







Delegate Effectively

- Delegation is not effectively without training
- Establish a way to measure performance
- Holding the person (delegatee) responsible
- Delegate responsibility, not accountability







Chefs

- Accountable for unit's performance
- Meet yearly budget goal
- Manage Culinary teams
- Plan menus
- Collect, test, batch recipes
- Forecast menus
- Purchasing







Sous Chefs

- Carry out forecasted menus
- Delegate daily production tasks (Production Orders)
- Supervise Lead Cooks
- Maintain overall quality and set sanitary guidelines
- Control cost (Minimized waste)
- Performance can be evaluated by PreCost/ Post Cost Report







Lead Cooks

- Lead food production in designated station
- Train and assign tasks to food service workers
- Monitor quality
- Maintain HACCAP standards
- Maintain Service Records
- Performance Evaluation: PostCost/ Actual Cost Report







Delegate Vertically

Chef

Sous Chef

Sous Chef

Lead Cook

Lead Cook

Lead Cook

Cook

Cook

Cook

Cook

Cook

Food Service Workers







Delegating Tasks

- Maximize workflow in the production kitchen
- Assign tasks based on position, production station, skill level, and needs
 - Use Production Department to group similar recipes together
 - Consolidate Prep Work
 - Prep ahead of time







Production Departments

* * DEPART	MENT MAINTENANCE	* * MAI.DEPT
LOC	CATION 50, Library Cafe	
<u>NUMBER</u>	<u>NAME</u>	FoodPro
1 2	COFFEE BAR PIZZA	✓ OK X Cancel
3 4	GRILL SOUP & SAUCE	% Help
5 6	SAUTE BAKER	
7 8	BROILER Grab & Go	
9 10	MEAT PREP PANTRY	
11 12	VEG PREP PASTA	
CONTINUED	Conference	
ENTER DEPARTMENT NUMBER TO MO	DIFY/ADD, <ent>=NEXT PAGE, 0=END</ent>	:







Production Order

7/16/2012 1:45:32PM Page 1

FOOD PRODUCTION ORDER The Gallery

GRILL DEPARTMENT

DATE: 07/17/12

PREPARATION PERIOD: TUE, ALL

RECIPE		YIELD Amount	PORTION	PORTIONS TO	PORTIONS	RECEIVING	PERIOD		
NUMBE	RECIPE NAME	REQUIRED			PREAPRED		SHIPMENT	SERVICE	
600104	V Vegan Burger	60 oz	5 oz	12		Woodrow Wilso	07-17,TUE,ALL	07-17,TUE,DAY	
600117	Chicken Tenders	12 each	2 each	6		Wraps	07-17,TUE,ALL	07-17,TUE,ALL	
600119	Beef Fresh 6oz Burger	72 each	1 each	72		Woodrow Wilso	07-17,TUE,ALL	07-17,TUE,DAY	
600119	Beef Fresh 6oz Burger	20 each	1 each	20		Special Event	07-17,TUE,ALL	07-17,TUE,Lun	
600238	Beef Hot Dog 6/1	24 each	2 each	12		Woodrow Wilso	07-17,TUE,ALL	07-17,TUE,DAY	
600238	Beef Hot Dog 6/1	20 each	1 each	20		Special Event	07-17,TUE,ALL	07-17,TUE,Lun	
600242	Tomato Sliced	16 oz	2 oz	8		Sandwiches	07-17,TUE,ALL	07-17,TUE,ALL	
600242	Tomato Sliced	6 oz	2 oz	3		Ital Panini	07-17,TUE,ALL	07-17,TUE,ALL	
600242	Tomato Sliced	14 oz	2 oz	7		Wraps	07-17,TUE,ALL	07-17,TUE,ALL	
600242	Tomato Sliced	52 oz	4 oz	13		Sandwiches	07-17,TUE,ALL	07-17,TUE,ALL	
600252	Pork Bacon	4 slice	2 slice	2		Ital Panini	07-17,TUE,ALL	07-17,TUE,ALL	





