

FDNS 4610/6610 ... FALL 2007

Food Service Procurement and Financial Management

Instructor: Mrs. Tracey Brigman, 174 Dawson Hall, 542-4910
brigman@fcs.uga.edu

Office Hours: Tuesdays and Thursdays 11:00 – 12:30, Thursday 8:15 – 9:15

Class time: Mondays and Wednesdays 9:05 – 9:55

Textbook: Introduction to Foodservice, 10th edition. June Payne-Palacio, Prentice Hall 2005

Course Objectives:

1. To familiarize students with principles and procedures of menu planning, purchasing, and financial management in food and nutrition care services.
2. To give students the opportunity to practice forecasting quantities of food to be purchased.
3. To introduce students to the foodservice purchasing market where buying and selling take place and familiarize them with factors that influence this market.
4. To review the regulations and laws that affect market regulation.
5. To allow students practice in writing purchase specifications for foodservice.
6. To familiarize students with purchasing methods, the purchasing process and record keeping.
7. To review procedures for proper receiving, storage and inventory control.
8. To understand the use of purchasing records.
9. To learn techniques of food quality assessment.
10. To learn the basic principles of financial management.

Course Syllabus:

This course information sheet (syllabus) and tentative timetable provide a general plan for the course. Deviations may be necessary.

Honesty Policy

All academic work must meet the standards contained in "A Culture of Honesty." Each student is responsible to inform him- or herself about those standards before performing any academic work.

Use of Your Name

If you prefer to not have your name called in class or your name posted, such as for a group project assignment, then please let the instructor know by email.

Cell Phones and Pagers

Turn off cell phones and pagers before coming to class. If your cell phone or pager rings during class and you feel you need to answer it, then please leave the classroom.

During exams, cell phones should be turned off, put away, and not used for talking, taking pictures, playing games, using the calculator, or text messaging. If your phone is found on during an exam, your phone may be confiscated and you may be charged with academic dishonesty.

Attendance Policy

Students are required to attend all class periods. Students are expected to come to class prepared to share ideas and discuss assigned readings. Lively discussion, diversity of opinions and critical thinking are encouraged and welcomed. It is expected that you will complete all readings by the assigned date, come to class prepared to discuss the readings and attend class regularly. Use as a guide the course schedule or any announced revisions to know how to prepare. Be aware that I call on students by name to answer questions in discussions so be prepared.

Other benefits to class attendance include: explanations of required readings by the instructor, exposure to information and its application not covered in assigned readings, an opportunity to ask questions related to course content, an opportunity to benefit from the experiences and questions posed by classmates, an opportunity for clarification of class assignments, discussion of exams, and a reduced need for last minute assistance in completing assignments when the instructor is least likely to be available.

This is an application-oriented and discussion-oriented course. Students who struggle in this class are those who have difficulty discussing and applying information in real-life situations. Regular class attendance facilitates the development of these skills, which are critical to professional success.

Further, regular class attendance allows the instructor to get to know individual students, facilitating the writing of effective positive letters of recommendation for internships, practicums, scholarships, graduate school, jobs, etc. In addition to academic performance, other factors typically addressed in letters of recommendation are: dependability, maturity and commitment, the ability to work independently following the specific guidelines provided, and completion of assigned tasks in a timely manner. Regular class attendance directly and indirectly provides evidence of the existence of these desirable traits.

In some cases, absences can be excused. Excuses for anticipated absences must be cleared with the instructor before the absence (send an email to the instructor explaining the situation). **Excused** absences include, but are not limited to, absence for court appearances, university business, verifiable illness, and certain family emergencies. Written, dated documentation must be presented for each excused absence from an officer of the court, college official, or physician.

If you must be absent from an exam/test, call Ms. Brigman BEFORE THE EXAM.

In-class assignments cannot be made up. No make-up exams/tests will be given except in extreme circumstances. The assigned time for make-up exam/s test is immediately following the final exam.

Participation points will be deducted for: absence, tardiness, leaving early.

Course Testing and Evaluation

Exams & Projects

- Exams will contain objective and essay questions.
- The final exam will be comprehensive.
- Exams missed without a valid excuse and prior permission from the instructor will result in a failing grade for that exam.
- Make-up exams will be permitted for those students with valid excuses or with prior permission from the instructor in advance of the test.
- Make-up exams may not be of the same format or difficulty as the original exam.
- Make-up exams must be made up within one week of the scheduled date of the exam.
- Students must be on time for exams
- No exams will be handed out after the first person to complete the exam has turned the exam in. The student will be given a zero for the exam.

- Questions concerning grades for exams and other assignments must be resolved within one week after the grade is given.
- Points will be deducted from projects if they are handed in after the scheduled due date.
- You will not receive free points, if you need a higher grade, you need to work hard to get the grade you need.
- After taking the final exam, no grade changes will be considered for grades earned prior to the final nor will you be given an opportunity to improve the grade.
- Additional work (paper, etc.) for extra credit during or after the academic semester will not be granted to student unless Instructor gives an assignment to entire class.

