



Procedure

Catering and hospitality procedure

Version: 3.0 | Version effective: 11/07/2022

Audience

Department-wide

Purpose

This procedure outlines the requirements, responsibilities and processes for Department of Education (the department) employees when providing catering and hospitality using public funds or resources.

Overview

In the course of their official business, schools and business units are often required to undertake activities where catering and hospitality can be an appropriate inclusion. This may include hosting visitors, assisting students through providing a breakfast club, or organising meetings or events such as open days and awards nights.

Public funds and resources must only be used to provide catering and hospitality for an activity in accordance with the six principles of the [Appropriate and ethical use of public resources policy](#). Schools and business units must ensure that funds and resources are used for official purposes, there is stewardship, compliance, accountability and defensibility, and any conflicts of interest are removed or addressed. Catering must always be appropriate to the circumstances of the activity.

It is acceptable to provide reasonable catering where participants are attending to official business outside of their normal working hours, such as school staff supervising during an evening school concert or a weekend open day.

This procedure does not cover circumstances where an employee receives an offer of catering or hospitality. If offered a gift of catering or hospitality, employees should refer to the requirements of the [Gifts and benefits procedure](#).

Responsibilities

All employees

- must apply the principles of the [Appropriate and ethical use of public resources policy](#) when deciding what, if any, catering is appropriate for an activity
- must make decisions about appropriate catering based on the key considerations set out in this procedure and the [Catering guidelines](#)

Hospitality Procedure Guide

**Lydia M. Andrade, Scott Dittloff, Lopita
Nath**

Hospitality Procedure Guide:

Human Resources Management in the Hospitality Industry, Study Guide David K. Hayes, Jack D. Ninemeier, 2008-03-07
This book approaches hospitality human resource HR management as a decision making practice that affects the performance quality and legal compliance of the hospitality business as a whole Beginning with a foundation in the hospitality industry employment law and HR policies the coverage includes recruitment training compensation performance appraisal environmental and safety concerns ethics and social responsibility and special issues Throughout the book Human Resources Management in the Hospitality Industry focuses on the unique HR dilemmas you face in the hospitality industry

Hospitality Reception and Front Office (Procedures and Systems) Negi Jagmohan, 2013 Section I Concepts
Procedure Skills Techniques Section II Conversation Skills Some English French German And Hindi Communication skills

Field Guide to Case Study Research in Tourism, Hospitality and Leisure Kenneth F. Hyde, Chris Ryan, Arch G. Woodside, 2012-06-26 This international field guide provides methods and studies on how to do case study research in natural settings This text is ideal for those studying and conducting case study research in tourism hospitality and leisure disciplines It provides a comprehensive and practical account of how to describe explain and predict case behavior **Hospitality Law** Stephen C. Barth, David K. Hayes, 2006 Hospitality Law Second Edition offers a practical interactive approach to teaching students basic legal concepts and how they apply to the all facets of the hospitality industry It helps develop the critical understanding of the legal ramifications of management activities from hiring and firing employees to management of the facility and guests that is critical to the success of any operation *Hospitality Security* Darrell Clifton, 2022-12-23 Hospitality Security Managing Security in Today's Hotel Nightlife Entertainment and Tourism Environment Second Edition provides experience based proven methods for preventing and resolving the challenges faced by today's hospitality security staff and leadership The lodging component of a hospitality environment creates challenges to the security professional by its complex set of assets and amenities especially when combined with gaming environments Whether the reader is establishing or improving a professional proactive proprietary security force or the manager of a boutique hotel the practical methods described herein are applicable to everyone Author Darrell Clifton takes the reader through a logical and methodical process to first evaluate what risks are inherent to hospitality environments how to assess those risks through threat and vulnerability assessments and methods to mitigate eliminate or transfer them The book stresses the importance of prevention and investigation into the root causes of incidents as a tool for avoiding future undesirable events This is especially important in that each registered guest brings with them their own unique set of circumstances family values problems and social issues The security function must operate to protect their individual rights their right to privacy and their desire to enjoy the facilities they are patronizing while contributing to the revenue stream This must be balanced with the obligation or duty to provide reasonable care from foreseeable harm by the hotel to avoid incidents and litigation Clifton an experienced industry