PATRON COUNT: 1093



Prepping Ahead

- Recipe Scheduler vs. Process Pointer
 - Recipe Scheduler is for Prepared Products (Recipes)
 - Great for soup, sauce, marinate, entrée that keep well

- Process Pointer is for Inventory Items
 - Slicing onion, tomato, deli meat, thawing
 - General Schedule







Recipe Scheduler

	022003, SOUP CREAM OF CHICK FLORENTINE								
1)	WED	THU	FRI	SAT	SUN	MON	TUE		
BRK	1	2	3	4	5	6	7		
LUN	1 M2	2 M3	3 M4	4 M5	5 M6	6 M7	7		
Din	1	2	3	4	5	6	7		

2) DAYS AHEAD, MAKE MEAL

1) 1,LUN 2) 1,LUN 3) 1,LUN 4) 1,LUN 5) 1,LUN 6) 1,LUN

ENTER LINE NUMBERS 1 OR 2 TO MODIFY, 3=DELETE, 0=END ^BMS







Process Pointers

ITE	M: 1366,	Bp Turkey	Brst Smoke	d 8#	PROCESS	: 34, SLI	CED THIN
1)	WED	THU	FRI	SAT	SUN	MON	TUE
BRK	1 M2	2 M3	3 M4	4 M5	5 M6	6 M7	7
LUN	1	2	3	4	5	6	7
Din	1	2	3	4	5	6	7

2) DAYS AHEAD, MAKE MEAL

1) 1,BRK 2) 1,BRK 3) 1,BRK 4) 1,BRK 5) 1,BRK 6) 1,BRK

ENTER LINE NUMBERS 1 OR 2 TO MODIFY, 3=DELETE, 0=END _







General Schedule

ITE	M: 0000,	GENERAL			PROCESS	: 34, SLI	CED THIN
1)	WED	THU	FRI	SAT	SUN	MON	TUE
BRK	1	1	2	2	2	3	3
LUN	1 M2	1	2 M3	2	2	3	3
Din	1	1	2	2	2	3	3

2)

DAYS AHEAD, MAKE MEAL

1) 2,LUN 2) 2,LUN 3) 3,LUN

ENTER LINE NUMBERS 1 OR 2 TO MODIFY, 3=DELETE, 0=END ^BMS







Department 99

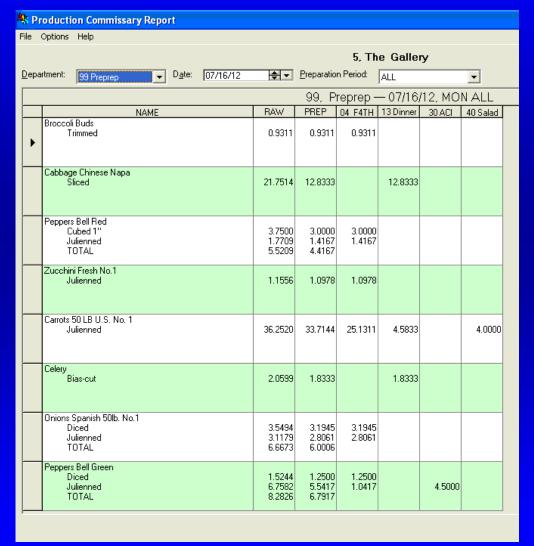
- Ingredient Preprep
 - All Process Pointers are set to Department 99
 - Prints at the end of your Production Orders report







