

BUYING AND DISTRIBUTION ANALYSIS OF GOODS FOR KITCHEN BY THE PURCHASING PART (CASE STUDY AT KUTA CENTRAL PARK HOTEL)

Kadek Agustina¹, I Gusti Putu Sutarma², Made Sudiarta³

¹²³Tourism Business Management, Politeknik Negeri Bali

¹agustinakadek02@gmail.com, ²gst.sutarma@yahoo.co.id, ³sudiartamade@yahoo.co.id

ABSTRACT

This study aims to determine the application of goods and distribution purchases for kitchen by purchasing department at Kuta Central Park Hotel. Data was collected by interview, observation, and documentation with the help of note-taking techniques. Furthermore, the data was analyzed by qualitative descriptive analysis method. The results showed that the purchase of goods for the kitchen at Central Park Kuta Hotel uses two ways. First, through the daily market list. Purchasing goods through this process is a type of item that does not last long enough and requires special storage areas, such as: dairy products, meat & poultry, herbs & spice, seafood, vegetables & fruits, ice cream, process meat, pastry & bakery, syrup, juice food, and also groceries. Second, namely through purchase requisition submitted by the storekeeper section for inventory at the general store. The type of goods purchased through this process is a type of groceries that can last more than one year. The flow of goods distribution from the general store to the kitchen starts with using the form store requisition made by the kitchen, then submitted to the storekeeper. The storekeeper issues the item in accordance with the request and a copy of the form is given to the kitchen staff who receive the item for review.

Keywords: purchase of kitchen items, purchasing, kitchen goods distribution.

INTRODUCTION

Bali has eight regencies and one city, namely Badung Regency, Tabanan, Jembrana, Singaraja, Bangli, Gianyar, Klungkung, Karangasem, and Denpasar City. Almost every district and city in Bali has interesting tourist attractions to be visited by both foreign and local tourists. One of the famous tourist attractions in Bali is Kuta Beach.

As the most favorite tourist attraction in Bali, around the attractions of Kuta Beach there are many tourism support facilities, such as: hotels, restaurants and spas. Around Kuta Beach there are many hotels ranging from small hotels to large hotels. Kuta Central Park Hotel is one of the hotels in the Kuta area.

Kuta Hotel Central Park is a company engaged in accommodation services or lodging services in the Kuta Galeria Palace Shopping Complex. In carrying out hotel operations, there is one department that plays an important role, namely the Ministry of Finance in charge of planning various activities related to the overall financial plan, both plans that have been described by the marketing, operations and human resources departments. This department is divided into several parts, one of which is the purchasing (purchasing) which plays an important role in a company, because without the purchase section, the company's goals will not be achieved. To be able to achieve these objectives, a part that is capable of providing all the supplies and equipment needed by each department is needed in order to achieve company goals.

The purchasing department is the part that provides all the supplies and equipment needed by each department. According to Supriyanto and Ida Masruchah (2008: 1), purchasing (purchasing) is an important part of companies that must comply with basic management policies. In carrying out its duties, Purchasing must be able to provide optimal contribution to company management in an effort to achieve profit targets set by management. In carrying out the operational purchases cannot be separated from the internal and external parties, because without a request, the process will not work and vice versa.

In general, the purchasing process looks easy and easy to carry out, but in reality in the field the purchasing process is very complicated. In the purchase process, it must be considered many things related to purchases ranging from ordering to goods ordered to come, and distribution to reduce errors that occur.

There are several problems that have occurred in Kuta Central Park Hotel in the purchasing process, namely: goods that have been ordered do not arrive on time, goods that come received by other departments, goods that come less than the request ordered, and items that have been ordered are not sent by suppliers. As a result, it has an impact on hotel operations that cannot run according to predetermined standards. It will hinder service and can reduce the quality that will be given to guests. This can also happen in the kitchen. Therefore, in this study limited to the purchase and distribution of goods in the kitchen.

This study aims to find out and analyze the purchase and distribution of goods for the kitchen by the Purchasing Department at Kuta Central Park Hotel and this research is expected to be a consideration for companies to be able to improve the quality of purchasing goods inventory, especially in the kitchen.

