

MONEY SAVING CHECKLIST

Speaking with our Admiral team we have put together a checklist of money saving ideas, the nitty gritty, some you may be doing but hope that it gives you some food for thought.

FOCUS ON: BACK OF HOUSE KITCHEN & CATERING

EQUIPMENT & REFRIDGERATION

OUR TOP 5...

- Keep refrigeration in cool places – look at kitchen layout and move away from heat if possible or practical. Check in cellar as often very hot or very cold, it will have to work harder to stay at temp.
- Ensure sufficient enough space around refrigeration or equipment to allow air flow, reducing energy usage and replace any broken fridge/freezer seals.
- Note all equipment heat up times – make a list or put sticker on so staff aware and switch off when not in use. Turn on at the right time rather than an hour before.
- Use slow cookers, they have a low energy usage.
- Reduce food into fewer fridges or freezers if possible and turn off empty ones. It uses less energy to run full units, but be careful not to overstock refrigeration though as can cause issues resulting in food damage or wastage.

- Keep all equipment clean, ensuring it is serviced where required to minimise energy usage.
- Report any leaks or performance issues immediately.
- Keep fridge/freezer doors closed when not in use.
- Turn equipment down when in service but quiet e.g. fryers and turn off any unused kit e.g. all oven gas burners left on but nothing cooking.
- Use the right size pan and use pan lids.
- Only use dishwasher when you have a full load.
- If new equipment is required consider the most energy efficient e.g. induction as this can considerably reduce energy usage, check energy grade.
- Work menu around equipment, using only key items to deliver offer.
- Canopy & extraction, ensure serviced in compliance with TR19 regs, clean baffle filters regularly to allow maximum heat extraction.
- Keeping kitchen as cool as possible - will help to reduce energy use of equipment that is trying to stay cool.

HOUSEKEEPING & GOOD PRACTICE

Have effective pest control measures in place to reduce infestation and destruction of food.

- Daily checks for evidence of rodents.
- Floors swept – won't attract vermin.
- Food not stored directly on floors.
- All rubbish double bagged and in a bin with lids closed.

Commercial waste bins break down cardboard packaging or boxes before putting in bin.

- Reduce number of bins required.
- Reduce number of collections required.

Be vigilant with your oil usage.

- Filter oil daily to prolong life and remove food debris.
- Cascade oil e.g. when chip oil is too dark for chips move to basket for breaded products, this maximises usage and reduces spend.
- Store safe – pubs and restaurants have been broken into to steal used oil.
- Store properly and have collected – receive money back for every litre.

Review your kitchen checks.

- Make sure end of shift checks carried out properly to help avoid wastage or unnecessary energy usage.

Check your lighting habits.

- Turn off when not in use.
- Change to LED bulbs if and where possible.
- Light sensors and/or timers.

Review your trading times.

- Analyse sales with time zone reports for the last 4 months and see if you can reduce service times e.g. no food service on a Monday to reduce running costs.

Review staff training and awareness.

- Ensure all staff are aware and fully briefed and trained where needed on your procedures. Encourage good behaviour with incentives, prizes or recognition certificates.
- Reduce staff hours if possible at quieter times or start a bit later, finish a bit earlier.
- Management can finish end of shift to reduce hours.

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SAVE MONEY BY...

- Removing low margin dishes from your menu.
- Using seasonal vegetables.
- Batch cooking vegetables, 3 days shelf life and you can use up in a soup and freeze.
- Batch cooking and sauces and portion sauces e.g. peppercorn.
- Streamlining your menu to minimise stockholding.
- Reducing portion sizes where possible e.g. 9 pcs of scampi instead of 10.
- Keeping portion control on free flow items (chips, peas etc) by using a sized scoop or dish.
- Weighing and counting portions then bagging up to eliminate over portioning.
- Sauce Dip Pots – use a 1oz dip pot for one person or a 2oz dip pot on sharers. If using sachets just give what you have costed e.g. 2 to keep costs down and eliminate wastage.
- Not overstocking on food, only buy food what you need.
- Considering some frozen products to reduce wastage and swapping basic products to a cheaper brand e.g. butter, flour, condiments, wonky veg.
- Rotating your stock operate a 'first in, first out' policy.
- Ensuring all food labelled and stored correctly once opened – pay attention to use by dates.
- Minimising food waste by using leftover foods e.g. vegetable peelings in soups and day old bread made into croutons.
- Completing a price comparison check with all food suppliers, shop around to ensure you're getting the best price and value for money.
- Using wastage sheet daily, this will highlight training issues, and see how much it loses you in sales.

SAVE MONEY BY...

- Avoid opening more than needed.
- Increase controls by using 'Stock & Order' sheets so that you only order what you actually need.
- Check all deliveries are correct and nothing missing/damaged/incorrect temperature.
- **Being vigilant** against theft, this can be a big but unknown problem if no checks are being carried out so consider:
 - Keeping records of weekly stocks.
 - Completing daily Keyline Counts for bar & food.
 - Limiting till functionality.
 - Place locks on doors/fridges etc that aren't monitored all the time with only assigned people allowed keys or access.

MAKE MORE MONEY BY...

- Increasing menu prices to cover increased costs.
- Pushing high margin dishes, highlight them on menus in 'call out boxes'
- Dish Costings - always ensure you are making as much as you should/can/are
- Adding a simple 'back bar' food offer for in between service or as main offer - this incurs low equipment, skill and staffing.
- Adding 'takeaway' to generate extra income.
- Reviewing your business - do you have an opportunity for a 'dark kitchen' ? For more information on this contact your Catering Development Manager Nina Walker - nina.walker@admiraltaverns.co.uk