Preprep Dept. 99

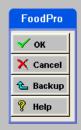








Commissary Department



END OF LIST

ENTER SELECTION: 1=ADD, 2=MODIFY, 3=DELETE, 0=END







Commissary Production Report

Aş p	Report Commissary Report										
File	File Options Help										
	5. The Gallery										
<u>D</u> ep	Department: 38 Sandwiches □ Date: 07/16/12 □ Preparation Period: ALL □										
		38, 9	Sandwiches — 07	7/16/12,	MON	I ALI	_				
	RECIPE	RECIPE NAME	AMT REQ	10 38	_	15	17	19	22	23	
•	600011	Sand Cold Princeton Club P	7 sand	6	1						
	600537	Sand Grill Chick Sundried	12 each	6	1			2		3	
	600724	Sand Tom Mozz Sundried	13 each	6	1			3		3	
	600725	Sand Bistro Beef Portugues	7 each	6	1						
	600726	Sand SmTurkey Swis 7 Grain	13 each	6	1			3		3	
	600735	Sand Ham Swiss Onion	5 each					2		3	
	602168	DELI Ficelle Italian	5 each					3		2	
	602242	Sand Wheat Club Tuna	6 each					3		3	
	602254	Sand Chicken Salad Multi G	3 each	2	1						







Service Needs Production Report

AN Se	Service Needs Production Report Preview								
File	ile Options Batch Recipes								
Mon,	Mon, July 16, 2012 2:08:28 PM Dates: Wed 07/11-Tu								
<u> </u>				– 5, The	Gallery –				
		Numbe	Item / Recipe Name	Amt Req	15				
•	[+]	600032	Salad Chef	20 each	20				
	[+]	600037	Salad Grill Chick Mediterr	20 each	20				
	[+]	600346	Fruit Salad	100 cup	100				
	[+]	600400	Salad Garden Salad	20 each	20				
	[+]	600545	Fruit Grapes Red Cup	150 each	150				
	[+]	600546	Fruit Grapes White Cup	150 each	150				
	[+]	600549	CCC Fruit & Yogurt Parfait	86 each	86				
	[+]	600579	Salad Chicken Caesar	28 each	28				
	[+]	601005	Salad Chicken Cobb	20 each	20				
	[+]	602037	Sld Egg 4oz Hussman	20 each	20				
	[+]	602038	Sld Chicken 4oz Hussman	20 each	20				
	[+]	602039	Sld Tuna 4oz Hussman	20 each	20				







Service Needs Production Report

Ą	Service Needs Production Report Preview								
File	File Options Batch Recipes								
Мо	Mon, July 16, 2012 2:08:28 PM Dates: Wed 07/11-Tue 07								
	_				e Gallery –				
		Numbe	Item / Recipe Name	Amt Req	15				
	•	H 600032	Salad Chef	20 each	20				
	T		07-11, WED ALL		4				
			07-12, THU ALL		4				
			07-13, FRI ALL		4				
			07-16, MON ALL		4				
	٦		07-17, TUE ALL		4				
	1	[+] 600549	CCC Fruit & Yogurt Parfait	86 each	86				
		(+1 600579	Salad Chicken Caesar	28 each	28				
		[+] 601005	Salad Chicken Cobb	20 each	20				
		(+1 602037	Sld Egg 4oz Hussman	20 each	20				
		[+] 602038	Sld Chicken 4oz Hussman	20 each	20				
		(+1 602039	Sld Tuna 4oz Hussman	20 each	20				
						1			







Sneeds Prod vs. Comm Prod

- Commissary Production Report
 - Based on last Production Run information
 - Report per meal, per day
- Service Needs Production Report
 - Up-to-date production needs
 - Report on multiple days, meal periods
 - Batch recipe
 - Storeroom Requisition per recipe







Menu Planning

- Menus affect your day to day production needs
 - Have a direct impact on each production station
 Pantry, Prep, Grill, Pizza, Short Order (Action Station),
 Oven, Sauce/Soup, Meat/Seafood, Baker, Fryer, Delietc...
 - Be mindful of your labor resource, kitchen layout, equipments, and labor skill level when planning menus







Menu Planning

- Theme:
 - BBQ, Italian, Surf n Turf, S.E. Asian, Thanksgiving...
- Balance:
 - Varity, Contrast, Nutrition
- Resources:
 - Equipments, Skilled Labors
- Work Load:
 - Labor intensive recipes?
- Foodcost
 - Meeting budget goal?







