

## Kitchen Stewarding

### **Importance:**

This is one of the most important support departments of the F&B department. Kitchen stewarding contributes to the successful operation of the Food production and service department.

It performs the following functions:

- Washing kitchen pots and pans (scullery/pot wash)
- Maintaining kitchen equipment
- Cleaning all kitchen equipment and ensuring hygiene
- Garbage disposal
- Washing all service equipment including the ones used in banquets
- Polishing silverware
- Sending damaged silver ware for plating
- Pest control
- Carrying transporting heavy articles
- Indenting for new crockery cutlery
- Gas connections and upkeep of tandoor
- Maintaining ppm levels for sanitizing knives and chopping boards
- Replenishment of serviceware to various outlets

The kst incharge reports directly to the GM or the Exe chef depending on the size of the property.

## **THE SILVER ROOM & THE PLATE ROOM :**

The Silver and the Plate Room is the store room for all the clean earthenware and metal tableware. In small hotel this room is combined with the wash up. They maintain an adequate stock of all the tableware, earthenware and glassware for service together with a slight surplus stock to handle emergency situations. The room is equipped with cupboards and shelves. The inventory of all the articles is regularly taken and tallied with the book stock. The shelves and the cupboards are so designed so as the larger silver items like platters and entrée dishes are stored on the shelves while earthen ware articles are stored in the cupboard. While stacking the heavier items should go at the lower shelves while the

lighter items are stored higher up. Smaller items such as ashtrays, menu card holders, table numbers, cruet set, butter dishes are best stored in drawers lined with green baize.

Procedure for washing kitchen utensils and equipments:

Kitchen utensils can be manually or machine washed in the pot wash following the same principles of Wash, Rinse and Sanitize. It is advisable to use a 3 sink system and the utensils and chopping boards are to be dipped in chlorine solution of 100 ppm (parts per million) before being re used.

1. Scrape and pre rinse to keep the washing water clean for a longer time.
2. Wash with detergent in preferably hot water.
3. Rinse in hot water to remove detergent to avoid chemical poisoning.
4. Sanitize in warm water using chlorine or directly in steam or hot air.
5. Drip dry.

The wash up is carried out mainly in two methods:

i) Manual Washing Method: The first method is known as three sink washing method. The first sink contains a hot water and soap solution, and the second sink contains hot water to rinse and the third sink contains tepid warm water with a sanitized solution. The stacked and grouped dirties come in their groups to the first sink and here they are

manually scrubbed with the hot water solution after which they are passed to the second sink where they are rinsed and ultimately to the third sink with tepid water where they are sanitized. The equipments can also be sterilized by hot steam and then wiped and send to the plate room and silver room accordingly.

ii) Machine Washing Method: The second method is washing by dish washing machine. The machine itself is very expensive and should be maintained and operated strictly as per the instructions given in the manual. The plates and other earthenware are stacked and put in a wired basket, and the glass wares in a separate similar basket to avoid breakage. The machine is aided by a conveyor belt running through it. The baskets are loaded on the conveyor that takes them to the inner part where they are sprayed with soap solution, and then rinsed, and depending upon the type of machine the articles can even be sterilized and dried as they come out from the other end of the machine.

## **MACHINES USED FOR CLEANING AND POLISHING:**

1. Dishwashers: there are 3 types of dishwashers on the basis of the use

A. Glass washers: used primarily used in bars for there is a frequent use of the glassware and the same glass cannot be used to serve cocktails every time the guest asks for a repeat. The process of dish washing would be the hot water rinse -soap solution-final hot water rinse-wiping if required.

B. Single rack dishwasher: the racks are used to put in cutlery or line the plates and other crockery. It is a box type machine and has a cover of sorts which can be pulled up or down to stop or start the machine respectively.

C. conveyor belt type dishwasher: this is the dishwasher used now days in all 5 star properties wherein there is a conveyor belt and all the cutlery and crockery is lined in the racks. Dividing curtains highly resistant to chemical agents and heat are present. It is loaded from one end and the process of cleaning is carried out.

