

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ONTARIO



Sault College

COURSE OUTLINE

COURSE TITLE: KITCHEN MANAGEMENT - ADVANCED

CODE NO. : FDS165 **SEMESTER:** Two

PROGRAM: CULINARY SKILLS – Chef Training
CULINARY MANAGEMENT
COOK APPRENTICESHIP

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2008

APPROVED: "Penny Perrier" May
14/09

TOTAL CREDITS: 5 **CHAIR** **DATE**

PREREQUISITE(S): FDS126 - Kitchen Management (Basic)

HOURS/WEEK: 4

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For additional information, please contact Penny Perrier
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I. COURSE DESCRIPTION:

Basic principles of purchasing food, beverage, equipment, contract services and supplies. Primary focus on product identification, supplier selection, and the ordering, receiving, storing and issuing process. The course is designed to develop and/or refine the students' ability to:

- Apply generally accepted principles and procedures of selection and procurement in the hospitality industry;
- Analyze specific product characteristics, especially their market distribution, quality standards, and other selection factors; and
- Prepare production specifications.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

Upon successful completion of this course, the student will demonstrate the ability to:

1. **Develop Cost Control Understanding**
Potential Elements of the Performance:
 - List the purpose of Cost Control
 - Why Restaurant succeed
 - Explain Managements Role in Cost Controls
 - Explain Depreciation
2. **Overview of Cost Control**
Potential Elements of the Performance:
 - Establish Standards
 - Develop Standards
 - Calculating Food Cost
 - Causes of Loss
 - Operating Budget
 - Make or Buy Analysis
3. **Controlling Costs and Improving revenue through Technology**
Potential Elements of the Performance:
 - List what drives new technology
 - Understand the supply chain
 - Explain the technological force and its effect on the channel of distribution
 - Sales Increase and Revenue Control Applications
 - The future of technology

4. **Cost-Volume-Profit Relationships**
Potential Elements of the Performance:
 - Components of Sales
 - Break-even Point
 - Changing the break-even points
5. **Controls in Food Purchasing**
Potential Elements of the Performance:
 - List the Procurement Functions
 - Methods of “How much product is needed”
6. **Controls in Food Receiving, Storage, and Issuing**
Potential Elements of the Performance:
 - List controls for Receiving
 - Explain advantages of proper storage
 - Apply Inventory valuation
 - List Inventory Turnover ratios
 - Explain Issuing
7. **Define roles in Controls of Food Production**
Potential Elements of the Performance:
 - Explain need for Production schedules
 - Cooking loss Tests and calculations
 - Evaluate Food Cost
8. **Understand Beverage Controls**
Potential Elements of the Performance:
 - Define Beverage Standards and controls
 - Types of Bars
 - Monitoring Beverage Production
 - Differentiate Between WELLS and CALL brands
 - Wine Service
9. **Understand Costs in Labour**
Potential Elements of the Performance:
 - List the types of labour
 - Budgeting for labour Overtime vs. Part time vs. Outsourcing
10. **Controls in Labour**
Potential Elements of the Performance:
 - Understand the overview of Labour Costs including but not limited to: Organizational charts, Task Analysis, Establishing Standard, Job Descriptions, training, Motivation, Discipline, Food Cost vs. Labour Cost
11. **List Controls for other Expenses**
Potential Elements of the Performance:
 - List other Expenses in the Business operation
12. **Understand Forecasts in Sales**
Potential Elements of the Performance:
 - Apply data used for forecasting

- List the steps of forecasting
- Avoid theft
- Guest pilferage
- Understand Credit

13. Maximize Sales

Potential Elements of the Performance:

- Understand Profit-loss sheet
- Know your Clientele
- Know how to Improve sales Volume
- List how to Empower your staff

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

Hospitality Cost Control (A Practical Approach) Allen B. Asch

V. EVALUATION PROCESS/GRADING SYSTEM:

Class Projects	20 %
Quizzes	10 %
Attendance	5 %
Conduct and Class Participation	5 %
Test # 1 February	20 %
Test # 2 March	20 %
Test # 3 April	20 %

The following semester grades will be assigned to students in postsecondary courses:

Grade	<u>Definition</u>	<i>Grade Point Equivalent</i>
A+	90 – 100%	4.00
A	80 – 89%	
B	70 - 79%	3.00
C	60 - 69%	2.00
D	50 – 59%	1.00
F (Fail)	49% and below	0.00
CR (Credit)	Credit for certificate requirements has been awarded.	
S	Satisfactory achievement in field /clinical placement or non-graded subject area.	

