

COURSE CODE: FSMS 209

COURSE TITLE: INSTITUTIONAL FOOD AND PERSONNEL MANAGEMENT

NUMBER OF UNITS: 1 Unit

COURSE DURATION:

COURSE DETAILS:

Course Coordinator:

Email:

Office Location:

Other Lecturers:

COURSE CONTENT:

System approach to food service management. Home, institutional and commercial food services, menu as a managerial tool. Procurement, production and cost operations, quality control, personnel management, distribution and service. Accounting work analysis, physical facilities. Standardization of menus, organization of storage and work layouts.

COURSE REQUIREMENTS:

READING LIST:

LECTURE NOTES

LECT I: INTRODUCTION TO FOOD SERVICE SYSTEM

- Characteristics of food service industry
- Flow of food
- Form in which food is purchased

LECT II: FOOD PRODUCTION METHODS

- Conventional
- Convenience
- Call order
- Continuous flow

LECT III: FOOD PRODUCTION METHODS (CONTINUED)

- Centralized
- Cook-chill
- Cook-freeze
- Sous-vide
- Assembly kitchen

LECT IV: FOOD SERVICE

- Factors that determine food service methods
- Food service operation

LECT V: FOOD SERVICE METHODS

- Table service
- Assisted service
- Self service
- Single point service
- Specialized service

LECT VI: MEAL MANAGEMENT

- Goals in meal management
- Kitchen management
- Food purchasing
- Storage of foods

- Store keeping

LECT VII: QUALITY FOOD PRODUCTION AND SAFETY

- Definition of Quality
- Methods of assessing food quality
- Standard operating procedures
- Standardization of menu
- Portion control

LECT VIII: PERSONNEL MANAGEMENT

- Types of Hospitality and catering establishments
- Organisation charts of small and large hotels
- Job roles and staffing requirements
- Attributes of a good manager

LECT IX: ACCOUNTING WORK

- Marketing
- Pricing
- Why some catering industries fail
- Catering cycle
- Cost of meal and profit

LECT X: CONTINUOUS ASSESSMENT

LECT XI: INDUSTRIAL VISITS

LECT XII: INDUSTRIAL VISITS