

Unit 303: Contribute to business success

Handout 5: Physical resources

Physical resources are a big investment made by the business and must be managed properly to obtain maximum benefit.

The following considerations apply:

Equipment

All equipment should be listed on a register and clearly marked, preferably with a bar code and engraving. This allows for quick referencing and stock take. For large equipment a service register should also be held to ensure appropriate maintenance and avoid breakdowns. Small equipment and tools should also be noted in a register and clearly marked to prevent pilferage. Small items such as dariole moulds can be stolen by staff and these measures can assist to minimise incidents.

Equipment is like stock and whilst you need to have sufficient equipment to serve the number of seats available in the restaurant, it is easy to over-cater and tie up money in unnecessary equipment and tools that may sit in the store room. Associated costs of equipment such as maintenance, repairs and replacement also must be considered. Consider the total amount needed, expected level of theft and breakages and allow for ongoing replacement as part of the budget. Contemplate the number of covers that you are likely to do each day. For example, if you have a 50-seater restaurant you may need 50 entrée plates, as not all people will have starters, but you can also utilise them for dessert. However, you must allow for washing up in between.

Food and beverages

Establish clear stock control measures and a paper trail from order through to the actual menu items or drinks sold. This will highlight any excessive waste or theft. Manage the correct storage of resources to obtain maximum shelf life using wet and dry storage. Incorporate HACCP procedures into the resource management process.

Food also needs to be calculated carefully as you need sufficient to cover the daily needs but you want to ensure no food is wasted. Taking stock after each service period allows for extra orders from suppliers. Good communication between kitchen and service staff is essential. Relationships with suppliers are also important to ensure they can supply when needed.

Chemicals

Store in a separate area or lockable cabinet with Material Safety Data Sheet (MSDS) attached.

Chemicals are easier to store and calculate as they do not have a short lifespan. Once again, a regular stock take is advised as you do not want to run out of detergents in the middle of service.

Note: Applying minimum and maximum stock levels is an excellent way to protect cashflow and ensure sufficient supplies.