



TUI BLUE

FOOD ROTATION TOOL MANUAL

Summer 2020



In this Manual you will find step-by-step, visual instructions on how download and install the Food Rotation Tool for your hotel, as well as a simple guide to the standards we expect to be followed when producing food labels for your buffet.

This Manual is divided into three sections:

INTRODUCTION

A brief introduction to the purpose and goal of the Food Rotation Tool as well as a guide to the different Allergen and Additional symbols available for display on your buffet labels

DOWNLOAD & INSTALL

A step-by-step guide to downloading and installing the Food Rotation Tool on your computer. You will require access to our TUI BLUE SharePoint to do this

USING THE TOOL

Basic guidelines and principle standards to producing your buffet food labels. It is vital that these standards are always followed to ensure consistency across our 100+ hotels across the world

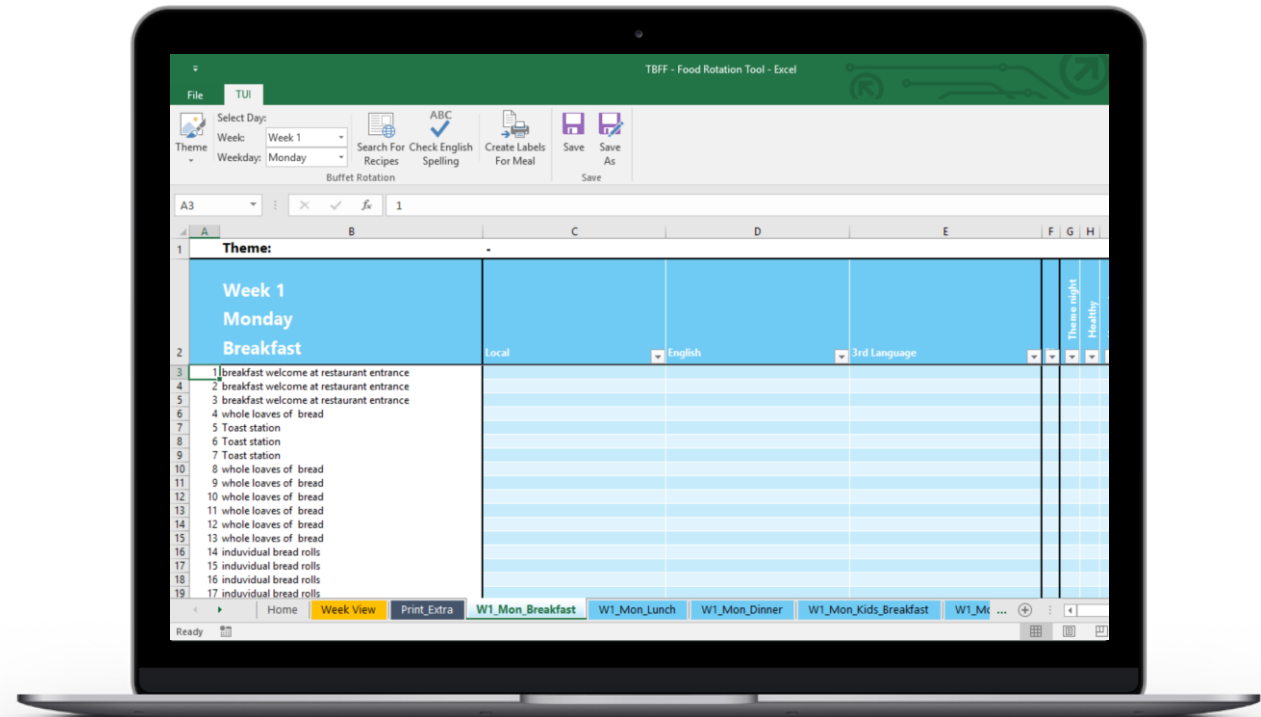


INTRODUCTION

Food Rotation Tool Manual

The Food Rotation Tool is a simple system that allows you to plan your two week buffet options whilst also creating the correctly formatted and branded food labels for your hotel.

By inputting all of your dishes into the spreadsheets within the tool, along with highlighting all ingredients, the tool will automatically display the correct Allergen symbols on the buffet labels, so that our guests can always be informed and have confidence in the food that they are eating.