U	Unsatisfactory achievement in field/clinical placement or non-graded subject area.
X	A temporary grade limited to situations with extenuating circumstances giving a student additional time to complete the requirements for a course.
NR	Grade not reported to Registrar's office.
W	Student has withdrawn from the course without academic penalty.

VI. SPECIAL NOTES:

Dress Code:

All students are required to wear their uniforms while in the Hospitality and Tourism Institute, both in and out of the classroom. **(Without proper uniform, classroom access will be denied)**

Course Outline Amendments:

The professor reserves the right to change the information contained in this course outline depending on the needs of the learner and the availability of resources.

Retention of Course Outlines:

It is the responsibility of the student to retain all course outlines for possible future use in acquiring advanced standing at other postsecondary institutions.

Prior Learning Assessment:

Students who wish to apply for advance credit transfer (advanced standing) should obtain an Application for Advance Credit from the program coordinator (or the course coordinator regarding a general education transfer request) or academic assistant. Students will be required to provide an unofficial transcript and course outline related to the course in question. Please refer to the Student Academic Calendar of Events for the deadline date by which application must be made for advance standing.

Credit for prior learning will also be given upon successful completion of a challenge exam or portfolio.

Substitute course information is available in the Registrar's office.

Disability Services:

If you are a student with a disability (e.g. physical limitations, visual impairments, hearing impairments, or learning disabilities), you are encouraged to discuss required accommodations with your professor and/or the Disability Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

Communication:

The College considers **WebCT/LMS** as the primary channel of communication for each course. Regularly checking this software platform is critical as it will keep you directly connected with faculty and current course information. Success in this course may be directly related to your willingness to take advantage of the **Learning Management System** communication tool.

Plagiarism:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. A professor/instructor may assign a sanction as defined below, or make recommendations to the Academic Chair for disposition of the matter. The professor/instructor may (i) issue a verbal reprimand, (ii) make an assignment of a lower grade with explanation, (iii) require additional academic assignments and issue a lower grade upon completion to the maximum grade “C”, (iv) make an automatic assignment of a failing grade, (v) recommend to the Chair dismissal from the course with the assignment of a failing grade. In order to protect students from inadvertent plagiarism, to protect the copyright of the material referenced, and to credit the author of the material, it is the policy of the department to employ a documentation format for referencing source material.

Student Portal:

The Sault College portal allows you to view all your student information in one place. **mysaultcollege** gives you personalized access to online resources seven days a week from your home or school computer. Single log-in access allows you to see your personal and financial information, timetable, grades, records of achievement, unofficial transcript, and outstanding obligations, in addition to announcements, news, academic calendar of events, class cancellations, your learning management system (LMS), and much more. Go to <https://my.saultcollege.ca>.

Electronic Devices in the Classroom:

Students who wish to use electronic devices in the classroom will seek permission of the faculty member before proceeding to record instruction. With the exception of issues related to accommodations of disability, the decision to approve or refuse the request is the responsibility of the faculty member. Recorded classroom instruction will be used only for personal use and will not be used for any other purpose. Recorded classroom instruction will be destroyed at the end of the course. To ensure this, the student is required to return all copies of recorded material to the faculty member by the last day of class in the semester. Where the use of an electronic device has been approved, the student agrees that materials recorded are for his/her use only, are not for distribution, and are the sole property of the College.

Attendance:

Sault College is committed to student success. There is a direct correlation between academic performance and class attendance; therefore, for the benefit of all its constituents, all students are encouraged to attend all of their scheduled learning and evaluation sessions. This implies arriving on time and remaining for the duration of the scheduled session.

Tuition Default:

Students who have defaulted on the payment of tuition (tuition has not been paid in full, payments were not deferred or payment plan not honoured) as of the first week of *November* will be removed from placement and clinical activities. This may result in loss of mandatory hours or incomplete course work. Sault College will not be responsible for incomplete hours or outcomes that are not achieved or any other academic requirement not met as of the result of tuition default. Students are encouraged to communicate with Financial Services with regard to the status of their tuition prior to this deadline to ensure that their financial status does not interfere with academic progress.