**Purchasing Manual**

 **CUL135**

**Purchasing & Production identification**

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**Introduction**

Thai Touch is a fast casual restaurant. It’s located on Burrard streets in Vancouver, Canada. It’s a Thai restaurant serving Thai traditional food using local and seasonal ingredients and serving in Thai style.

We provide Thai food with local and seasonal ingredients, and bring in some products from Thailand. Our mission is to provide customers with fast food but useful and not expensive. Thai Touch restaurant will be one of the best choices for our guests especially who are plain hungry and in a hurry.

We have a comfortable environment where guests can enjoy our food. We provide a Thai style of service. We will prepare many foods and place in bain marie. The customers can come to see and choose what foods do they want.

We have 40 seats. We provide lunch and dinner, open 10 am until 8 pm on Monday to Saturday. We are close on Sunday.

This purchasing manual will provide guidelines to ordering, receiving and storing procedures of the purchased product. All of these purchases will be done in accordance to HACCP principles.

The Purchasing Manager’s responsibilities area should follow this purchasing manual and make sure that all employees are follow the information in the manual too.

**The Purchasing Manager Responsibilities**

* To be familiar with purchasing manual and all information
* Develop, lead and execute purchasing strategies
* Track and report key functional metrics to reduce expenses and improve effectiveness
* Update the purchasing manual accordingly, when the menu or anything has changed.
* Make sure that all products and equipment are ordered, received and stored according to HACCP protocol.
* Maintain and document all orders, received purchases, wastage and current storage items
* Determine quantity and timing of deliveries
* Systematically check in with the chef and kitchen brigadier to collect the order and make sure all the orders are right
* Uphold a good and close relationship with the chef, front desk personnel and Kitchen brigadier to determine the needs and the waste
* Seek and partner with reliable vendors and suppliers
* Make sure that all staff members are familiar with the purchasing manual and give training where is needed.
* Assess the price and quality of the product from the vendors and suppliers
* Maintain the stock level balanced and fresh
* Work and behave according the standard operating procedure

**Policies and Objectives**

At Thai Touch, we aim to provide traditional Thai foods. Our aim is to use fresh local, seasonal and high quality ingredients. So we make sure that the product always the best and also come with good price.

The main objectives is to make sure that the purchasing person work relatively close with the chef and kitchen staffs to make sure that all menu items are made with local and fresh ingredients for any seasons, the purchasing personnel must give the kitchen brigadier an option to buyer from other resources, so long the prices are reasonable.

This purchasing manual will provides a clear plan to ensure that the best and affordable items are purchased. To make sure these objectives are met the following plan must be followed:

* All purchased must be approved from venders and suppliers
* Items inventory will be checked periodically
* Proper receiving, storing, and logs must be keep
* All storage areas are subjected to inspections randomly by the health department
* Receiving, storing and transportation have to be completed according to the HACCP principles
* The received products that are not met HACCP principles should be returned to the venders or suppliers
* All items must follow the first in and first out principles

**Ordering**

The purchasing manager is responsible for ordering all required products for the restaurant. In case that the purchaser is not available the delegate must do the same.

Ordering items should follow the following guidelines:

* Best quality of fresh and local ingredients
* Proper quantity for and what is needed
* Good price for what is being purchased
* From approved and local vendors before any other alternatives

**The ordering process**

1. Gather all purchases detailing
2. Collect all necessary information from kitchen brigadier
3. Choose the right products and price
4. Purchasing or replace order
5. Purchasing manager along with staff receives and checks order
6. Purchased are stored in the collect location

\*Ensure we have enough storage space for food. Do not order more than we can use in a reasonable time.

**Receiving**

The purchasing manager or the delegate will receive all the orders from approved suppliers.

The receiving purpose:

* To make sure products are correct, delivered in good conditions and from approved suppliers
* To record all necessary steps, such as temperature and if any not met the requirements, must be rejected
* Suitable fluctuation of the purchase to the storage areas, as efficient as possible

**The Receiving principle**

* Check that the delivery vehicle is clean.
* Ensure that chemicals have been stored separately from food.
* Check for spillage and leakage.
* Do not accept food that is spoiled, damaged, or past its ‘best before’ date.

**The Receiving Process**

1. Check the delivery truck temperature
2. Confirm all the purchase order, inspects all the aspects, damages, specification and what needs to be refrigerated
3. If any mistake please record and inform the supplies and corrective action must be taken
4. Temperature always must be check

Freezer: -18 C (0 F)

Fridge: 0-4 C (32-40 F)

Dry storage: 10-21 C (50-70 F)

1. Seafood tags must be kept on
2. FIFO must be applied

**Received foods should be put away immediately in this order:**

1st: Potentially hazardous foods requiring refrigeration (dairy, meat, etc.)

