

<b>WORK INSTRUCTION</b>			
<b>Food and Beverage Services – FOOD PRODUCTION</b>			
Code : DAP-FBS-WI-01	Revision No. : 1	Effectivity: 8 November 2017	Page: 1 of 3

**1.0 PURPOSE.** To document work instruction for food production for guidance of Food and Beverage Services (FBS) staff.

## **2.0 SCOPE**

2.1 The scope is the for the food production of DAPCC FBS unit.

## **3.0 DEFINITION OF TERMS**

3.1 **Menu Cycle** – list of food menu from which food preparation are based. Kind of menu planned for a specific period of time that is rotated according to patterns.

3.2 **Reservation Sheet**– is a type of contracting instrument used to document the agreements and commitments between the Academy and an individual or a private entity for the use of the facilities of the Academy.

3.3 **Reservation Changes**– is a written document from the Facilities Marketing and Sales Office (FMSO) signed by the guest/group’s coordinator for any changes in the previous reservations made.

3.4 **FBS Reservation Status Form** – indicates the status or condition of the guest’s reservation for the seven (7) day period particularly the meal requirements. It states the name of the group, with its reservation sheet number.

3.5 **Cycle Menu Form** – a document that shows the exact menu for breakfast, lunch, dinner, morning and afternoon snacks.

3.6 **Food Preparation** – the process or method of mixing, blending, peeling, slicing, cutting or chopping food ingredients or fruits and vegetables as desired prior to cooking.

3.7 **Food Production** – the process by which heat is applied directly or indirectly to the food either by grilling, broiling, steaming, boiling, frying, roasting an sautéing food items like meat and other poultry products, fish and seafoods, fruits and vegetables.

3.8 **Standardized Recipe File** – an important food for large quantity food preparation. A recipe developed for use. It is written for yield. Being tested it gives consistent results as to quality and quantity. It should provide the following: name of the recipe, ingredients which are listed in the order in which they are to be used, weights and measure, procedures and directions, yield and cost.

<b>WORK INSTRUCTION</b>			
<b>Food and Beverage Services – FOOD PRODUCTION</b>			
Code : DAP-FBS-WI-01	Revision No. : 1	Effectivity: 8 November 2017	Page: 2 of 3

3.9 **Recipe Standardization** – a tool for quality and quantity assurance in food preparation.

3.10 **Food Service Manager** – The food service manager shall be responsible for the FBS operation in terms of planning and organizing its products and services. Controlling and monitoring the cost of operations; Cascading and implementing the plans set in accordance with that of the Center and attends to other requirements of the clients

3.11 **Menu Board** – this shows the menu of the day and for the next day. This is posted as reference for all production staff from butcher to cooks and kitchen helpers to kitchen runners.

#### 4.0 DETAILS

Item No.	Activity	Responsibility	Interface
4.1	<b>Determination of Food Requirements</b> <ol style="list-style-type: none"> <li>Checks the scheduled menu for the day if based on the menu cycle</li> <li>Checks is with requested menu was based on the reservation sheet given by FMSO</li> <li>Posts the group's name, number of meal eater, first and last meal, and the style of service requested on the FBS Reservation Status Form</li> <li>Posts Menu on the Menu Board</li> <li>Takes note of any Reservation Changes provided by FMSO. Repeat item 'c' in this process flow.</li> </ol>	FBS Manager	Menu Cycle Reservation Sheet; Reservation Changes; FBS Reservation Status Form
4.2	<b>Material Preparation</b> <ol style="list-style-type: none"> <li>Requests and issues needed ingredients for the day's menu.</li> </ol>	Cook Storekeeper/ Stock Clerk	Menu Board; Standard Recipe Files; Requisition and Issuance Slip

THIS DOCUMENTED INFORMATION WHEN PRINTED is an UNCONTROLLED COPY. ENSURE that the printed copy being used is the current version by checking the effectivity date of the CONTROLLED COPY in the DAP FILE SERVER/ WEBSITE.



## WORK INSTRUCTION

### Food and Beverage Services – FOOD PRODUCTION

Code : DAP-FBS-WI-01

Revision No. : 1

Effectivity: 8 November 2017

Page: 3 of 3

4.3	<b>Cooking of Food</b>  a. Pre-prepares (mis-en-place) needed food items and ingredients.  b. Prepare food items and ingredients not part of the mis-en-place.  c. Simultaneous cooking of dishes.  d. Tastes food for consistency.	Butcher Kitchen Helper  Cook FBS Supervisor  FBS Supervisor/Manager	Standard Recipe Files  Food Evaluation Form
4.4	<b>Food Portioning for Distribution to Clients</b>  a. Determines food portions based on the number of meal-eaters per group and as per standard recipe.  b. Endorses finished product to kitchen runner for actual portioning and tagging.  c. Endorses food tags food products to waiters for service deliver	Cook   Kitchen Runner	Standard Recipe Files  Menu Board  Food Tags