METHODOLOGY

This research was conducted at Kuta Central Park Hotel with the object of research on the process of purchasing and distributing goods for the kitchen by the Purchasing Section. The data sources used are primary and secondary data. The method of data collection used is the method of interviewing, observation and documentation with the help of note-taking techniques (Sugiyono, 2015). The data analysis method used is descriptive qualitative, which means that the collected data is fully described so that it is able to describe the purchase and distribution of kitchen items in full (Creswell, 2007).

FINDINGS AND DISCUSSION

Purchase of goods is done in two ways, namely through the Daily Market List and Requisition Purchase. Raw goods or materials through the Daily Market List, namely: dairy products, groceries, meat & poultry, herbs & spice, seafood, vegetables & fruits, ice cream, processed meat, pastry & bakery, and juice food, while goods or raw materials the purchase requisition is syrup and groceries.

Based on the grouping, it can be seen that the process of purchasing goods through the daily market list requires special storage. This is because the raw material on average cannot last long if stored in a storage area with the usual temperature. These materials must be stored in a very cold temperature, so they can last longer. The storage for this raw material is in the kitchen, which is called a cold store or chiller. There are also some raw materials that are immediately processed into food that is ready to be given to guests.

Goods purchased through the purchase requisition purchase process are items in the form of packaging, cans or bottles that can last up to more than a year. So,

materials for this type do not require special storage, can be stored in a cool room. Maintenance does not require a lot of money, just need to pay attention to the expiration date so as not to lose.

Purchasing goods through the Daily Market List and Purchase Requisition are as follows.

1. Purchasing Goods or Raw Materials through the Daily Market List

There are several stages of the process of purchasing goods or raw materials that use a daily market list, as follows.

- a. Making a Daily Market List
- b. Check Request List
- c. Ordering Materials
- d. Material Acceptance

Chart of goods purchases through the daily market list is in Figure 1.

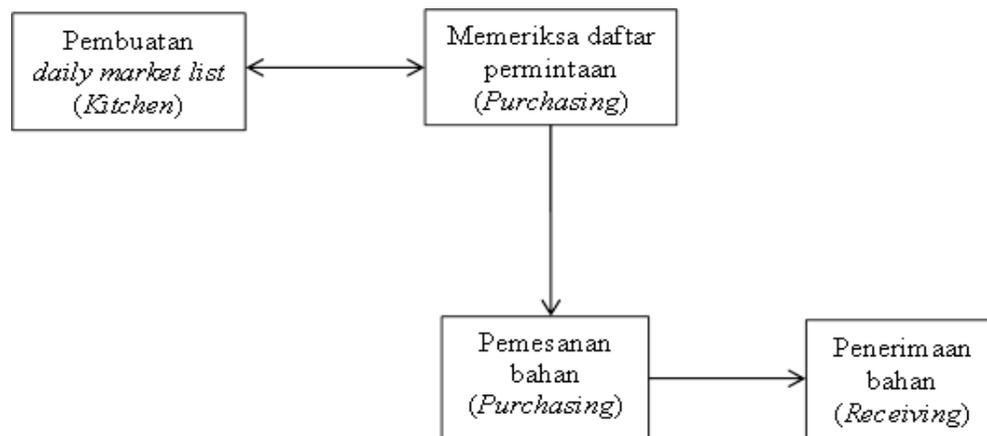


Figure 1: Purchasing processed-daily market (Source: Assistant Purchasing Manager, 2018)

2. Purchasing Goods or Raw Materials through Purchase Requisition

The process of purchasing raw materials or materials through the purchase requisition through the following stages.

- a. Making a Requisition Purchase
- b. Making a Purchase Order
- c. Ordering goods

- d. Goods receipt
- e. Storage of goods

The chart for purchasing goods through the purchase requisition is presented in Figure 2.