veteran clearly establishes and identifies practical reasonable and cost effective ways to accomplish this balancing of guest enjoyment with guest protection This new edition includes expanded content on premises liability security force behavioral recognition workplace violence active shooter scenarios evacuation planning social media and guest reviews and hotel scams Additional coverage on nightclubs and bars has been added including four entirely new chapters on specialized security for events and venues crime prevention through environmental design CPTED advances in technology and industry trends for the gaming and hospitality sector Ideal for novices and veterans alike Hospitality Security Second Edition is an accessible reader friendly reference that enables security directors to evaluate what risks are inherent to hospitality environments to analyze those risks through threat and vulnerability assessments and to develop methods to mitigate or eliminate them all the while keeping customers and personnel safe and improving the bottom line

Human Resource Management in the Hospitality Industry Michael J. Boella, Steven Goss-Turner, 2005 This text now includes updates to all statistics information on job design and empowerment updated coverage of trade unionism and a new chapter on business ethics It matches new NVQ requirements and incorporates new material relevant to courses and learning needs

The Routledge Handbook of Hospitality Management Ioannis S Pantelidis, 2014-03-26 Hospitality is an industry characterised by its complex nature and numerous sectors including hotels hostels B Bs restaurants pubs nightclubs and contract catering However despite its segmentation there are key issues that are pertinent to all subsectors The Routledge Handbook of Hospitality Management adopts a strategic approach and explores and critically evaluates current debates issues and controversies to enable the reader to learn from the industry s past mistakes as well as future opportunities Especially relevant at a time when many sectors of the industry have to re evaluate and reinvent themselves in response to the economic downturn the Handbook brings together specialists from both industry and academia and from a range of geographical regions to provide state of the art theoretical reflection and empirical research Each of the five inter related sections explores and evaluates issues that are of extreme importance to hospitality organisations many of which have not been adequately explored before external and internal customers debates surrounding finance uncertainty risk and conflict sustainability and e Hospitality and Technology This book is an invaluable resource for all those with an interest in hospitality encouraging dialogue across disciplinary boundaries and areas of study It is essential reading for students researchers academics and managers of Hospitality as well as those of Tourism Events Marketing and Business Management

Handbook of Hospitality Operations and IT Peter Jones, 2008-09-10 Handbook of Hospitality Operations and IT provides an authoritative resource for critical reviews of research into both operations and IT management Internationally renowned scholars provide in depth essays and explanations of case studies to illustrate how practices and concepts can be applied to the hospitality industry The depth and coverage of each topic is unprecedented A must read for hospitality researchers and educators students and industry practitioners

The Emerald Handbook of Entrepreneurship in Tourism, Travel and Hospitality Marios

