Subject Name: Food and Beverage Operations I  
Subject Code: HTM3130  
No. of Credits: 2 credits  
Total Contact Hours: 56 hours  
Prerequisite: None

Subject Description
This subject is designed to address and explore all aspects of a typical commercial food production facility that include: sanitation and occupational health and safety; menu planning and cost control; purchasing; food production; gastronomy; and food presentation. Specifically, attention will be given in preparing the students how to manage a typical food production kitchen with effective competencies.

Programme Learning Outcomes
See separate file for BSc programme outcomes.

Subject Outcomes
Students will be able to describe culinary terminology, become familiar with basic food production methods and be able to explain the basic purchasing principles and the planning process used in purchasing.

Students will be able to demonstrate an awareness of the aesthetic factors in food preparation and service, administer the fundamentals of cost control and demonstrate the effective management of food and beverage cost, and identify and select quality commodities to meet the production and financial needs.

Students will be able to develop hygiene standards and food preparation standards as well as develop and analyze menus and recipes.

Students will be able to demonstrate their ability to work as a team through participating in and assuming responsibility for accomplishing team goals.

Assessment Weighting
Continuous Assessment 70%  
Examination 30%
Key topics to be addressed in this subject (Subject to regular update)

1. Increase professionalism within the foodservice industry through an understanding of culinary terminology and a familiarity of basic food production methods
   - Define culinary terminology
   - Describe and demonstrate different production methods

2. Minimize accidents in a food service operation
   - State the cause of most foodservice accidents.
   - List the human hazards in causing accidents.
   - List the environmental hazards in causing accidents.
   - State the policy on mixing cleaning compounds.
   - Describe the proper way to reach items on high shelves.
   - List how burns can occur and be prevented in a food service.
   - List ways to prevent slips and falls
   - Discuss how to preventing injuries from machines and equipment
   - Demonstrate the safe and efficient use of standard kitchen tools and equipment.
   - Discuss how cuts can occur.
   - Explain how to properly lift heavy items.

3. Apply sanitation standards set-forth by local authority in the flow of food through the foodservice operation: purchasing, receiving, storing, pre/preparing, serving and utilizing of leftovers.
   - Describe key practices that can help ensure food safety.
   - Keep prepared food out of the temperature danger zone.
   - Avoid cross contamination.
   - Identify personal behaviors that can contaminate food.
   - Practice proper hand washing procedures.
   - Describe how to respond to cuts, wounds, and sores to ensure food safety.
   - Describe procedures to follow when wearing gloves.
   - Identify food handler health problems that are a threat to food safety and determine actions.
   - Give examples of clothing and accessories that pose a threat to food safety.
   - List the proper steps to follow when food taste testing in the kitchen.

4. Demonstrate an awareness of the aesthetic factors in food preparation and service and an understanding of color, form, arrangement and design.
   - Explain the relationship between age, the sense of taste, and flavor of foods.
   - Explain how foods' form, shape, color, temperature, texture, presentation and relationship to other foods have in planning a menu.
Develop menus using the principles of menu planning and take the influencing factors such as customer needs, nutritional consideration, availability of seasonal foods, costing and pricing into consideration.

- Explain how the menu is the operation's primary sales medium.
- Define cycle menu, du jour menu, limited menu, a la carte menu, table d'hôte, California, afternoon menu.
- Explain the difference between static and cycle menus.
- Explain the makeup of a menu: Menu forms and functions; Building the menu
- Identify important considerations in pricing, such as an organization’s objectives, elasticity of demand, cost structure and the competition.
- List the physical factors to consider in designing a menu.
- Define skills inventory and its importance as it applies to labour considerations in menu planning.
- Explain the necessary relationship between the service area's decor and menu theme.
- Define truth in menu.
- Discuss special concerns in menu planning: nutritional consideration, health and wellness - special dietary needs (e.g. allergies).

Administer the fundamentals of cost control and demonstrate the effective management of food and beverage cost, labor cost and other expenses within the catering cycle in a commercial food service operation.