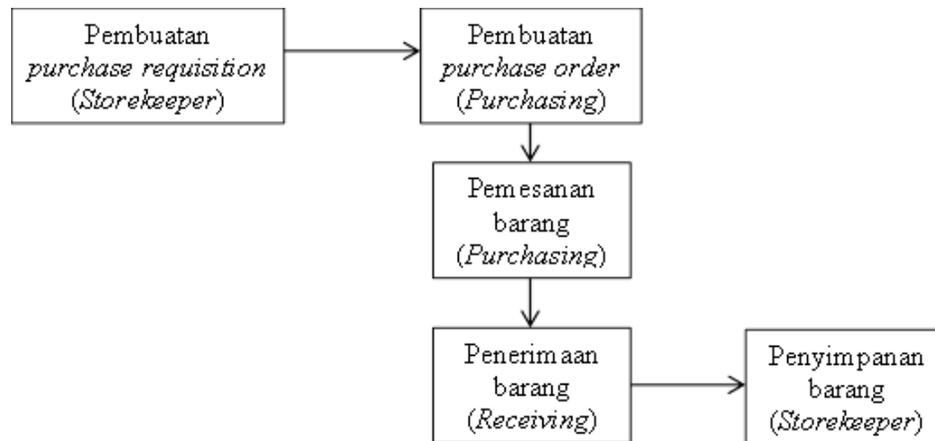


Figure 2: Purchasing processed - purchase requisition (Source: Assistant Purchasing Manager, 2018)

Distribution of Kitchen Items

Distribution of kitchen items in question is the distribution of goods or raw materials from the Accounting Department to the Kitchen Section until they are received by the kitchen. There are two ways to distribute goods or raw materials to the kitchen section, which is to use a daily market list and use the form store requisition.

The first way is to use the daily market list. This method is the same as purchasing goods through the daily market list. The items or materials requested by the kitchen are not stocked in the warehouse, so the requested material is ordered directly to the supplier. Goods or raw materials received from direct suppliers are given to the kitchen, without the need for storage in the general store. There are several stages of the distribution of goods through the daily market list, as follows.

Kitchen makes a daily market list through a system that is submitted to Purchasing.

- a. Purchasing opens the file through the system and prints, then Purchasing checks the list of requests for the material and asks for approval from the Executive Chef and Financial Controller.
- b. After approval, Purchasing orders material to the supplier by calling by mentioning the ordered material according to the daily market list.
- c. Receiving material is done directly in the kitchen by Receiving Clerk accompanied by Executive Chef. When receiving materials, Receiving weighs the ingredients and matches them with the daily market list. After finishing receiving all the ingredients, Receiving immediately gave all the ingredients to the kitchen, a copy of the daily market list was given to the kitchen and the raw material was immediately received by the kitchen staff for the smooth operation of its operations. Figure 3 presents the flow chart for the distribution of goods or raw materials through the daily market list.

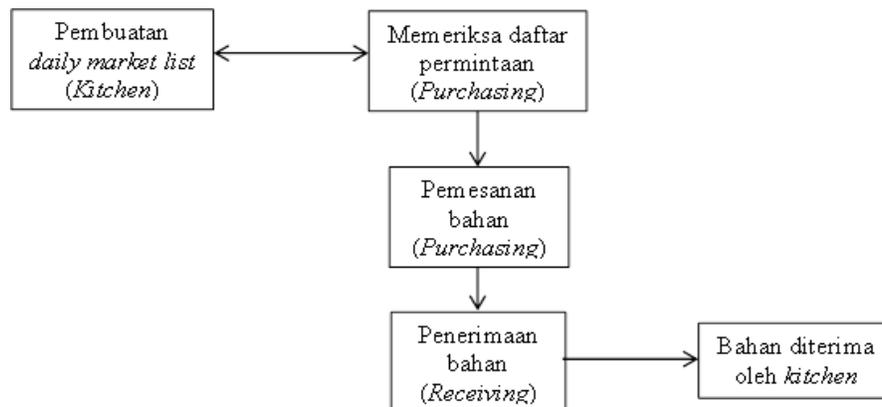


Figure 3: Distribution of goods/ raw materials through the daily market list (Source: Storekeeper Hotel Kuta Central Park, 2018)

The second way is by using the form store requisition. The items requested by the kitchen are stocked at the general store by the accounting department, so that the store requisition form is required to order goods at the general store. There are several stages of distribution of goods through the form store requisition, as follows.

- a. Making a store requisition form made by the kitchen
- b. The store requisition form that was created, then brought to the general store and received by the storekeeper

- c. The storekeeper issues the items one by one according to the number of requests.
- d. A copy of the store requisition is given to the kitchen staff who receive the goods for inspection. After being checked, then the item can be brought to the kitchen. That means the distribution channel for the kitchen is finished. Figure 4 is the flow chart for raw material or goods distribution through the store requisition form.