Sotiriadis,2018-07-11 This book is a practical handbook for entrepreneurship in tourism related industries The book will provide students and prospective entrepreneurs with the knowledge know how and best practices in order to assist them in planning implementing and managing business ventures in the field of tourism **Handbook of Research Methods for Tourism and Hospitality Management** Robin Nunkoo,2018-07-27 As research in tourism and hospitality reaches maturity a growing number of methodological approaches are being utilized and in addition this knowledge is dispersed across a wide range of journals Consequently there is a broad and multidisciplinary community of tourism and hospitality researchers whom at present need to look widely for support on methods In this volume researchers fulfil a pressing need by clearly presenting methodological issues within tourism and hospitality research alongside particular methods and share their experiences of what works what does not work and where challenges and innovations lie Hospitality & Tourism Robert A. Brymer,2007 CD ROM contains files that correspond to each chapter of the book These files include keywords with definitions related websites review questions and slides that highlight the key points *Hospitality Management* Lynn Van der Wagen,Lauren White,2018-10-01 Written for SIT50416 Diploma of Hospitality Management Hospitality Management 4e covers all 13 core units plus seven electives Each chapter is written to a unit of competency and maintains the volume of learning of previous editions with relevant and easy to understand information including Australian examples and references Structured in three parts the text covers the knowledge and skills required of frontline supervisors managerial topics and business strategy content The Industry viewpoint at the start of each chapter introduces students to current issues and themes in the hospitality industry and numerous pedagogical features examples and illustrations have been included throughout the text to help students engage with the material and extend their understanding Each chapter includes activities for discussion and debate with assessment activities requiring the understanding application and analysis of case studies Each section concludes with an integrated case study and weblinks to useful industry resources *Human Resource Management in the Hospitality Industry* Michael Boella,Steven Goss-Turner,2012-08-21 Now in its eighth edition Human Resource Management in the Hospitality Industry an introductory guide is fully updated with new legal information data statistics and examples and includes brand new material on multi unit operations and management Taking a process approach it guides the reader through every stage from HR planning through recruitment to termination separation covering the following issues Selection appointment and induction Training and management development Labour turnover Employee relations and employment law Managing people and customer care Business Ethics Written in a user friendly style each chapter includes international examples bulleted lists guides to further reading and exercises to test knowledge *The Operational Audit Blueprint - Definitions, Internal Audit Programs and Checklists for Success* SALIH AHMED ISLAM,2023-04-09 The Operational Audit Blueprint Definitions Internal Audit Programs and Checklists for Success is an indispensable guide for anyone seeking to improve their organisation s operational processes through operational auditing

This book provides a comprehensive overview of operational auditing including the tools and techniques used by internal auditors to evaluate operational processes. It also emphasises the importance of audit programs and checklists in achieving success. Contents of the book: FINANCE: Financial reporting, Investments, Accounts payable and receivable, Budgeting, Monitoring, Fixed assets, Tax compliance, HR: Human resources, Payroll, Payroll cycle, data analytics, MANUFACTURING: Planning and production control, Quality control, Maintenance, Safety, ESG, SUPPLY CHAIN: Demand Planning, Purchasing, Tendering, Import, Inventory, Third Party Labour, Contractor, Warehouse, Management, Purchase to Pay Cycle, Data Analytics, SALES MARKETING: Sales Management, Sales Performance And Monitoring, Product Development, Pricing And Discount, Promotion And Advertising, Marketing Campaigns, Credit Limits, Export Order Processing, Customer Relationship Management, Retail Customer, Credit Data Analytics, INFORMATION TECHNOLOGY: Business Continuity Management, Data Privacy, Database, It General Controls, It Security Management, It Backup Recovery, It Vendor Management, It Access Controls, It Asset Management, It Change Management, It Data Management, It Help Desk, GENERAL PROCESSES: Contract Management, Project Management, Ethics, Ethical Business Conduct Guidelines, Fraud Prevention. Whether you're a business owner, manager or internal auditor, *The Operational Audit Blueprint: Definitions, Internal Audit Programs and Checklists for Success* is an essential resource for achieving operational and financial success through improved operational auditing. With this book, you will be able to identify and address potential issues before they become significant problems, ensuring that your organization's operations are at peak efficiency.

Hospitality Financial Accounting Jerry J. Weygandt, 2005. As the hospitality field continues to grow and diversify, today's hospitality professionals need to understand financial accounting at a higher level than ever before. Written by some of the most respected authors in accounting, *Hospitality Financial Accounting, Second Edition* gives a complete introduction to financial accounting principles and demonstrates how to apply them to all facets of the hospitality industry. Updated with the latest developments in the accounting and hospitality fields, *Hospitality Financial Accounting, Second Edition* covers the basics of financial accounting and then shows readers how to analyze statements and deal with the daily issues they will face on the job.

