Procedure for Ordering Extra Catering Items and Staff Rations

The following procedure outlines the official and accepted means to order extra items [not included in the original catering contract] from the kitchen. It serves to give clarity and control with regard to orders and costs.

Process

The following process is to be followed when ordering all extra catering or ration items:

1. All orders made by the relevant department are to be made by means of an email and a carbon copy order book – this includes:
   1. Extra orders for residents
   2. Rations
2. All orders to be signed off by the relevant designated department representative/s
3. All good received must be checked and signed for by the relevant designated department representative/s
4. All catering invoices must be presented as follows:
   1. Each item must correspond with an order number
   2. Each department must be separated out [Care Centre, Village Inn, Hibiscus Room, Trading Post, Facilities, etc
5. Catering company to send all invoices to the Accounts Clerk by 13:00 on the 2nd working day of the month
6. Accounts Clerk to send stamped invoices to relevant departments by end of 2nd working day
7. Each department must then review and verify invoices and return to Accounts Clerk, with all supporting documents, by end of 3rd working day of the month

Supporting Documents

1. Signed order sheet from order book
2. Signed receipt
3. Signed staff rations list

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| Authorised By | Judy Boland  Managing director |  | |