Three types on the basis of working:

A. Spray Type: Dishes are neatly stacked in racks which slide into the machines where they are sprayed with hot water and detergents (48 degree C-60 degree C) from above and below. The rack then moves to the sterilization section where the dishes are subjected to a hot water shower (of 82 degree C).Dishes

sterilized at this temperature dry quickly when passed out into the air.

B. Brush type: dishes are scrubbed in hot detergent water (48-60 degree C) with revolving brushes. Then they are rinsed and sterilized in another section of the machine.

C. Agitator water machine: In this method, baskets of dishes are immersed in deep tanks and cleaned by mechanical agitation in hot detergent water. The baskets are given a final hot water rinse for sanitization.(82degree C).These machines are usually operated by two people, one for sorting soiled items and to feed the machine and the other to collect the clean ware.

2. Burnishing machine: There is a large drum which is half filled with ball bearings and there is a rod in the center used for putting the handles of the cups and jugs. The cutlery is directly put into the drum. The soap solution is added to avoid friction which could cause scratches. This machine is either attached to a water supply or else water is poured manually. The machine takes around 15 min to complete the polishing process.

3. Silver plating machines: there is a separate room that is used as the silver plating room where machines are used to electroplate the silver articles.

Opportunities of kitchen stewarding

Responsibilities of the manager:

1. Recruiting and training the kst staff.
2. Preparing the duty roster
3. Supervising the work of the staff
4. Ensuring the continuous supply of the well maintained, cleaned and polished pans and pots, large cooking vessels, and service equipments for production and service departments.
5. Ensuring kitchen hygiene.
6. Keeping washing area and staff cafeteria neat and tidy.
7. Cleaning filters of kitchen exhausts systems and kitchen equipment
8. Sending epns for plating and keeping a record of the same.
9. Maintaining
10. Controlling the movement of stock of all food production and service equipments.
11. Exploring effective methods of carrying out various tasks
12. Maintaining washing machine, burnishing machine and other equipments
13. Pest control
14. Garbage disposal by adhering to local bodies.



## Responsibilities of the stewards:

They engage in scullery, ware wash, garbage disposal, kitchen cleaning, pest control; cafeteria cleaning.

Tasks carried out by the department:

1. Pot Wash: Carried out either manually or by machines. pot wash is carried out in main kitchen and satellite kitchen.
2. Ware wash and maintenance of silver room: The main kitchens ware and coffee shop and IRD dishwashing is done in the main kitchen whereas the specialty restaurant ware is washed in the satellite dishwashing kitchens.
3. Garbage Disposal , kitchen cleaning and pest control: a pest control schedule is prepared by the dept. and operations are carried out in the night after closing. For garbage disposal different color coded bins are placed outside each restaurant: Green (renewable and



recyclable material), Yellow (non renewable and recyclable material), red (non recyclable and non renewable).

4. Cafeteria Cleaning: It is the responsibility of the stewards to provide necessary tools and cleaning agents.

Records Maintained:

The different registers and records maintained in this department are:

1. Log Book – to maintain daily information of the department
2. Duty Roster Chart – to distribute the manpower efficiently and mentioning off days.
3. F&B Inventory Register – to maintain the inventory of all equipments related to F&B service.
4. Kitchen Equipment Register – to maintain the inventory of all equipments related to kitchen.
5. Dead Stock / Scrap Register – to maintain the inventory of all discarded equipments.
6. Breakage and Condemn Register – to maintain the inventory of all breakages.
7. LPG / Fuel Consumption Register – to maintain the consumption of fuel used.
8. Machine Report register – register where machine operations are recorded.
9. Maintenance Request Register – to register the maintenance of all F&B equipments.
10. AMC Records Register – to maintain the annual maintenance records of all equipments.
11. Requisition Forms – these are forms where the departments are recorded for procurement from the

stores.

12. Pest control Records/Fumigation records: to make sure that all the areas have been properly fumigated as per the allocated days mentioned on the notice boards and the scheduled thereby so prepared.

13. Temperature Records: These are in terms of the temperatures to be maintained for the buffet both hot and cold three times a day.



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