Recipe Management

- Useful features in Global Recipe
 - Chefs Note, Portion Analyzer, Recipe List, Product Information
- Note in your recipes:
 - Prep Time
 - List all equipments and tools needed
 - Skill Level
 - Serving/Holding Instructions
 - Flavor Profile







Flavor Profile

 Flavor Profile: Flavor, Appearance, Smell, Texture, Temperature (FASTT)

Flavor: Sweet, Sour, Salty, Bitter, Savory, Spicy

Appearance: Melted Cheese, Golden Brown, Grill Marked

Smell: Citrus, Smokey, Woody, Cheesy, Pungent, Fruity

Texture: Creamy, Crunchy, Crispy, Chewy, Velvet, Tender

Temperature: Warm, Chilled, Hot, Sizzling







Quality Control

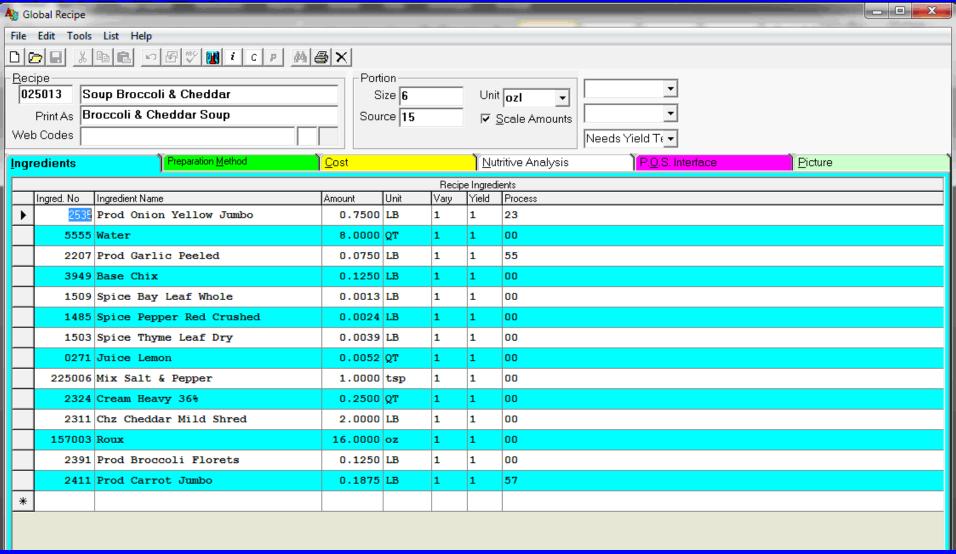
- Well written, easy to follow recipe
- Test and batch new recipes before approving for service
- Periodic "line-test" thru-out shift
- Train cooks the proper technique for each recipe
- Well prepared food won't cost you more than poorly executed food