2nd: Frozen foods

3rd: Less hazardous foods that require refrigeration (vegetables, fruits, etc.)

4th: Dry goods

**Storing**

Storing is the responsibility of the purchasing manager and team delegates.

The goal is to keep the purchases in sanitary conditions, correct temperature zones, to avoid spoilage, and prevent theft.

**The storing principle**

* Use the “first in, first out” (FIFO) principle. Pull older stock to the front behind. Note the date on products and rotate stock so that older stock is used before new stock. Discard expired products.
* Protect food from contamination by wrapping and covering it. Use only food-grade containers to store food. Do not re-use empty containers to store food.
* Make sure that all food is labeled with the product name and the date that it was received.
* Do not store food on the floor. All food should be stores at least 15 cm. off of the floor.
* Always store raw animal foods on the bottom shelf in the cooler below ready to eat foods.

**Proper Storing**

* Beef - Temperature must be 41 F (5 C) or below
* Bright red color
* Firm and elastic to touch
* Light, fresh odor
* Pork - Temperature must be 41 F (5 C) or below
* Pink color
* Firm and elastic to touch
* Light, fresh odor
* Poultry - Temperature must be 41 F (5 C) or below
* Almost white color with no dark discoloration
* No noticeable odor to raw poultry
* Fish - Temperature must be between 32 F (0 C) and 41 F (5 C)
	+ Bright red grills
	+ Clear eyes
	+ Packed in ice
	+ Firm and elastic to touch
	+ No noticeable “fishy” odor.
* Shellfish - Temperature must be between 32 F (0 C) and 41 F (5 C)
* Not be dirty or damaged
* Must be alive, shells are closed and not broken
* Packed in ice
* Must have shell stock identification tags
* Crustacea - Temperature must be between 32 F (0 C) and 41 F (5 C)
* Must be alive
* Packed in ice
* Light seawater smell
* Hard shells
* Eggs - Temperature must be 45 F (7 C) or below
* Clean and intact
* Firm yorks and whites
* Must be pasteurized
* Must have an expiration date
* Produce - Temperature must be 41 F (5 C) or below
* Arrive in wholesome condition free from contamination
* Dairy Products - Temperature must be 41 F (5 C) or below
* Must be pasteurized
* Must be marked as grade
* Must have an expiration date
* Dry ingredients - Temperature must between 10 C (50 F) and 21 C (70 F)
* The packaging is intact
* No moisture on the packaging

**HACCP PLANS**

The HACCP principles must be followed and respected at all the times when handling all foods. The responsibilities of the HACCP steps are shared by:

* Purchasing Personnel (Receiving and Storing)
* Executive Chef (Preparing, Cooking, Holding, Cooling)
* Manager (Serving)

**Minimum Internal Temperature & Time Requirements**:

|  |  |
| --- | --- |
| **Beef steak, Pork, Veal & Lamb** | 145 F (63 C), 15 seconds |
| **Ground meat product** | 155 F (68 C), 15 seconds |
| **Poultry and stuffed meat products** | 165 F (74 C), 15 seconds |
| **Pork and fish** | 145 F (63 C), 15 seconds |
| **Shell eggs** | 145 F (63 C), 15 seconds |
| **Whole roasts (beef, pork)** | 145 F (63 C), 4 minutes |

**Foods in bain marie items (all foods)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Step** | **Hazard** | **CCP** | **Critical Limit** | **Monitoring Action** | **Corrective Action** |
| Receiving | Biological: pathogen growth, toxins parasitesPhysical: packing materials | N | Received from an approved supplier, goods and packages in good condition | Ensure supplier is an approved source; check temperature and condition of received foods | Reject shipment if not from an approved source, or if temperature of the transport cooler and goods are over 4 C, or if package are damaged  |
| Storage | Biological: pathogen growth, toxins parasites | N | Store in cooler 0 C– 4 C | Check cooler and record at least twice per day | If the cooler is above 4 C for less than two hours, transfer food to a working cooler that is below 4 C |
| Preparing | Biological: contamination from handlers | N | Washing hand and sanitized equipment. Separate cutting boards for meats and vegetables | Visual observation; hands washed properly and frequently, not mix the cutting boards | Modify procedure, discard contaminated food |
| Cooking | Biological: pathogen survival | Y | Cook food to 74 C | Measure temperature | If food has not reached 74 C, continue cooking until it has reached 74 C |
| Hot Holding | Biological: pathogen growth | Y | Hot-hold food above 60 C | Measure and record temperature of food every two hours | If the food is below 60 C less than two hours, transfer food to another container and reheat to 74 C, then hot-hold at 60 C |
| Serving | Biological: contamination from handlers | Y | Washing hand, wearing clean uniform. Do not work when sick  | Visual observation; hands washed properly and frequently, wear the clean uniform, not allow sick employees to handle food | Modify procedure, discard contaminated food, send sick workers home |

**Inventory Management**

The aim of inventory managements is to track and keep all the records of all vendors and suppliers used in our business. The purchasing management will that evaluates the products needed at the time in business.