ALLERGEN SYMBOLS

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- We have aligned all Allergen symbols (in blue) and Additional symbols (in green)
- Allergen symbols are accordingly to EU1169
- We have added different symbols in order to comply with changing local requirements
- The food label has space for 14 Symbols in the right format. Please source raw products in the right quality and use Allergen and Additional symbols wisely
- Our guests need to be safe from any potential allergy and taken care of by the hotel's F&B department

ALLERGEN ICON FONT

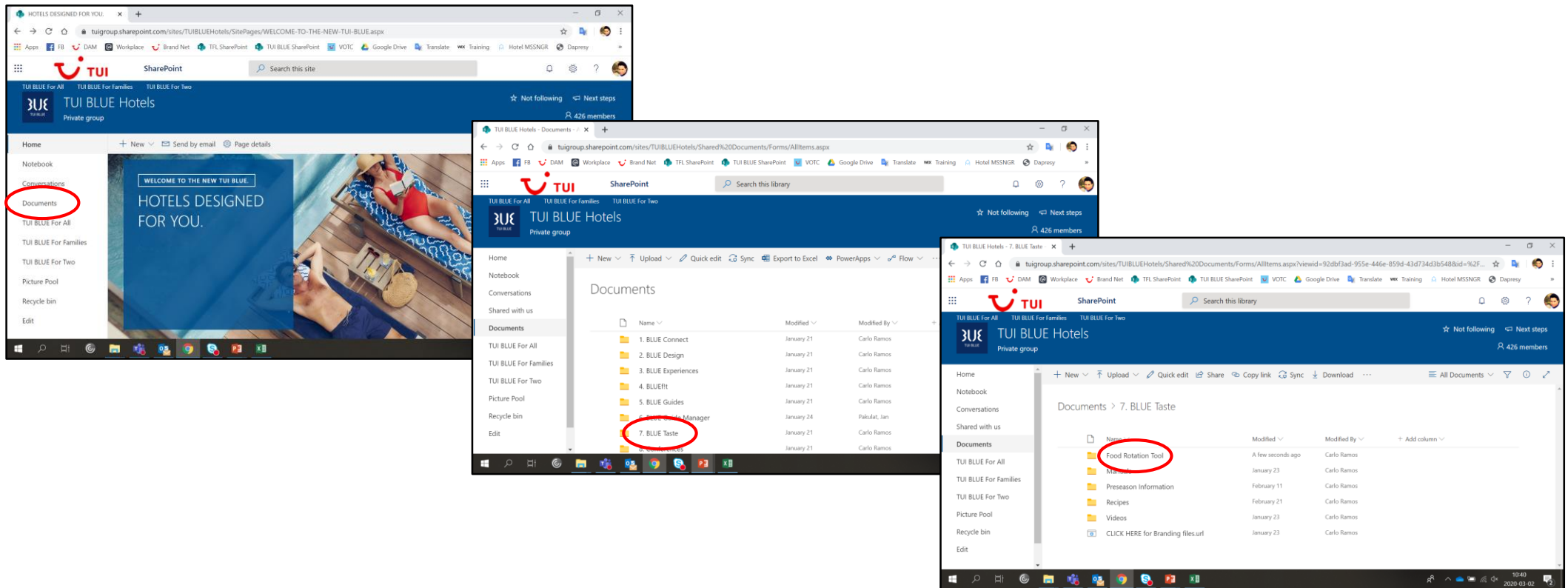
Type the following characters in **small letters** to insert the allergen icons (requires the TUI-BLUE-Allergen-Icons font type!).

							
a <u>Sulfur Dioxide</u>	b <u>Soy</u>	c <u>Crustacean</u>	e <u>Egg</u>	f <u>Fish</u>	g <u>Gluten</u>	h <u>Celery</u>	i <u>Egg & Milk</u>
							
j <u>Milk</u>	k <u>Molluscs</u>	l <u>Lupins</u>	m <u>Mustard</u>	n <u>Nuts</u>	p <u>Peanuts</u>	s <u>Sesame</u>	
							
