**TEKNOWLEDGE SHARED SERVICES (PVT) LTD**

**Supervise kitchen items daily and update check list once a week (Friday)**

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| **SUBJECT** | Supervise kitchen items daily and update check list once a week ( Friday) |
| **RECORDER (Name Designation)** | Nipuna Madumal |
| **APPROVED BY (Name Designation)** | Chalani Maduwanthi |
| **CREATED DATE** | 06/13/2016 |
| **NO. OF PAGES INCLUDING THIS PAGE** | 02 |

The purpose of the supervise kitchen items on daily and update check is to determine the stocks in the kitchen are available for usage and fill the deficit items in kitchen.

Monday to Thursday check verbally from kitchen supervisor and update kitchen check list according to the information.

For this task use below type of format.