BOOK JACKET *Professional Management of Housekeeping Operations* Thomas J. A. Jones, 2007-10-26. Now in its fifth edition, *Professional Management of Housekeeping Operations* is the essential practical introduction to the field, a complete course ranging from key principles of management to budgeting, from staff scheduling to cleaning. With expanded attention to leadership and training, budgeting and cost control, and the increasingly vital responsibility for environmentally safe cleaning, the latest edition of this industry standard also includes new case studies that help readers grasp concepts in a real-world setting. Instructor's Manual, Test Bank in both Word and Respondus formats, Photographs from the text, and PowerPoint Slides are available for download at www.wiley.com/college.

The Practical Guide to Understanding and Raising Hotel Profitability Adrian Martin, 2019-09-05. *The Practical Guide to Understanding and Raising Hotel Profitability* offers a comprehensive, easy-to-follow breakdown of how to understand profit

and loss accounts for hotels It offers practical advice on how to maximise the profits of this customer facing business and improve performance results Chapters cover every aspect of the profit and loss account including marketing accommodation food and beverage sales quality budgeting event sales and all the corresponding costs involved It explains all the relevant KPIs and industry quirks within the profit and loss document as well as industry benchmarks to equip the reader with the skills to attend high level meetings complete finance based assignments and ultimately run their own business Valuable tips from leading professionals within the industry are included throughout giving advice on how to improve hotels financial results and positively influence net profit through everyday actions Packed full of practical case studies and written in an easy to read style this book is essential reading for hospitality students and current hospitality and hotel managers

Optimizing Digital Solutions for Hyper-Personalization in Tourism and Hospitality Gustavo, Nuno,Pronto, João,Carvalho, Luísa,Belo, Miguel,2022-02-19 As hyper personalization has yet to be perfected developing hyper personalized strategies presents a critical challenge due to this optimizing hyper personalization and designing new processes and business models takes center stage in tourism and hospitality to reach new levels of customer service and experience through the introduction and development of new solutions supported in the internet of things software interfaces artificial intelligence solutions back end and front end management tools and other emergent business intelligence strategies Optimizing Digital Solutions for Hyper Personalization in Tourism and Hospitality serves as an essential reference source that emphasizes the importance of hyper personalization models processes strategies and issues within tourism and hospitality fields with a particular focus on digital IT solutions More than a simple starting point for a critical reflection on the state of the art of this sector this book aims to contribute in an objective way to leveraging digital solutions to optimize the concept of hyper personalization in the tourist experience The content of this book covers research topics that include digital tourism and hospitality consumer behavior customer journey and smart technologies and is ideal for professionals executives hotel managers event coordinators restaurateurs travel agents tour directors policymakers government officials industry professionals researchers students and academicians in the fields of tourism and hospitality management marketing and communications

Employment Law and Human Resources Handbook 2012 Workplace Law Group,2011-12-03 The Employment Law and Human Resources Handbook 2012 provides you with all the essential information you need on legislation regulation policy case law and best practice Information is presented in plain English and broken down into separate A Z sections containing legislative summaries key points handy fact boxes and sources of further information All the guidance is written and compiled by our team of expert authors including top law firms HR consultants and regulatory bodies Workplace Law s Employment Law and Human Resources Handbook is aimed at all those with an interest in the employment and HR aspects of the workplace and so our readership consists mainly of HR managers officers and directors Personnel managers as well as General Managers and Directors of small businesses

A Guide to Faculty-Led Study Abroad Lydia

M. Andrade, Scott Dittloff, Lopita Nath, 2019-03-14 A Guide to Faculty Led Study Abroad provides practical information on the curricular and administrative considerations necessary to design and implement a course based study abroad experience of the highest quality From techniques for funding the trip to legal considerations curricular development and cultural preparation this book explains how to create a meaningful and valuable international experience in a variety of settings and formats The study abroad novice and experienced faculty or administrator alike will benefit from this step by step guide on how to create a truly transformative course based study abroad experience

Hospitality Procedure Guide Book Review: Unveiling the Power of Words

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