

**SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY
SAULT STE. MARIE, ONTARIO**



**SAULT
COLLEGE**

COURSE OUTLINE

COURSE TITLE: FOOD AND BEVERAGE SUPERVISION II

CODE NO. : HMG212 **SEMESTER:** 4

PROGRAM: CULINARY MANAGEMENT, HOSPITALITY MANAGEMENT –
HOTEL AND RESORT

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APPROVED: *“Angelique Lemay”* *Nov. 2014*

DEAN **DATE**

TOTAL CREDITS: 4

PREREQUISITE(S): HMG232

HOURS/WEEK: 16

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I. COURSE DESCRIPTION:

This course will provide second-year culinary and hospitality students with practical training as managers in a fully operational dining room and kitchen. The students will apply and develop their knowledge, skills and values in all four of the management functions; planning, organizing, leading, and controlling. Students will have the opportunity to rotate through various management positions in the Sault College Hospitality Centre's restaurant. Further, students will continue to develop their interpersonal, problem-solving, communication, thinking and teamwork skills as they meet the challenges presented in a food and beverage (F&B) operation. Specifically, students will apply and develop the aforementioned knowledge and skills in theme events, private functions and the Sault College teaching restaurant.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:

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

1. Apply human resources and leadership knowledge and skills to enhance performance as an employee and team member, and to contribute to the management of a hospitality enterprise.

Potential Elements of the Performance:

- Work with minimal supervision
- Apply leadership and supervisory techniques in hospitality settings
- Comply with current employment and human rights legislation
- Define the manager's role in providing hospitality
- Plan, organize, lead and control a food and beverage operation (theme nights, private functions and a la carte nights)
- Evaluate service staff and own management performance
- Schedule staff meetings prior to the opening of the food and beverage operation
- Supervise correct dining room and kitchen set up
- Assist in the orientating and training of formal dining room and F&B service
- Assist in the orientation and training on the point of sale system
- Liaison with chef to verify menu content and presentation
- Confirm guest covers and determine food quantities

This learning outcome will constitute approximately 15% of the final mark.

2. Ensure a high degree of customer satisfaction by providing hospitality services in a professional manner.

Potential Elements of the Performance:

- Use correct business etiquette and protocol
- Comply with policies related to ethical behaviour and codes of conduct
- Employ effective interpersonal skills in dealing with customers and co-workers
- Adhere to professional standards of dress, hygiene, and grooming
- Establish and maintain a rapport with the customer and respond in a positive and timely manner to customer complaints, adapting service to meet customer needs and expectations
- Monitor guest behaviour and apply strategies for handling disruptive or inappropriate behaviour
- Ensure quality service by adhering to house policies and standards related to service, by monitoring service quality, and by making recommendations for improving service
- Apply the principles of customer service in hospitality settings

This learning outcome will constitute approximately 15% of the final mark.

3. Contribute to marketing effectiveness to promote successful operation of a hospitality enterprise.

Potential Elements of the Performance:

- Apply the principles of selling to hospitality situations, using effective personal selling techniques, up selling, and making sales calls
- Assist in the development of effective advertising and promotion strategies, including the use of public relations and the media
- Perform advertising duties and assist in the development of the gallery menu, design, production and promotion

This learning outcome will constitute approximately 15% of the final mark.

4. Support the provision of healthy, safe, and well-maintained hospitality environments.

Potential Elements of the Performance:

- Prepare and/or monitor documentation such as schedules, reports, contracts, and checklists, required for the provision and maintenance of hospitality services and facilities
- Act in accordance with legislation governing safety and security in the workplace
- Follow safety regulations and health and sanitation codes

This learning outcome will constitute approximately 15% of the final mark.

5. Apply computer skills to support the performance of a variety of functions in the hospitality industry.

Potential Elements of the Performance:

- Adapt to various and changing technologies, systems, and computer applications for the hospitality industry
- Prepare correspondence, reports, and other print documents for hospitality situations using appropriate software
- Prepare menus, requisitions and preparation schedules
- Apply computer concepts to hospitality applications using manuals and aids related to a specific software program

This learning outcome will constitute approximately 15% of the final mark.

6. Perform effectively as an accommodation operations team member.

Potential Elements of the Performance:

- Respond to guests and co-workers requests and concerns in a positive and timely manner
- Apply knowledge of the organization of an accommodation facility, including guest service departments, to interact appropriately with co-workers and to anticipate and effectively respond to guest needs

This learning outcome will constitute approximately 10% of the final mark.

