COURSE CODE: FSMS 209
COURSE TITLE: INSTITUTIONAL FOOD AND PERSONNEL MANAGEMENT
NUMBER OF UNITS: 1 Unit

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 1: 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
• Cock-chill
• Cock-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