Journal Article Reports

Type a 1 page summary of 2 Food Service journal articles (from the past 5 years) related to a Food Service Procurement topic that we will be discussing in class this semester (worth 25 points each). Some examples of Food Service Journals are listed below**.

Exams:

There will be three exams during the semester and each will be worth 100 points. Two tests and a final exam (The final exam will also be worth 100 points).

Final grade will be based on:

| | |
|-------------------------------|---------|
| Exam 1 | 100 |
| Exam 2 | 100 |
| Final Exam | 100 |
| Group Project | 100 |
| Menu Analysis Project | 100 |
| Journal article summaries (2) | 50 |
| Class participation | 50 |
| Total | 600 |

*Other references:

Purchasing: Selection and Procurement for the Hospitality Industry, Steffanelli
 Quantity Food Purchasing, 4th edition, Kotschevar & Donnelly, Macmillan, 1994
 Basic Food and Beverage Cost Control, Miller, Hayes
 Food Service Manual for Health Care Institutions, Byers, Shanklin, Hoover
 Modern Guide to Food Service Equipment, Avery

**Sample of Food Service Journals
Restaurants and Institutions
School Food Service Journal
Food Management
Journal of the American Dietetic Association

Tentative Course Outline

| | |
|-------|--|
| 8/20 | Course Overview, Menu Planning, Chapter 5 |
| 8/22 | Introduction to Menu Planning |
| 8/27 | Menu Planning, cont. |
| 8/29 | Introduction to the Food Processor Menu Analysis |
| 9/3 | Holiday – Labor Day |
| 9/5 | Introduction to the Food Processor Menu Analysis |
| 9/10 | Forecasting Quantity |
| 9/12 | Forecasting Quantity (1st Journal Summaries due) |
| 9/17 | Intro to Procurement |
| 9/19 | The Market |
| 9/24 | Market Regulation (Menu Project Due – Group 2) |
| 9/26 | Guest Speaker |
| 10/1 | Specifications |
| 10/3 | Exam I |
| 10/8 | Purchasing Methods |
| 10/10 | Purchasing Methods |
| 10/15 | Vendor Selection, Ethics |
| 10/17 | Vendor Selection, Ethics |
| 10/22 | Specification Lab (2nd Journal Summaries Due) |
| 10/24 | The Purchasing Process and Records |
| 10/29 | The Purchasing Process and Records |
| 10/31 | Laws and Regulations |
| 11/5 | Exam II |
| 11/7 | Receiving, Storage, and Inventory Control |
| 11/12 | Receiving, Storage, and Inventory Control |
| 11/14 | Group Presentations |

| | |
|-------|-----------------------------|
| 11/19 | Labor Cost Control |
| 11/21 | NO CLASS |
| 11/26 | Developing a Purchase Order |
| 11/29 | Financial Management |
| 12/3 | Financial Management |
| 12/5 | Financial Management |
| 12/12 | Final Exam 8 – 11 |

Menu Analysis Project

Each student will write a 7 day menu for a long-term care facility (including breakfast, lunch, and dinner) and conduct an analysis of these menus using the Food Processor program. Be sure to follow all the principles of menu planning that we will be studying at the beginning of the semester. The menus should meet the nutritional needs of this group and satisfy the following requirements:

- 45-65% kcal from carbohydrate
- 10-35% kcal from protein
- 20-35% kcal from fat
- 25-35 grams fiber
- <300 mg cholesterol
- <3300 mg Na

We will take one class day to visit the computer lab and practice using this program.

These menus are to use regular foods, not supplements! Think of the clients and what they might expect to eat.

Your project will be graded based on the following criteria:

1. Your 7-day menu
2. Following the principles of menu planning for variety, appearance, appeal to customers, etc.
3. Reports based on 7-day average nutritional analysis
4. Meeting Food Guide Pyramid requirements for EACH and EVERY day.

Group Project Description

Students, in groups of 5, will develop and present projects on a topic to be assigned. The group will turn in an 8-10 page written report (including sample specifications) and will prepare a 10 minute presentation to the class. Prepare 5 exam questions to give to the instructor. The designated days for the presentations are on the syllabus. The project is worth 100 points. Points will be awarded for working as a team. If individual reports are turned in, points will be deducted for lack of teamwork.

10 minute presentation – 25 points

8-10 page written report – 50 points

Five exam questions – 10 points

Teamwork, distribution of work – 15 points

Grading Scale

Total Points Available for Course = 600

A = 600 – 540 points

A- = 539 – 528 points

B+ = 527 – 516 points

B = 515 – 498 points

B- = 497 – 480 points

C+ = 479 – 456 points

C = 455 – 420 points

C- = 402 – 419 points

D = 401 – 360 points

F = 359 and below