Global Recipes

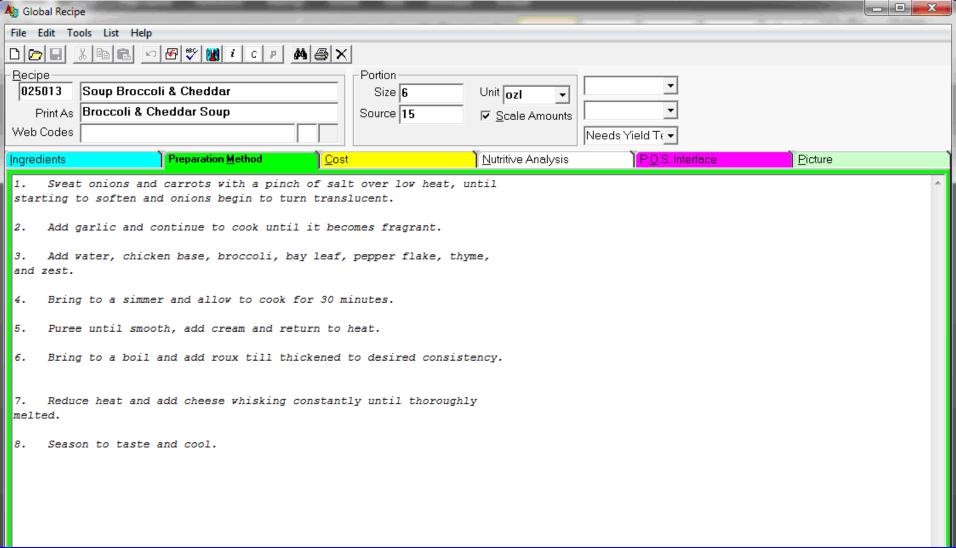








Global Recipes

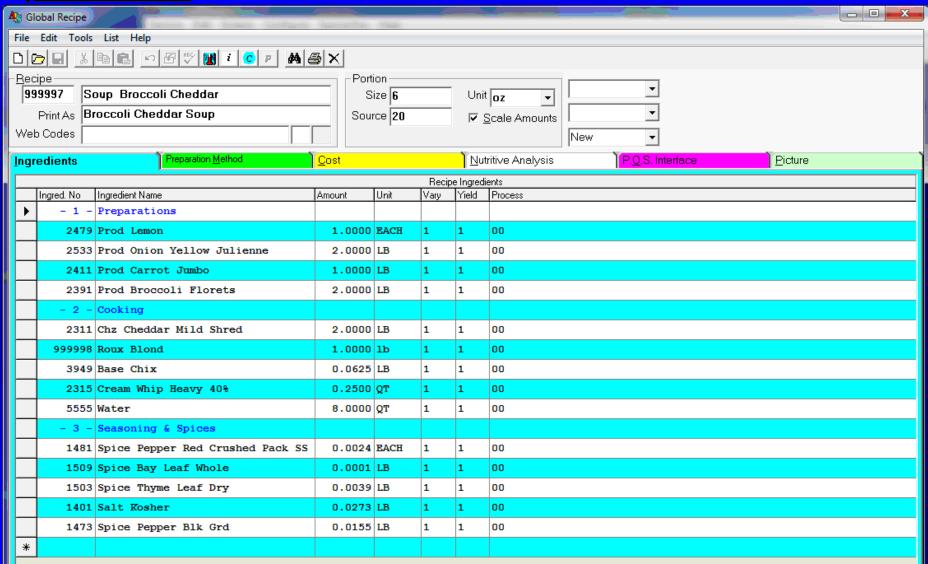








Ingredient Blocks & Recipe List









Detail M.O.P.

_ D X A Global Recipe File Edit Tools List Help Recipe Portion: Unit oz 999997 Soup Broccoli Cheddar Size 6 Print As Broccoli Cheddar Soup Source 20 ✓ Scale Amounts Web Codes New Preparation Method Nutritive Analysis P.O.S. Interface Picture Cost Ingredients Zest lemon. 2. In 5 gal soup kettle, sweat onions and carrots with a pinch of salt over low heat, until starting to soften and onions begin to turn translucent. 3. Add garlic and continue to cook until it becomes fragrant. 4. Add water, chicken base, broccoli, bay leaf, pepper flake, thyme, and zest. 5. Bring to a simmer and allow to cook for 30 minutes. Using a burr-mixer, puree until smooth. 7. Add cream and return to heat. 8. Bring to a boil and add roux till thickened to desired consistency. 9. Reduce heat and add cheese whisking constantly until thoroughly melted. Season to taste.