1 <u>Gluten free</u>	2 <u>Lactose free</u>	3 <u>Low Carb</u>	7 <u>Spicy</u>	8 <u>Very spicy</u>	9 <u>No added sugar</u>	d <u>Garlic</u>	o <u>Onion</u>
							
q <u>Alcohol</u>	r <u>Pork</u>						

DOWNLOAD & INSTALL

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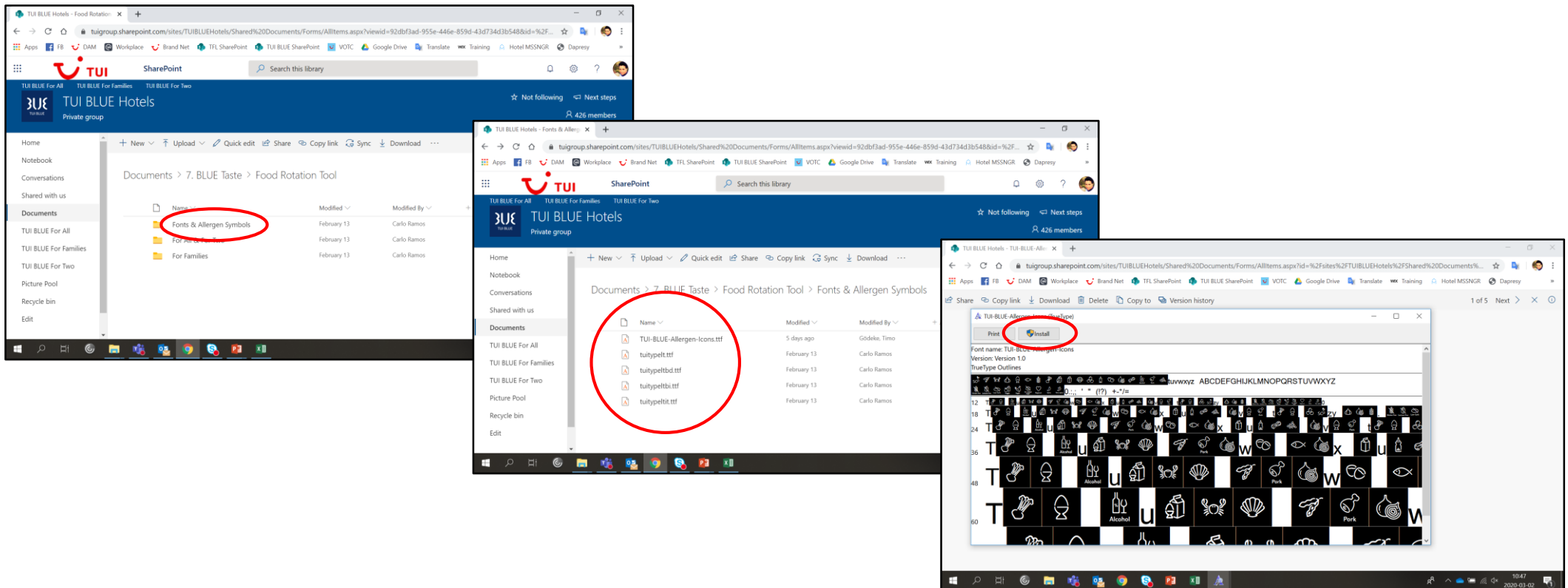
Access the [TUI BLUE SharePoint](#) site, select **Documents** from the sidebar menu and then select the **BLUE® Taste** folder. Here you will find the **Food Rotation Tool** files. If you do not have access to the TUI BLUE SharePoint, please [contact us](#) to create your account