All products must kept to it business quantity of food, drinks and service and none food supplies for day to day business.

|  |  |
| --- | --- |
| **Inventory** | **Responsibility** |
| **Kitchen** | Chef:* Conducted three to four times per week
* Responsibility of the executive chef or delegate
* Report all products loss, cooking, spoilage, theft so forth
* Report inventories
* Make an order for the next time
 |
| **Front of House** | Manager:* Conducted once per week
* Report inventories
* Report the loss equipment
* Document handling
* Determine inventories
* Make an order for the next time
 |

**Sample Menu**

**Por Pia Tod**

Deep fried vegetarian spring rolls with homemade plum sauce.

**Tod Mun Pla**

Homemade fish cake with plum sauce.

**Crispy Wonton**

Deep-fried wonton stuffed with ground chicken and prawns with sweet Thai chili sauce.

**Tom Yum Soup**

Hot and sour soup with tiger prawns, mushrooms, lemon grass, tomatoes, lime leaves, green onions and cilantro.

**Red Curry**

Red curry in coconut milk with chicken, bamboo shoots, bell peppers, fresh basil, and lime leaves.

**Green Curry**

Green curry in coconut milk with chicken, eggplant, bell peppers, fresh basil and lime leaves.

**Yellow Curry**

A flavourful yellow curry in coconut milk with beef, potatoes, and onions

**Pad Med Mamuang Himaphan**

Stir-fried with chicken, roasted cashew nuts, onions, celery and bell peppers and fried chillies.

**Pad Bai Grapao**

Stir-fried with pork, onions, green beans, chili, bell peppers and fresh basil.

**Pad Prik Khing**

Stir-fried pork with spicy sauce, bell peppers, green beans and lime leaves.

**Pad Ped**

Stir-fried chicken with chili paste, bamboo shoots, fresh basils, bell peppers, green onions, lime leaves, and mushrooms.

**Egg Plant Stir-Fried**

Egg Plant stir-fried with ground pork, bell peppers, and fresh basils.

**Sample Recipe**

**Green Curry**

Number of portions: 4 Cook time: 25-30 minutes

**Ingredients:**

* Chicken 300 g
* Green curry paste 150 g
* Coconut milk 450 ml
* Eggplant, sliced90 g
* Bell peppers, sliced 100 g
* Fresh basil10-12 leaves
* Lime leaves8-10 leaves
* Palm sugar 50 g
* Fish sauce 6 Tbsps

**Procedure:**

1. Bring green curry paste and coconut milk to a boil and whisk until green curry paste dissolve.
2. Reduce to medium heat add palm sugar and fish sauce.
3. Add the chicken.
4. When the chicken almost done add eggplants, bell peppers, basil, and lime leaves.
5. Simmer about 15-20 minutes.

**Purchase Specifications**

**Poulty**

* Chicken, breast, sliced 1 ½ inches long and 2 cm thick

Fresh, Ready to cook

U.S. Grade A

Used for curry and stir-fried

**Meat**

* Beef, tenderloin, thin sliced 1 ½ inches long

Fresh, Ready to cook

Prime beef

Used for curry and stir-fried

* Pork, fillet, thin sliced 1 ½ inches long

Fresh, Pink color, Ready to cook

Used for stir-fried

**Seafood**

* Tiger prawns, frozen

Size by count 21/25, shell-on and head-less

Used for soup

**Vegetables**

* Bell pepper, fresh

Local grown

10 kg./bag

Used for curry and stir-fried

* Broccoli, fresh

Local grown

U.S. No. 1 grade, 5 kg./bag

Used for stir-fried

* Onions, fresh

10 kg./bag

U.S. Grade A

Used for Appetizers, curry, stir-fried

* Eggplant, fresh

10 kg./bag

U.S. No. 1

Used for curry and stir-fried

* Lime leaves, frozen

Import from Thailand

500 g/bag

Used for curry and stir-fried

**Daily**

* Coconut milk, can

Import from Thailand

1 Liter/can

Used for curry

**Sauce**

* Fish sauce, pure fish sauce

12 bottles/box

Import from Thailand

Used for all menu

**Bibliography**

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