Equipments & HACCP

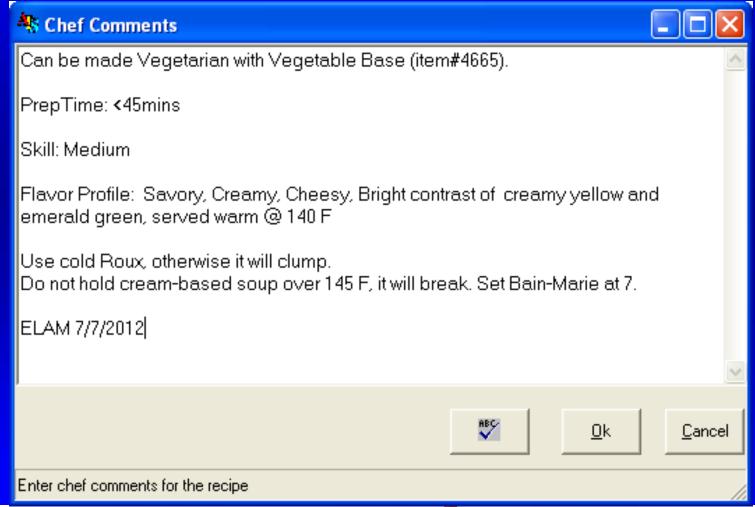
A Global Recipe File Edit Tools List Help Recipe Portion 999997 Soup Broccoli Cheddar Unit oz Size 6 • Broccoli Cheddar Soup Source 20 Scale Amounts Web Codes New Preparation Method Cost Nutritive Analysis P.O.S. Interface Picture Ingredients 11. Pour soup slowly onto 4 inch hotel pans. Fill to 2 inch only. Label, date and initals. 12. Chill in Walkin on SpeedRack. Do not cover until soup cooled. Equipments and Tools: Whisk, Ladle (2ft), Zester, 5 gal Soup Kettle, Burr mixer, 4 inch Hotel Pans. CCP- Cool by separating the food into smaller or thinner portions. CCP- Label and date foods with a consume by date. CCP- Hold hot potentially hazardous foods no more than 4 hours at 140 F (60 C) or above. CCP- Refrigerate at 45 F (7 C) or below for 4 days. CCP- Reheat all foods for hot holding rapidly to at least 165 F (74 C) for 15 seconds within 2 hours.







Chef Comments

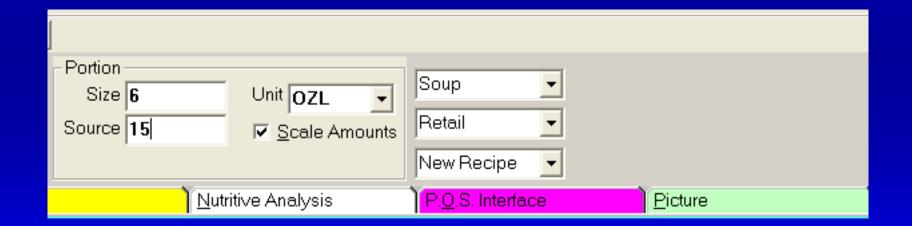








Recipe List

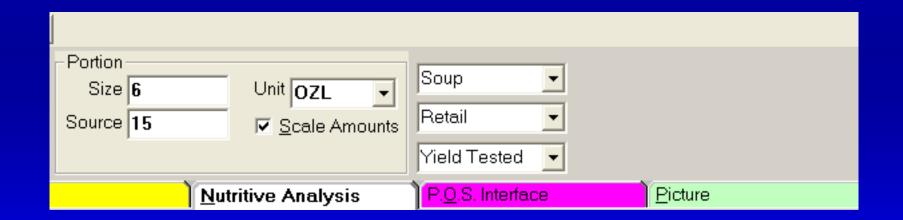








Recipe List









Quality Control

- How to ensure quality?
 - Determine how to prepare and hold each food item (Temperature & Time)
 - Don't overcook/ undercook
 - Taste test before serving each batch
 - Hold food at proper temperature
 - Utilize fresh produces/ products whenever possible







Quality Control

Food preparation of any kind destroys nutrients and enzymes

 However, various culinary preparations can enhance flavors while minimizing nutrients lost







According to USDA...

