

SAULT COLLEGE OF APPLIED ARTS AND TECHNOLOGY

SAULT STE. MARIE, ON



COURSE OUTLINE

COURSE TITLE: Food and Labour, Cost Control

CODE NO:FDS 232

SEMESTER: Two

PROGRAM: Chef Training/ Apprentice Cooks

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PREVIOUS OUTLINE DATED: January 1998

APPROVED: _____
DEAN

DATE

TOTAL CREDITS : 4

PREREQUISITE(S): None

LENGTH OF COURSE: 16Weeks

TOTAL CREDIT HOURS:

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I. COURSE DESCRIPTION: This course will provide the student with an understanding of a basic system of purchasing management for commercial food and beverage operation and the basic knowledge of food purchasing management. The course will provide the student with a basic understanding of management principles, processes, styles and their impacts and management theory, as well as being able to state the requirements which govern the laws of employment.

II. LEARNING OUTCOMES AND ELEMENTS OF THE PERFORMANCE:
(Generic Skills Learning Outcomes placement on the course outline will be determined and communicated at a later date.)

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

- 1) Apply knowledge and understanding of purchasing as it pertains to food and beverage operations.
- 2) Describe basic management principles, processes, styles and their impacts and management theory.
- 3) Demonstrate knowledge of employment and labour laws and have a working knowledge of the principles of labour relations.

1) Apply knowledge and understanding of purchasing as it pertains to food and beverage operations.

Potential Elements of the Performance:

INTRODUCTION TO PROCUREMENT:

- Differentiate between the terms purchasing, buying, ordering, selection and procurement.
- Cite 17 tasks within the procurement process.
- Define the five main operational responsibilities of the purchasing process.
- Discuss why purchasing is important in an organisation, stating five examples.

THE FOOD MARKET AND THE FOOD AND BEVERAGE BUYER:

- Identify food markets by type of food product sold.
- Note and give an example of each type of function in the food market.
- Describe the flow of food products through channel of distribution from the manufacturer/grower to the retail buyer.
- Explain the term 2/10: n/30.
- Name two federal acts administered by Agriculture Canada that covers just about every commodity within the market.
- List the information that food labels must give under the Consumer Packing and Labelling Act.
- Meat Inspection Act of 1959.
- Standards of quality, identity, and fill.
- Name the government department involved in administering food product regulations.
- Explain the purpose of the Food and Drug Act.

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THE PURCHASING FUNCTION:

- Discuss the role of checklists.
- State the four functional areas of most food and beverage operations.
- Define one area that is not administered by the purchasing department.
- Explain why large chains should not separate departments for each unit.
- Cite one example of the term “make or buy”.
- Explain some duties, which might be shared by other departments .
- Explain why the relationship between receiving clerk and all other positions involved with food purchasing, preparation, and cost control must be defined.
- Successful skills needed for a purchasing agent.
How do the jobs of; Manager of purchasing, purchasing agent, and manager with purchasing duties differ?

THE PURCHASING SPECIFICATION: AN OUTLINE OF QUALITY:

- Explain why purchasing specifications for food and beverage products to be purchased must be developed.
- Define factors that influence quality and describe quality.
- Discuss the personnel responsible for the assistance in quality specification determination.
- List the minimum requirements for food purchase specifications
- Explain the disadvantages and advantages for the use of purchase specifications.
- Suggest the food and beverage products for purchase specification development for a small operation.

CALCULATIONS OF QUANTITY TO PURCHASE:

- Explain why purchasing should be centralised within one department in the organisation; each user department should not purchase its own need.
- Discuss the potential problems related to the purchasing of excessive and insufficient quantities.
- Define four types of inventory in food and beverage operations.
- Identify factors that can affect the quantity of products to be purchased
- List products and their general shelf lives that would be purchased for immediate use; would be purchased for inventory.
- Explain the Exact Requirements System of Purchasing citing two mathematical examples.

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CALCULATION OF QUANTITY TO PURCHASE:

- Explain the minimum-maximum inventory system defining these terms: purchase unit, usage rate, lead time, safety level, order point. Illustrate by using mathematical model of quantity to buy at the order point and quantity to buy before the order point.
- Cite and define other methods to determine purchase quantities.

PURCHASING AT THE RIGHT PRICE:

- Discuss the procedures to reduce AP price.
- Define value and explain how it relates to price, quality and supplier's services.
- Cite three examples of product value and analysis.

