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PAR STOCKS

PURPOSE

To ensure a smooth and efficient operation at all times.

To establish a reference guideline as to the various equipment and supplies needed on a daily basis

For control and inventory purposes.

PROCEDURES

Each chef in charge will establish and implement a par stock list
 And /or control sheet for the following items

- 1 meat and fish supplies
- 2 vegetable and fruit supplies
- 3 grocery supplies
- 4 dairy
- 5 beverages
- 6 processed food products
- 7 garde manager
- 8 pastries
- 9 operating equipment (glassware, ect)
- 10 general stationery supplies
- 11 linen supplies

These par stock are done in accordance with the chefs office and the hotel standards and specifications

They will be revised periodically

This par stock will serve to monitor all food inventories for all his/her equipment and supplies on a daily, weekly and monthly basis, to prevent shortage or excess

Each sous chef in charge is totally responsible for all his/her equipment and supplies, and must always maintain his/her stock up to par.

This par stock list will be posted in evidence and followed by all the outlets staffs, especially when requisitioning.

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PERSONS RESPONSIBLE
SOUS CHEF IN CHARGE

The following point must be taken in consideration when preparing par stocks.

Is very important to properly control par stocks and limit the space required for storing items. The commissary acts as a food storage place for the outlet kitchens.

All food par stock must be managed on **FIRST IN FIRST OUT** basis. This will ensure a constant rotation of par-stocks and avoid spoilage.

MEAT AND FISH SUPPLIES: the butcher will keep a 2 days meat par-stock in the fridge. The outlet kitchen can therefore keep stock to a minimum, allowing enough for one meal period plus 30% safety margin. It is important to note that fish is highly perishable looking quality very fast if kept to long and should be ordered fresh every day.

VEGETABLES AND FRUIT SUPPLIES: the commissary kitchen will keep a 2 day stock in the fridge. The outlet kitchen should therefore keep the stock to a minimum allowing enough for the daily consumption.

GROCERY SUPPLIES: stock should be kept to a minimum as groceries are bulky and can be ordered twice a day from stores.

DAIRY: stock should be kept to a minimum as dairy can be ordered once a day from stores.

BEVERAGE: stock should be kept to a minimum as beverage can be ordered one a day from the stores.

PROCESSED FOOD PRODUCTS: limit par stock of cooked /processed food. All food which is kept for long time in the fridge loses quality and presents a potential food poisoning hazard.

GARDE MANGER: check you cover forecast for the service period and place your orders of salads and cold cuts remembering to leave a safety margin. Should you have spare food left for the following service, inform garde manger as soon as possible and have the next order reduced accordingly.

PASTRY: check you cover forecast for the service period and place your orders of pastries and cakes remembering to leave a safety margin. Should you have spare food left for the following service inform pastry as soon as possible and have the next order reduced accordingly.

OPERATING EQUIPMENT: (glassware, silverware, and chinaware ECT...) control the china requirements for your buffets and request only what is needed, consider the space limitations. Raise an order if additional items are required during busy periods and return to environmental service once the business is back to normal. Overstocking of equipment will reduce storage place, complicate the task of cleaning and increase breakage.



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GENERAL STATIONERY SUPPLIES: once per week order, the larger the stock the higher the consumption. Limit the par stock of general supplies to essential items. This will help save money and we can allocate these costs saving to areas where the customer will notice it.

LINEN SUPPLIES: control the supply of cleaning towels in the kitchens. The larger the stock the higher the consumption. Limit the consumption of cleaning towels to levels which will still allow the outlet to operate effectively, this will reduce washing costs.

PAR STOCKS

OUTLET.....

REVISED DATE.....

PAR STOCK FORM FOR.....

Item number	description	Par stock		remarks
		Min	max	