7. Perform effectively as a member of a food and beverage preparation and service team.

Potential Elements of the Performance:

- Supervise the set up and maintenance of organized work stations
- Supervise the preparation and presentation of food and beverages
- Supervise the set up and maintenance of buffets by applying different garde manger skills
- Maintain food and bar inventory and organize equipment and supplies
- Manage the ordering, receiving and stocking of supplies from the kitchen, liquor room and store room
- Supervise the selection and use of correct tools, equipment, supplies and techniques for food and beverage preparation and service
- Supervise preparatory production, service production and restaurant shut down
- Supervise the recording, retrieval, serving and clearing of guest orders and complete follow-up service including the processing of guest checks
- Participate effectively in the planning and provision of services for special events

- Assist timely and competent food and beverage preparation and service by applying team and leadership skills
- Comply with legislation governing alcohol service (Smart Serve Program)
- Implement and maintain health and safety regulations and sanitation codes related to F&B preparation and service

This learning outcome will constitute approximately 10% of the final mark.

8. Develop on-going personal professional development strategies and plans to enhance leadership and management skills for the hospitality environment.

Potential Elements of the Performance:

- Solicit and use constructive feedback in the evaluation of his/her knowledge and skills
- Identify various methods of increasing professional knowledge and skills
- Apply principles of time management and meet deadlines
- Recognize the importance of the guest, the server-guest relationship, and the principles of good service
- Recognize the importance of the relationship between the front and back of the house team

This learning outcome will constitute approximately 5% of the final mark.

- Note, students will be expected to achieve basic management knowledge, skills and values.

III. TOPICS:

1. Four management functions in conjunction with the kitchen, dining room and bar operation (planning, organizing, leading, and controlling)
2. Correct formal restaurant set up
3. Correct formal restaurant service
4. Correct formal restaurant shut down
3. Correct formal dining room etiquette
4. Four main types of service
6. Proper wine handling, sale and service
7. Manage all restaurant stations
8. Proper menu design
9. Customer satisfaction
10. Manage order-taking, timely food production and maintain service
11. Suggestive selling and up selling techniques
12. Responsible service of alcohol
13. Manager's role in F & B operations
14. Food and beverage operation terminology

15. Review safety, health and sanitation regulations
16. Review operation of point-of-sale system (Silverware System)
17. Review methods of evaluation for managers and staff
18. Verify staffing schedules on a weekly basis
19. Telephone skills and reservations

IV. REQUIRED RESOURCES/TEXTS/MATERIALS:

The Teaching Restaurant Management Procedures Manual

V. EVALUATION PROCESS/GRADING SYSTEM:

Attendance, dress code	20 %
Management duties and responsibilities	50 %
Theme Night /Special Events	<u>30 %</u>
	100%

Please note:

- Please see lab evaluation sheet for specific breakdown of daily grading process
- Attendance in all dining room labs, theory classes, demonstrations and meetings is mandatory. Failure to attend will result in an **F** grade and removal of the student from the course.
- **Students are required to participate in all College functions in order to fulfill their obligations in this course.**
- **NOTE: Students may be assigned an "R" grade early in the course for unsatisfactory performance.**

All theme night/special event final reports are due at the end of each week and must be 100% complete.

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

<u>Grade</u>	<u>Definition</u>	<u>Grade Point Equivalent</u>
A+	90 - 100%	4.00
A	80 - 89%	4.00
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 diploma 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:

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. ***It is the departmental policy that once the classroom door has been closed, the learning process has begun. Late arrivers will not be granted admission to the room.***

Dress Code:

All students are required to wear their uniforms while in the hospitality and tourism institute, both in and out of the classroom. For further details, please read the Hospitality Centre dress code.

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:

1. 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.
2. 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.

3. 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.

4. Accessibility 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 Accessibility Services office. Visit Room E1101 or call Extension 2703 so that support services can be arranged for you.

5. Communication:

The College considers ***Desire2Learn (D2L)*** 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 this Learning Management System (LMS) communication tool.

6. Academic Dishonesty:

Students should refer to the definition of “academic dishonesty” in *Student Code of Conduct*. Students who engage in academic dishonesty will receive an automatic failure for that submission and/or such other penalty, up to and including expulsion from the course/program, as may be decided by the professor/dean. 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.

7. 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 (fall semester courses), first week of March (winter semester courses) or first week of June (summer semester courses) will be removed from placement and clinical activities due to liability issues. 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.

8. 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>.

9. Recording 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.