

Cost Control Catering Audit Proposal

Audit Objective:

To report on the current operation to enable financial improvements in:

- Food Gross Profit Percentages
- Labour Costs and Work Flow Efficiencies
- Review food safety systems, equipment efficiency, menus, staff and leadership.

Audit Method:

To observe and drill down on the operation over 3 days, reviewing:

- Purchasing arrangements including ordering, pricing and receipt procedures
- Product selection and compatibility with customer expectations and alternatives
- Menu balance re price points versus cost of goods and timelines re turnover of items
- Storage including labelling, hold temperatures and shelf life
- Preparation times, service of food and reducible wastage opportunities
- Current rosters, overtime, workflow and effectiveness of staff in completing tasks efficiently
- One to one discussions with leadership and line staff re current practices and effectiveness
- Checking plate return re menu items and quantities of produce being used and dumped
- Equipment suitability and alternatives, service requirements and maintenance issues

Audit Report:

Prepare an overview of the operation as observed during the audit period. Provide an outline of each area of the operation from purchasing to service as it is currently operating.

Make recommendations and suggest improvements to achieve a better financial outcome through:


- Higher Food Gross Profit Percentages
- Lower Wage Costs and Labour Efficiencies
- Control of food safety, menu layout, equipment maintenance and staff/leadership engagement

Produce a comprehensive and clear report with suggestions and recommendations, including:

- Areas of Concern
- Solutions to concerns
- Opportunities not yet realised

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