- Water-soluble vitamins such as Vitamin C and B are easily destroyed by air, light, pH, and heat
- To reduce nutrient loss:
 - Store prepped vegetables with proper covers
 - Cook vegetables as soon as possible after cutting
 - Cook vegetables until "just tender"
 - Prepare food as close to serving time as possible
 - Serve raw vegetables when possible







Recommendations

- Prepare small amounts
 - Avoid long exposure to heat
 - Fresh or frozen vegetables can be cooked by several different methods: steam, bake, sauté
- Regardless of the cooking method you choose, it is better to prepare small amounts than to cook single large batches
 - Nutritive value is lost and quality is lowered with long exposure to heat







Recommendations

- To retain nutrients and bright colors, cook "just until tender"
 - Retains nutrients, color, and flavor
- Use carefully timed "batch cooking" to avoid having vegetables held too long before serving
 - A good rule of thumb: the quantity you cook should not exceed the amount you can serve in 15 minutes
 - This applies to both vegetables served alone and to vegetables used in recipes such as beef or chicken stirfry







Recommendations

Small batch cooking = less waste, better quality, better nutrition

Batch size can be set in Location Recipe file







- Design the kitchen for maximum efficiency
- No wasted movement
- Don't have your worker waste time and energy walking back and forth during setup, production and cleaning
- Ergonomic also helps reduce injury, fatigue, and accident







- Equipments and Storage are layout according to station's needs
 - Spices rack, flour bins, weight scale next to baker
 - Burr mixer, ladles, sauce pans, pitchers are located in the Soup/Sauce station
 - Reach-in freezer next to the fryers







- Action Station Configuration
 - Lay out the station in order of preparation (a.k.a. Assembly Line Configuration)
 - Burrito Station: Steamer for flour tortilla > sour cream > guacamole > rice > beans > meats > pico > wrapping > bag & serve







- Have all ingredients and tools needed for production
- Assign "pickers" to pull ingredients using Storeroom Requisition and Production Recipes







Storeroom Requisition

Storeroom Requistion 50, Library Cafe

Department: PIZZA Date: 07/04/12 Service-Period: WED, Din

Storage Area	Number	Item Name	Inventory Unit	Issue Quantity	Actual Need
KITCHEN/DISHROOM	6000	Io Bread Hearty Canadian White	LOAF	1	0.4444
INGREDIENT PREP RO	1159	Am Honey Ham, PREMEASURED			41 LB 14 OZ
	1378	Am R.t.s. Pepperoni Sliced, PREMEASURED			2 OZ
	1464	Pr Cheese American White, PREMEASURED			3 OZ
	1516	Pr Cheese Mozzarella Shrded, PREMEASUREI			4 LB 15 OZ
	2113	Veg Alfalfa Sprout 4 Oz Pkg, PREMEASURED			4 OZ
	3124	Cond Olives Ripe Sliced, PREMEASURED			
	3163	Cond Pickle Dill Spears, PREMEASURED			3 EACH
	1828	Veget Tofu Extra Firm, CUBED			12 OZ
	2168	Veg Pepper Green28#/cs, DICED			1 1/2 OZ
	2191	Veg Tomato Ripe, DICED			2 OZ
		Veg Carrots Frsh Peeled, SHREDDED			2 LB 1 OZ
	1068	Beef Roast Deli Style 7# Avg, SLICED			1 LB
	2146	Veg Cucumber 72ct, SLICED			5 1/4 OZ
	2191	Veg Tomato Ripe, SLICED			6 LB 14 OZ
		Veg Onion Red Med 25#, SLICED THIN			4 OZ
	1018	Bacon Precooked 24/26 300ct, THAWED 1 DA'			3 1/4 OZ
		Veg Broccoli Crowns 20 #, FLORETS			2 OZ
	1018	Bacon Precooked 24/26 300ct, COOKED			2 1/2 OZ
Bakery	211067	BKY BC BRD FRENCH BAG DEMI 7"			39 LOAF
PIZZA	800499	BCC BAGUETTE ACCOMPANIMENTS			7 EACH
	800500	BC SANDWICH ACCOMPANIMENTS			20 EACH
MEAT PREP	801289	BC PESTO OIL		:	5 OZ 1/5 OZ
	801310	BC COND MAYO CRANBERRY		1	0 OZ 1/2 OZ
	853014	BC SAUCE PIZZA PURCHASE V 8			2 QT 17 OZL
VEG PREP	800547	BC SPREAD GARLIC BUTTER			4 OZ







 Empower your production staff to take advantage of FoodPro production reports and tools







The End



