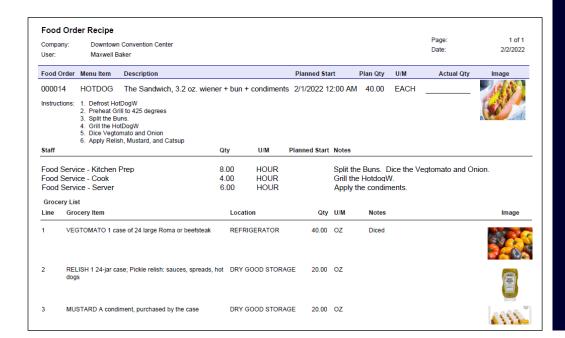# Catering and Food Services

Plan and carry out every aspect of your venue's food service operations. Automate staff communications by emailing staff important work reminders and calls for new work assignment. Cut overhead by letting the warehousing and planning screens create and manage timely orders for groceries and supplies.

SIMPLIFY THE FOUR MOST IMPORTANT FUNCTIONS OF PRODUCTION PLANNING AND CONTROL

- **Recipe Management.** Use advanced features to manage ingredients, exact staff instructions, pictures of food items, and changes to standard recipes. Implement revisions to standard recipe items by incrementally adding useful changes or variations that are frequently requested.

- **Cost Control.** Set standards for staff labor and grocery costs. Manage costs for food prepared days in advance, such as marinades and desserts. Report variances for labor and food items. Drill down into detail that pinpoints larger costs and variances. Capture food cost increases and quickly adjust menu item pricing.

- **Timely Service.** Use the Venue Calendar to keep an eye on pending events and their catering requirements. Take action in advance to secure the required staffing resources and complete the necessary grocery purchases. Load-level your kitchen staff by scheduling food preparation activities on off-peak hours.

- **Automate Stock Levels.** Let the system manage grocery and supply inventory levels. Print grocery lists for food needed next week by each supplier.

KEY BENEFITS

FULL EVENT ORDER INTEGRATION

- Create Food Orders directly from any Event Order
- Set staffing levels from staffing call outs in the Event Order
- Use the Venue Calendar to communicate dates times for all catering and food events
- Automatically flow important customer notes from the Event Order to the Food Order

CONTROL MEAL COSTS

- Set recipe standards for food and labor costs
- Track actual costs as each meal is prepared and delivered
- Respond quickly to menu changes and unique customer requests

AUTOMATIC FOOD ORDERING

- Automatically create timely supply purchases, considering existing stocks
- Prepare a grocery list for each vendor that you purchase from

RENTED EQUIPMENT

- Manage rented equipment needed for any catered events
- Control subrented items that you obtain from outside providers

FOOD SERVICE MANAGEMENT

- Monitor Food Service efficiency with a management dashboard
- Use display panels to prompt kitchen staff about meals and deadlines
- Drill down from monthly summary into specific cost variances from a specific meal
- Use the Survey Module to survey guests and collect responses

Food Order Recipe

| Company: | Downtown Convention Center | | Page: | 1 of 1 |
| User: | Maxwell Baker | | Date: | 2/2/2022 |

Food Order	Menu Item	Description	Planned Start	Plan Qty	U/M	Actual Qty	Image
000014	HOTDOG	The Sandwich, 3.2 oz. wiener + bun + condiments	2/1/2022 12:00 AM	40.00	EACH		

Instructions:
1. Defrost HotDogW
2. Preheat Grill to 425 degrees
3. Split the Buns.
4. Grill the HotDogW
5. Dice Vegtomato and Onion
6. Apply Relish, Mustard, and Catsup

Staff	Qty	U/M	Planned Start	Notes
Food Service - Kitchen Prep	8.00	HOUR		Split the Buns. Dice the Vegtomato and Onion.
Food Service - Cook	4.00	HOUR		Grill the HotdogW.
Food Service - Server	6.00	HOUR		Apply the condiments.

Grocery List

Line	Grocery Item	Location	Qty	U/M	Notes	Image
1	VEGTOMATO 1 case of 24 large Roma or beefsteak	REFRIGERATOR	40.00	OZ	Diced	
2	RELISH 1 24-jar case; Pickle relish: sauces, spreads, hot dogs	DRY GOOD STORAGE	20.00	OZ		
3	MUSTARD A condiment, purchased by the case	DRY GOOD STORAGE	20.00	OZ		

APPLICATION FEATURES AND CAPABILITIES

Fully Integrated with Standard Acumatica
Leverage the underlying Acumatica software for effective inventory management and purchasing. Run anywhere on any device – including PC, Apple, tablet and mobile phones.

Flexible Food Order Creation
Use any of four different ways to automatically create a complete food order: from the Event Order, via copy/paste from an old order, from the Planning Process, or simply by key entry.

Native Mobile Features
Use your mobile phones to review the Venue Calendar and important dashboards.

Automate all Staff Communication
Use email templates to execute routine staffing arrangements, including work assignments and staffing calls.
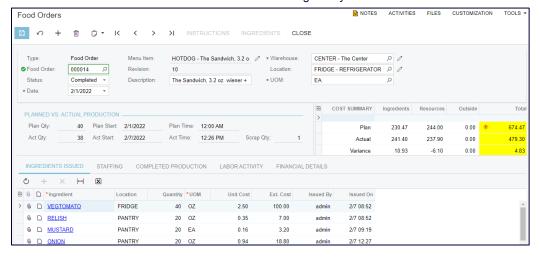
Manage Staffing for Large Events
VenuMax Booking manages staff scheduling for all events, including staffing for food service, ushers, and custodial; VenuMax Catering manages staffing directly associated with food preparation and cooking -- providing special features for labor cost control of menu items.

Define Labor Classes
Setup Labor Classes that contain all the employees assignable to various duties, like server, kitchen prep, and cook.

Clock In / Clock Out
Capture actual start and stop times for kitchen staff and use this information for measuring staff efficiency; create a management dashboard for everyone who is not clocked out and use this to determine who is working at any moment

ADVANTAGES

VenuMax Catering was built from best-in-class features for food service, inventory management, and staffing.

SINGLE SOFTWARE PLATFORM

Because VenuMax runs on top of Acumatica, you always receive important functions for:

- Pantry and cold storage inventory management
- Menu item costing and pricing
- Purchase price history
- Vendors and supply management
- Taxation and commissions
- Extensive management of recipe notes and pictures
- Powerful searching and query tools (e.g. find all menu items with "'scallops'")

VENUMAX CATERING FEATURES

- Automation of key food service processes for costing and ordering (e.g. what fresh food to buy for next week's events)
- Grocery List feature to email to each vendor you purchase from
- A planning system that minimizes waste by balancing existing stock levels with supplies needed for next week's events
- Tight integration with each Event Order
- Nutrition information for each item

ALLERGY, NUTRITION, ETC.

Establish for each menu item:

- Allergy information per serving
- Nutritional content
- Serving details and options
- Presentation examples

Food Orders screen showing Food Order 000014, HOTDOG - The Sandwich, with Planned vs. Actual Production and Ingredients Issued (VEGTOMATO, RELISH, MUSTARD, ONION).