

# Kitchen Staff Role – Material Management System

This document defines the Kitchen Staff role within the Material Management System. The Kitchen Staff role is responsible for production execution, material consumption recording, and daily physical stock closing. This role does not include pricing, purchasing, or system configuration access.

## 1. Kitchen Staff – Core Responsibilities

- Prepare products according to defined Bill of Materials (BoM)
- Record daily production or consumption entries
- Perform end-of-day physical stock counting
- Enter Daily Stock Closing quantities into the system
- Report material wastage, spoilage, or damage with reason
- View own daily consumption and stock summary

## 2. Inventory Interaction Rules

- Kitchen Staff cannot directly increase or decrease system stock balances
- Stock movement during the day is calculated automatically by the system based on consumption
- Physical stock quantities can only be entered during Daily Stock Closing
- Daily Stock Closing can be performed only once per day after shop closing hours
- All stock differences are recorded as variance for management review

## 3. Kitchen Staff Workflows (Process Flow)

### 3.1 Daily Production & Consumption Workflow

- Kitchen Staff selects product to prepare
- Enters quantity produced or consumed
- System calculates required ingredient quantities based on BoM
- System updates expected consumption automatically
- Consumption records are stored for reporting

### 3.2 Daily Stock Closing Workflow

- At shop closing, Kitchen Staff physically counts all ingredients
- Actual counted quantities are entered as Daily Stock Closing
- System compares physical stock with system-calculated stock
- Variance (shortage or excess) is automatically calculated
- Variance is logged and made visible to Admin and Store Manager

### 3.3 Wastage Reporting Workflow

- Kitchen Staff identifies wastage or spoilage during operations
- Wastage entry is recorded with mandatory reason
- System adjusts expected stock accordingly
- Wastage data is included in daily variance analysis

## **4. Access Restrictions**

- Cannot view ingredient cost or stock valuation
- Cannot create or modify ingredients, categories, or BoM
- Cannot enter purchase or stock-in data
- Cannot edit previous day stock closing data
- Cannot manage users or system settings

## **5. Summary**

The Kitchen Staff role ensures accurate operational data by recording production, performing daily physical stock verification, and reporting wastage. This controlled approach maintains inventory accuracy while preserving system integrity and accountability.