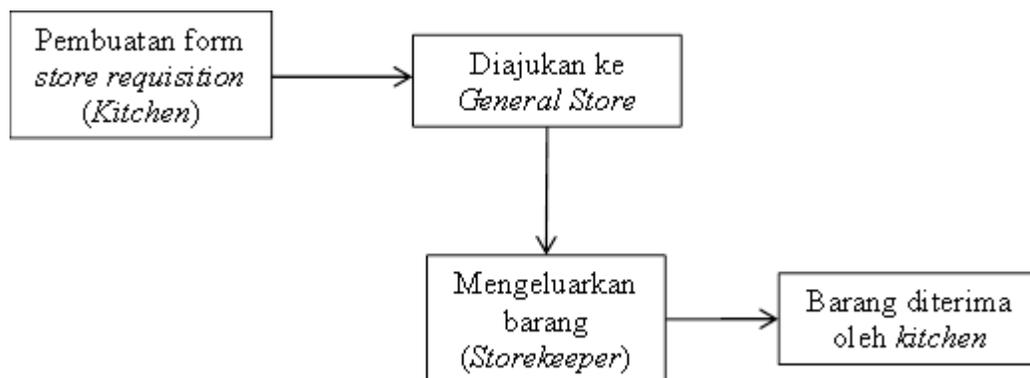


Figure 4: Distribution of goods/raw materials through the store requisition form (Source: Storekeeper Hotel Kuta Central Park, 2018)

CONCLUSION AND SUGGESTION

Conclusion

Based on the results of the discussion of the previous chapter, it can be summarized as follows.

1. Purchasing goods for the kitchen at Kuta Central Park Hotel is done in two ways. The first way is through the daily market list, which is made by the kitchen. Then the second method is through purchase requisition made by the storekeeper for stock requirements at the general store. The types of goods that go through this process are types of groceries and syrup that can last more than one year.
2. Distribution of goods from the general store to the kitchen begins by using the form store requisition made by the kitchen that is submitted to the general store and received by the storekeeper. Once received, the storekeeper issues the item

in accordance with the request and a copy of the form is given to the kitchen staff who receive the item to be checked again, before being taken to the kitchen.

Suggestion

Suggestions that can be given by the author are expected to be useful for the Accounting Department at Kuta Central Park Hotel, namely: increase communication and cooperation between each part so that the goods purchase process can run well, the process of purchasing goods to be stored in the warehouse is good. However, it is better if the purchasing and financial controller parts do not reduce the amount of goods ordered by the storekeeper, because due to the reduction, almost every end of the month there is a stock of materials for the kitchen in the warehouse and continue to establish good cooperative relationships with each supplier. The process of ordering and shipping goods can work well.

BIBLIOGRAPHY

- Ahyari, Drs. Agus. 1986. *Manajemen Produksi: Pengendalian Produksi*. Edisi Keempat. Yogyakarta: BPFE Yogyakarta.
- Assauri, Sofian. 2008. *Manajemen Produksi dan Operasi*. Edisi Revisi. Jakarta: Fakultas Ekonomi Universitas Indonesia.
- Creswell, J. W. 2007. *Research design qualitative: Quantitative, and mix method Approach*. California, US: Sage Publications, Inc.
- Ma'arif, M. Syamsul dan Hendri Tanjung. 2003. *Manajemen Operasi*. Jakarta: PT Grasindo.
- Permana, I Gede Ade Yoga. 2016. *Analisis Sistem Pembelian Food & Beverage dalam Menunjang Efisiensi Biaya di Hotel The Oberoi Bali*. Skripsi Sarjana Terapan Jurusan Pariwisata pada Kampus Politeknik Negeri Bali.
- Sugiyono. 2015. *Metode Penelitian Manajemen*. Bandung: CV. ALFABETA.
- Supriyanto, Agus dan Ida Masruchah. 2008. *Purchasing Guide: Konsep dan Aplikasi Manajemen Purchasing*. Edisi ke-2. Jakarta: PT Elex Media Komputindo.