

SAULT COLLEGE
of Applied Arts and Technology
Sault Ste. Marie

COURSE OUTLINE

FUNCTION ORGANIZATION

FDS 214-2

revised ~~September 1979~~

*Revised
July 1980*

FUNCTION ORGANIZATION

FDS 214-2

REFERENCES:

- Profitable Food & Beverage Operation - Brodner, Carlson, Maschal
- Hand out material

METHOD:

- the course will consist of lectures, group discussion, projects, work in Gallery and special events
- field trips to local hotels will be organized

STUDENT EVALUATION:

Gallery work	30%
Projects	20%
Term Tests	50%
	<u>100%</u>

PURPOSE OF COURSE:

To provide the student with the skills required for the organization and servicing of receptions, banquets, meetings etc.

COURSE OBJECTIVES:

1. To obtain a thorough background of the catering industry, its requirements, demands and rewards.
2. The student will be able to:
 - (a) organize a catering department
 - (b) plan meals
 - (c) establish bar requirements
 - (d) establish audio-visual requirements
 - (e) develop non-delegate and other auxiliary programs
 - (f) complete function contract
 - (g) establish source and number of part-time staff
 - (h) staff training program
 - (i) co-ordinate function activities
 - (j) delegate job responsibilities
 - (k) set up different styles of meeting rooms
 - (l) establish liaison with client
 - (m) inside and outside sales
 - (n) establish signing authority and credit
 - (o) obtain guaranteed number of guests