

# HOSPITALITY OPS

BOUTIQUE NETWORK BUREAU

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Hospitality Consultancy & Operational Support

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### CONCEPTUALIZATION

#### BRANDING

- Logo
- Packaging Design
- Stationary
- Concept Positioning
- Menu Design

#### MENU ENGINEERING

- Menu Item Creation
- Menu Costing
- Recipe Cards

#### STAFF TRAINING

- Service Staff
- Kitchen Staff
- Management Staff

#### LAUNCH EVENT PLAN

#### LAUNCH MARKETING PLAN

#### P.O.S

#### CONSTRUCTION SUPERVISION \*

#### OPERATIONAL SUPPORT \*\*

#### STANDARD OPERATING PROCEDURES "S.O.P"

\* Applicable for 3 month from the signature of contract .

\*\* Applicable for 3 month from the opening date.

Fee is based on project complexity.

## HEALTH ANALYSIS

OPERATIONAL PROCEDURE

MENU ENGINEERING

ACCOUNTING

PACKAGING

MARKETING

MARKET POSITIONING

REPORT BASED ON PRIORITY

One time Fee is based on project complexity.

## PACKAGES

### CULINARY EXPERIENCE

ITEMS NAMING

MENU SECTIONS

ITEMS SELECTIONS

RECIPE CARDS

RECIPE COSTING

KITCHEN STAFF TRAINING

VIDEO TRAINING (ADDITIONAL CHARGE)

One time Fee is based on project complexity.  
One month support from handover of project.

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## F.O.H

UPSELLING TECHNIQUES

RESERVATION TECHNIQUES

SERVING TECHNIQUES

CURRENT MENU TRAINING

F.O.H "S.O.P"

SCHEDULING PLAN

One time Fee is based on project complexity.  
Two weeks support from handover of project.

[www.hospitality-ops.com](http://www.hospitality-ops.com) / [info@hospitality-ops.com](mailto:info@hospitality-ops.com)

## PACKAGES

## H.R

ORGANIZATIONAL STRUCTURE

SALARY BRACKETS

ASSISTANT IN STAFF HIRING

FIRST INTERVIEW

H.R "S.O.P"

YEARLY VACATION PLAN

One time Fee is based on project complexity.  
Two weeks support from handover of project.

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## H.R SUPPORT

EMPLOYEE MONTHLY PAYROLL

DAILY ATTENDANCE

VACATION LEAVES

TICKETING PLAN

MONTHLY ACTIVITIES PLAN

HIRING ASSISTANCE

H.R CONSULTANCY

Monthly retainer fee.  
Minimum one year commitment.

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## PACKAGES

## ACCOUNTING SUPPORT

MONTHLY P&L

MONTHLY INVENTORY

SUPPLIERS PAYMENTS

YEARLY/MONTHLY BASIC BUDGET

PAYMENTS FILING

Monthly retainer fee.  
Minimum one year commitment

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## INSURANCE

VEHICLE

PROPERTY

MONEY HANDLING

MEDICAL INSURANCE

WORKMEN COMPENSATION

BUSINESS INTERRUPTION

Signature of Broker of Record letter.

No fee paid by client to Hospitality OPS

Vast connection in the insurance companies with a vast portfolio of establishment tips the balance for SME in order to get the best offer of premium Vs coverage.

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## CONSULTANCY SERVICES

## OTHERS

PEST CONTROL MANAGEMENT

HOOD CLEANING

GENERAL CLEANING

EVENT MANAGEMENT

EQUIPMENT RENTAL

EQUIPMENT MAINTENANCE

Hospitality OPS posses a vast network in several fields combined with a fast portfolio of establishment tips the balance for SME to get the best offers

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