DOWNLOAD & INSTALL

Food Rotation Tool Manual

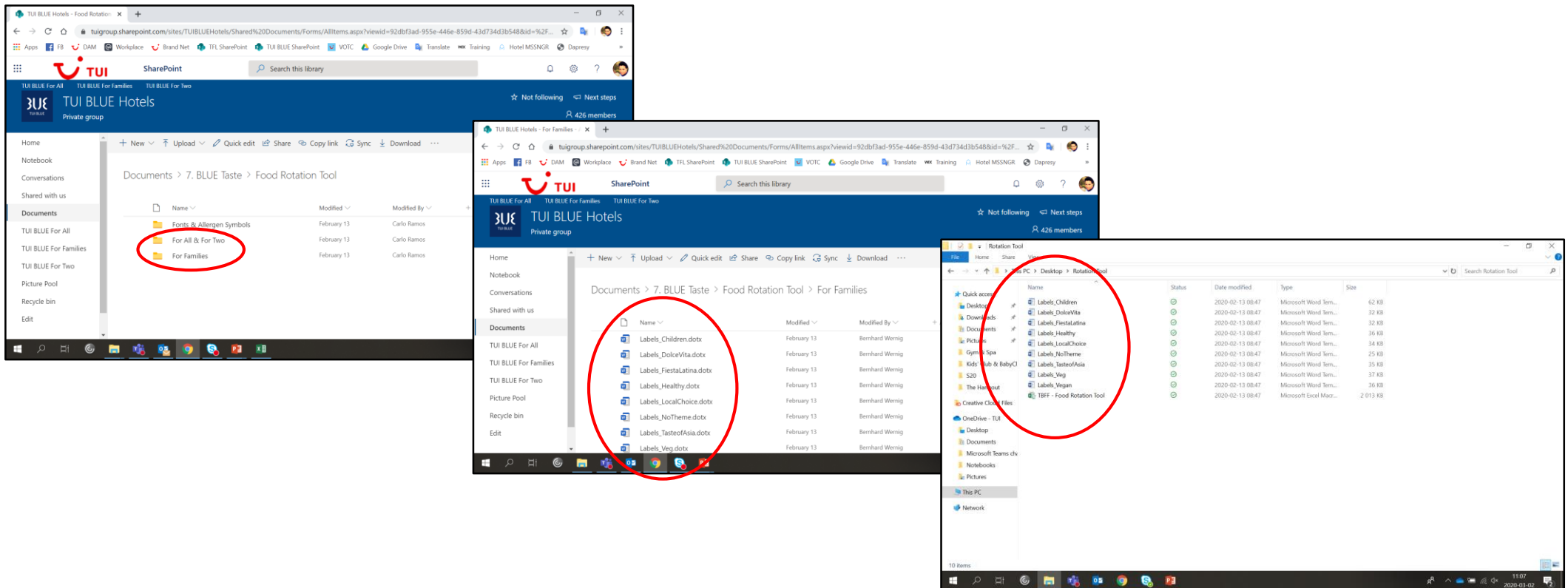
For the Tool to work correctly it is necessary to download ALL fonts in the **Food & Allergen Symbols** folder. Select the files and download to your computer. Once downloaded, extract all of the files, open each one individually and select the **Install** option. You may require IT assistance for this if you do not have Admin access to your corporate computer. To check that all fonts have been installed correctly, open a Microsoft Word document and find the fonts in the font list



DOWNLOAD & INSTALL

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After downloading and installing all necessary fonts, go back to the **Food Rotation Tool** folder and open the specific folder related to your hotel label; **For All & For Two** or **For Families** – it is important that you use the correct folder for your hotel label to avoid incorrect branding on the buffet labels. **Download** all files within your specific folder and **Save** to your computer hard drive. IMPORTANT: Do not work in any of the online file formats



USING THE TOOL

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Once the Food Rotation Tool for your hotel label has been saved onto your computers hard drive it is ready for use. When opening the **Food Rotation Tool** in Microsoft Excel, click on the **Home** tab to bring up the home page – this page shows instructions as well as a general guide to the functions of the Food Rotation Tool. Please note, if you have followed the **Download & Install** chapter in this Manual, you can skip Steps 1, 2 and 3 that are shown under the First Time Installation heading

The image displays three overlapping screenshots of the TUI Food Rotation Tool Excel spreadsheet, illustrating the initial setup and navigation.

Left Screenshot: Home Tab and Instructions

- The spreadsheet is titled "TUI - Food Rotation Tool (Read-Only) - Excel".
- The ribbon shows the "Home" tab selected.
- The "Instructions" section is visible, starting with "On opening" and a "SECURITY WARNING" message: "Macros have been disabled. Enable Content".
- The "First time installation" section includes "Step 1. Select the TUI Type fonts, right click and select 'Install'".
- The "Home" tab is highlighted in the bottom navigation bar.

