

I. COURSE DESCRIPTION:

This course will provide the students with the opportunity to further develop their managerial knowledge and skills. The students will gain an understanding of how to control costs in food and beverage operations. The focus will be on food and beverage, labour and revenue control. In today's economic climate of financial cutbacks, this course will provide the students with a concrete understanding of the importance of cost reduction while improving the quality of products and service to ensure the overall success of the hospitality industry. Students will be able to continue to apply their knowledge and skills in the advanced operation of the Gallery restaurant.

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 UnderstandingPotential Elements of the Performance:

- List and define the purpose of cost control
- Why restaurants succeed
- Explain managements role in cost controls
- Explain depreciation
- Identify the various types of costs

2. Overview of Cost ControlPotential Elements of the Performance:

- Establish standards and explain the importance of standard recipes
- Develop standards
- Calculating food cost
- Causes of loss
- Operating budget
- Make or buy analysis
- Explain the role of analysis, corrective action and evaluation in the control process
- Apply accounting/financial knowledge and skills including cost control techniques, to the operation of a hospitality enterprise

3. Controlling Costs and Improving revenue through TechnologyPotential 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
- Analyze point of sales reports

5. **Controls in Food Purchasing, Receiving, Storage and Issuing**

Potential Elements of the Performance:

- List the procurement functions
- Methods of “how much product is needed”
- Convert metric to imperial & vice versa
- List controls for receiving
- Explain advantages & goals of proper storage & issuing
- Apply Inventory valuation
- List Inventory Turnover ratios
- Explain Issuing

6. **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

7. **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

8. **Understand Controls and Costs in Labour**

Potential Elements of the Performance:

- List the types of labour
- Budgeting for labour overtime vs. part time vs. outsourcing
- Understand the overview of labour costs including but not limited to: organizational charts, task analysis, establishing standards, job descriptions, training, motivation, discipline, food cost vs. labour cost

9. List Controls for other ExpensesPotential Elements of the Performance:

- List other expenses in the business operation

10. Understand Forecasts in SalesPotential Elements of the Performance:

- Apply data used for forecasting
- List the steps of forecasting
- Avoid theft and guest pilferage

11. Maximize SalesPotential Elements of the Performance:

- Understand profit-loss sheet
- Know your clientele
- Know how to improve sales volume
- List how to empower your staff

III. TOPICS:

Note these topics sometimes overlap several areas of skill development & are not necessarily intended to be explored in isolated learning units or in the order below.

1. Overview of food and beverage operations
2. Control functions within the food and beverage sector
3. Determining food and beverage standards
4. Technology within the hospitality industry
5. Operating budget and cost-volume-profit analysis
6. Using menus as a marketing tool
7. Purchasing and receiving controls
8. Storing and issuing controls
9. Production and serving controls
10. Calculating actual food and beverage cost
11. Labour cost control
12. Assorted math and accounting activities
13. Control analysis, corrective action and evaluation
14. Revenue control
15. Preventing theft of revenue

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

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

V. EVALUATION PROCESS/GRADING SYSTEM:

Class Assignments	20 %
Quizzes	10 %
Classroom attendance, participation and professionalism	10%
Test # 1	20 %
Test # 2	20 %
Test # 3	20 %

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

Grade	Definition	<u>Grade Point Equivalent</u>
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

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.

Assignments:

Since one of our goals is to assist students in the development of proper business habits, assignments will be treated as reports one would provide to an employer, i.e. in a timely and businesslike manner. Therefore, assignments will be due at the beginning of class and will be 100% complete. All work is to be word processed, properly formatted, assembled and stapled prior to handing in. No extension will be given unless a valid reason is provided and agreed to by the professor in advance.

Testing Absence:

If a student is unable to write a test for medical reasons on the date assigned, the following procedure is required:

- In the event of an emergency on the day of the test, the student may require documentation to support the absence and must telephone the College to identify the absence. The college has a 24 hour electronic voice mail system (759-2554) Ext. 2588.
- The student shall provide the Professor with advance notice preferably in writing or e-mail of his/her need to miss the test with an explanation which is acceptable to the professor.
- The student may be required to document the absence at the discretion of the Professor.
- All decisions regarding whether tests shall be re-scheduled will be at the discretion of the Professor. In cases where the student has contacted the professor and where the reason is not classified as an emergency, i.e. slept in, forgot, etc., the highest achievable grade is a "C". In cases where the student has not contacted the professor, the student will receive a mark of "0" on that test.
- The student is responsible to make arrangements, immediately upon their return to the College with their course Professor in order to make-up the missed test.

VII. COURSE OUTLINE ADDENDUM:

The provisions contained in the addendum located on the portal form part of this course outline.