FOOD & BEVERAGE DEPARTMENT

STEWARDING

POLICIES AND PROCEDURES MANUAL
STEWARDING MANUAL SUMMARY

= INDEX =

1. ORGANIZATION OF STEWARDING DEPARTMENT
2. WELCOME TO ........ HOTEL
3. POSITION DESCRIPTION
4. STEWARDING MANAGER CHECK LIST
5. DETERGENT AND CHEMICALS
6. PR. P. O. STORING POLICIES
7. SANITATION MANUAL
8. SKILL TRAINING MANUAL
9. CHECKLIST FOR ORIENTATION
1. ORGANIZATION OF STEWARDING DEPARTMENT

- Chief Steward
  - Asst. Stewarding Manager
    - Supervisor
      - Dish Washer
      - Utility Man
      - Silver Man
    - Supervisor
      - Pot Washer
    - Supervisor
      - Night Cleaner
A. AREAS OF RESPONSIBILITY

The Steward’s department comes under the Food & Beverage Director and also includes the following areas of responsibility:

- Maintains hygiene and sanitation, including exterminating of pest, in all food service areas and all kitchens.

- Sets up stations in every kitchen for the Chef, based on menu and meet requirements for glass, china and silver.

- Ensures that dishwashing areas should be practically organized for maximum efficiency and minimum breakage.

- Ensures that after chemical supplier is appointed, the recommended program including equipment maintenance is followed.

- Responsible in maintaining all dishwashing and clearing station areas.

- Establishes routine cleaning schedule for all refrigerators, chillers and freezers.

- Responsible for silver and copperware washing, burnishing, repair and storage.

- Responsible for garbage, swill, bottle and container handling.

- Creates, implements and maintains a comprehensive waste management program including recycling. Wet garbage room is to be temperature controlled, cleaned and sanitized daily.

- Coordinates with the Executive Housekeeper to assist in the successful maintenance of pest control program.

- Responsible for the maintenance of the circulating pars of materials and equipment, monitoring consumption and replenishing as required.

- Coordinates monthly, quarterly and annual inventories.

- Responsible for cleaning and sanitation of employees’ dining room.

- Responsible for cleaning of receiving bay area.

- Responsible for cleaning of kitchens and related equipments (ranges, counters, steam tables, etc.)
- Sets up of china, glass and silver for banquet operations, forecasting, necessary tableware supplies for a particular function. Establishing and maintaining par stock lists.

- Takes operating equipment inventories at least twice a year and calculate the budget accordingly.

- Establishes dishwashing procedures by location/outlet in coordination with the Asst. Manager.

- Responsible for Steward’s department payroll, scheduling, hiring and training of Stewarding personnel.

- Confers with the Executive Chef to establish routine cleaning schedules for all kitchens.

- Does office administration for the Stewarding Dept.

B. Schedule.
The Stewarding is operating 24 hours a day with the following.
Steward area classification:

a] Chief Steward : 09:00 - onwards
b] Assist Chief Steward : 09:00 - onwards
c] Morning Shift : 07:00 - 15:00 / 08:00 – 16:00
d] Evening Shift : 15:00 - 23:00 / 16:00 – 24:00
e] Night Shift : 22:00 - 06:00

(Changed Schedule as case by case)

C. Staffing

<table>
<thead>
<tr>
<th>Position</th>
<th>No.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Stewarding Manager</td>
<td>1</td>
</tr>
<tr>
<td>Asst. Stewarding Manager</td>
<td>1</td>
</tr>
<tr>
<td>Supervisor</td>
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</tr>
<tr>
<td>Steward</td>
<td>28</td>
</tr>
<tr>
<td><strong>Total</strong></td>
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