Middle Screenshot: Using the ribbon

- The ribbon is shown with numbered steps 1 through 6:

 1. Select the Theme for the Meal.
 2. Select which day you are working with, by selecting week and day.
 3. Search for the recipe on TUI's sharepoint.
 4. Check the spelling of the English (UK) column on your current meal.
 5. Create Labels For Meal.
 6. Save As.

Right Screenshot: Setting up the dishes for the meal

- The "Setting up the dishes for the meal" section is shown.
- The "Theme" dropdown is set to "Week 2 Monday Breakfast".
- The "Dishes" section shows a grid of dishes with numbered steps 1 through 4:

 1. Name the meal in your local language, English, and third language (optional).
 2. Mark with an X which template to use for the current dish.
 3. Mark with an X for allergies.
 4. Mark with an X for the dish.

USING THE TOOL

Food Rotation Tool Manual

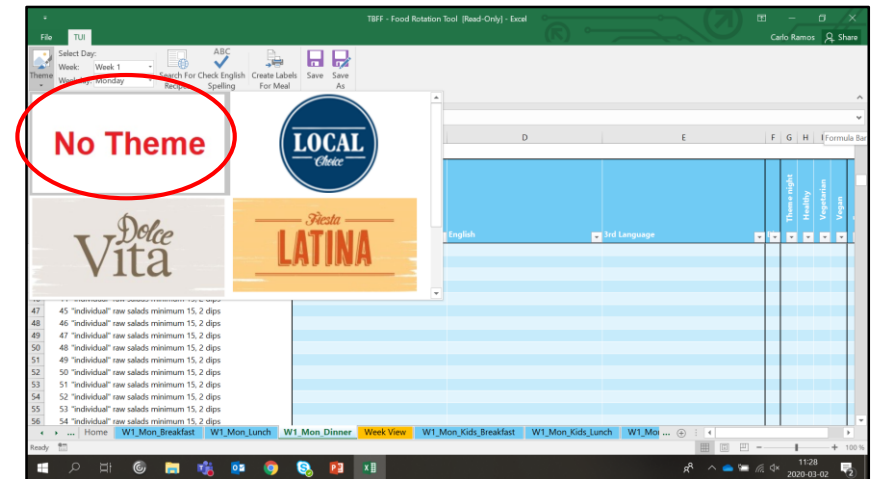
When inputting your buffet choices, use **No Theme** as the default option for Breakfast, Lunch and Dinner.

Healthy, Vegetarian and Vegan buffet labels should be used throughout all meal services, highlighting the food offer at Breakfast, Lunch, Dinner (none Theme Nights and Theme Nights) and Children's Buffet. Always use clear, simple language with correct grammar, spelling.

When writing the dish names and descriptions in English on the food label, the principal ingredient should precede the dish name, for example:

- Beef Lasagne
- Beef Stroganoff
- Pork Picatta

This must be consistent throughout the buffet; the simpler the dish description the better. If you want to highlight a dish with its complete ingredients please use the A5 Templates available on SharePoint.



USING THE TOOL

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Objective

The following basic buffet labelling principles must be observed in the context of optimal product presentation and product transparency:

- Product facts/clarity
- Product labelling
- Language

Buffet signs can be prepared in three languages in the following order:

- English
- German or any other languages if this is the highest nationality in the resort
- Local language/3rd language

All products whose overall appearance has been so modified in the kitchen to the extent the guest can no longer easily identify them must be listed, such as:

- All gratinated/baked dishes
- All dishes prepared with sauces
- All ground and crushed nuts, kernels, spices, herbs
- All chopped fish and meat dishes, sauces etc.

Principles

- Type of label
- Uniformity
- Correct declaration
- Readability
- Cleanliness and condition of display panels and lettering
- Principal ingredient followed by the name of the dish, for example:
 - Beef Lasagane
 - Beef Stroganoff
 - Pork Picatta

This must be consistent throughout the buffet; the simpler the dish description the better.

Positioning of displays

- Displays may not block the way to food and service utensils
- Avoid a "signage jungle"

THANK YOU

CONTACT US

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