SUPPLIER SELECTION:

- Define a good supplier.
- List sources of information regarding supplier selection.
- Identify factors to consider in supplier selection.
- Discuss the process of supplier evaluation.
- Explain methods of ordering and methods of payment.

ETHICS IN PURCHASING:

- Discuss how ethical practices relate to supplier/buyer relationships.
- How does the Code of Purchasing Ethics for the hospitality industry relate the purchasing function and ethics?
- Cite purchasing policies that may resolve possible ethical problems within an organisation.

LEGAL ASPECTS OF PURCHASING:

- Define the term agency and explain the legal duties acting as an agent.
- Explain factors that affect legal liability of an agent.
- Summarise ten conditions that can cause potential legal problems.
- Describe six common ways in which purchase agreements are developed and defined by transfer of title.
- Discuss three basic types of lease agreements.

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CODE NO.**THE PURCHASE OF FOOD AND BEVERAGES:****THE PURCHASE OF MEAT:**

- Explain the procedures to retain product quality.
- List seven specific purchase concerns that should be included in a general meat specification.
- Identify recommended storage temperatures and time periods for meat products.
- Define such terms as marbling, finish, yield, fibre, grain, filet mignon, tournedo, ageing, rigor mortis, marking, London broil, conformation, trichinosis, sweet breads, tripe, and venison.
- List and define the structural components of beef that affects its palatability (texture, flavour, and tenderness). Describe how they interrelate.
- Define and list the various tenderization methods, describing how each works, when each should be used and list the advantages and disadvantages for each.

THE PURCHASE OF SEAFOOD

- List five criteria for determining the freshness of fish.
- List the characteristics common to good shellfish and common to off-condition shellfish.
- Define and distinguish among the various methods of fabrication (e.g., fillets, steaks, dressed etc.)
- Distinguish between flounder and sole.
- Distinguish between mollusks and crustaceans and be able to:
 - 1 compare and contrast the general classifications of clams.
 - 2 compare and contrast the North American scallop and the French Coquille St. Jacques; difference in bay, cape, and sea that must be considered in preparation.
 - 3 compare and contrast the various shrimp; distinguish among shrimp, prawns, and lobsterettes.
 - 4 distinguish among lobster, crayfish, citing major differences in appearances.
 - 5 distinguish among various types of crab.
- Define such terms as bivalve, fancut, soft-shell, sashimi, abductor, shucked, green shrimp, peeled and devained, I.Q.F., solid packed.
- List the seven specific purchase concerns a seafood purchase specification should include.

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THE PURCHASE OF FRESH FRUITS AND VEGETABLES:

- Discuss several purchasing concerns food buyers should consider when purchasing fresh fruit and vegetables.
 - Describe the quality factors in which fresh fruits and vegetables are marketed for commercial quality to be graded.
 - List ten specific purchase concerns that should be included in specifications for fruit and vegetables.
 - Know the grades common with fruits and vegetables.
 - Define such terms as flavour, general appearance, colour, type, style, uniformity, symmetry, absence of defects, general character, maturity, texture, firmness, wholeness.
- 2) Describe basic management principles, processes, styles and their impacts and management theory.

Potential Elements of the Performance:

- Explain the challenge of labour management in the hospitality industry in the context of achieving acceptable productivity while maintaining labour costs and meeting legal requirements.
- Describe various motivational theories and the role of performance assessment and productivity standards.
- Define and describe principles of positive employee relations, coaching and counselling.
- Apply principles of labour cost controls.
- Explain job analysis, task procedures and forecasting.
- Analyse the fundamentals of payroll control systems.
- Discuss staff scheduling and the analysis of actual labour cost from forecasts and schedules.
- Explain causes of variances.

- 3) Demonstrate knowledge of employment and labour laws and have a working knowledge of the principles of labour relations.

Potential Elements of the Performance:

- Recall and state the requirements of labour laws:
- Employment standards act.
- Labour relations act.
- Workplace Safety Insurance Board.
- Occupational Health and Safety Act.
- Human Rights Code.
- Freedom of Information Act.
- Describe the formation of a union.
- Describe the process of negotiating a collective agreement.
- List the steps involved in a grievance procedure.
- Define and describe the roles of both union and management.

III. TOPICS:

- 1) The supervisor as manager
- 2) The supervisor as leader
- 3) Communications
- 4) Performance based objectives
- 5) Orientation and training
- 6) Evaluation
- 7) Recruiting and selection
- 8) Delegation/motivation/discipline
- 9) Decision making and problem solving
- 10) Planning