- Explain the basic principles and areas of controls.
- Describe the purpose of internal control and the basic principles of good internal control, such as defining job responsibilities, separating record keeping from control of assets, and dividing responsibilities for related tasks.
- Design an efficient purchasing, receiving, storing, and issuing control system for food and beverage operations.
- Describe the control procedures to maintain security over inventory items.
- List the general principles of receiving practices.
- Describe when to accept or reject different types of foods during receiving.
- Describe the requirements for dry, refrigerated, and frozen storage.
- Explain the importance of using a requisition properly.
- Describe the proper food issuing procedures.
- Explain the procedure used to ensure wine issues will match wines sales
- Produce forecasts and schedules to schedule staff and analyse actual labour costs.
- Perform direct cost-of-supplies controls.
- Calculate cost of goods used and cost of goods sold using inventory figures and purchases.
- Explain the affect on the cost of food sold when employee meal costs are considered.
- Calculate cost of food sold using beginning and ending inventories,
employee meals, and direct and store purchases.

- Calculate food cost percentage using food cost and revenue.
- Explain the reason for monitoring bar transfers (food cost) to and from the kitchen when calculating beverage cost.
- Calculate the beverage cost percentage using cost of beverage sold and beverage sales.
- Calculate the beverage cost estimate using issues to date and sales to date.
- Calculate the labour cost percentage using sales and labor cost figures.
- Analyse control of food and beverages using a standard cost percentage approach.
- Analyse income statement average check, cost and net income per guest figures.

7 Explain the basic purchasing principles and the planning process used in purchasing

- Describe the major steps in the purchasing cycle.
- Describe general purchasing procedures and explain the importance of the purchasing function.
- Define the simple distinction between "purchasing" and "procurement".
- Explain the primary objectives of the purchasing function.
- Explain the difference between product specifications and purchase specifications.
- Define perpetual inventory and physical inventory.
- Define as purchase (AP), edible portion (EP), last-in-first-out (LIFO), first-in-first-out (FIFO), purchase point and minimum order requirement.
- List criteria used to select suppliers.

8 Develop and analyze standardized recipes for the purposes of procuring supplies and establishing yield, raw food costs, edible portion cost and selling prices.

- Define standardized recipe and explain its use in recipe costing.
- Perform yield testing.
- Calculate yield percentages, raw food costs and edible portion cost using both metric and imperial measuring systems.
- Price menu items using prime cost, one price, cost plus profit, gross profit and minimum charge pricing methods.
- Identify commodities required for production.
- Prepare purchase orders.

9 Identify and select quality commodities to meet production and financial needs.

- Understanding vegetables
- Understanding meats and poultry
- Understanding fish and shellfish.
- Understanding dairy products
Describe cooking principles and demonstrate proper food preparation techniques for protein food, soups and sauces, pasta, vegetables, salads and salad dressings, grains and legumes, desserts and yeast breads.

- Understand the safe and efficient use of standard kitchen tools and equipment.
- Use a chef’s knife to perform basic cutting techniques.
- Name the most important components of foods and describe what happens to them when they are cooked.
- Describe the ways in which heat is transferred to food in order to cook it.
- List the factors that affect cooking times.
- Describe each basic cooking method used in the commercial kitchen.
- List the rules for achieving good quality in deep-fried foods.
- Understanding the basic principle’s for using seasonings.
- Explain the importance of carefully planned pre-preparation and preparation.
- Describe the steps in planning for pre-preparation.
- Understand basic precooking and marinating procedures.
- Set up and use a standard breading station.
- Handle convenience foods in pre-preparation operations.

Demonstrate ability to work as a team through participating in and assuming responsibility for accomplishing team goals

- Participate and show a desire to be involved in our group discussions.
- Show evidence of mentally and physically prepared to discuss material at team meetings, and must present and accomplish tasks to the best of their ability.
- Keep pace with other team members and perform at a consistent level by meeting deadlines and at meetings on time.
- Demonstrate respectful and non-judgmental to each of the other members.
- Plan ahead for meetings and take responsibility.