

HT-MGT: 355
Menu and Food Production Management
3 Credit Hours
Lecture/Lab Course Syllabus

Instructor:

Jenafer Andr n, M.S

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Lab Phone: 545-0877

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Office Hours: Mondays: 10:30-12pm; all others by appointment

Course Pre-requisites:

HT-MGT: 150 & 250 or NUT: 210(for Nutrition Majors)

Lecture Meeting Time and Location:

Day	Section	Time	Location
Monday	#30720	9:05AM – 9:55AM	Hasbrouck Lab Add Room 126

Lab Lecture/Lab Meeting Times and Location:

Day	Section	Time	Location
Tuesday	L1 #30722	9:00AM – 9:50AM 10:00AM – 2:00PM	1106 Campus Center 1102 Campus Center
Tuesday	L2 #30724	3:00PM – 3:50PM 4:00PM - 8:00PM	1106 Campus Center 1102 Campus Center
Wednesday	L3 #30726	9:00AM – 9:50AM 10:00AM – 2:00PM	1106 Campus Center 1102 Campus Center
Wednesday	L6 #48455	3:00PM – 3:50PM 4:00PM - 8:00PM	1106 Campus Center 1102 Campus Center
Thursday	L4 #30728	9:00AM – 9:50AM 10:00AM – 2:00PM	1106 Campus Center 1102 Campus Center
Thursday	L5 #30766	3:00PM – 3:50PM 4:00PM - 8:00PM	1106 Campus Center 1102 Campus Center

Course Description:

HT-MGT 355 is an advanced course in quantity food production management. Management principles and concepts are presented through lecture, problem based learning, projects and operation of the Marriott Center for Hospitality Management on the 11th floor of the Lincoln Campus Center.

The lecture portion of the class focuses on menu planning principles, cost control, food service operations, standardization, food production planning, sanitation and guest service.

The laboratory allows student a practical experience in the management and operation of a food service operation. Individual managers and management teams are responsible for planning, organizing, and supervising meals. The lab creates an awareness of the importance of teamwork, planning, organization and supervision in food service operations.

Course Objectives:

- Demonstrate an understanding of the size and scope of the foodservice industry.
- Understand the principles and concepts associated with menu planning and development.
- Understand foodservice management principles.
- Demonstrate implementation of food service production management functions.
- Demonstrate standardization, costing and quality control principles
- Demonstrate selection, use and maintenance of production equipment.
- Demonstrate procedures to ensure food, employee and customer safety and sanitation.
- Understand the use of technology in managing food production and service operations.

Course Expectations:

- All lectures and labs are mandatory.
- Professional standards of decorum are expected.
- Students are responsible for all announcements made in class and lab.
- Students are expected to come to lectures and labs prepared.
- NO LATE ASSIGNMENTS ARE ACCEPTED.
- All students are expected to follow the university guidelines regarding academic honesty found in the *University Of Massachusetts At Amherst Undergraduate Rights And Responsibility Booklet*.

Required Course Materials:

Required Text ¹:

Sanders, Edward E.

Understanding foodservice cost control: an operational text for food, beverage, and labor costs/ Edward E. Sanders, Timothy H. Hill, Donna J. Faria – 3rd ed.

2008, Pearson Education, Inc., Upper Saddle River, New Jersey

Required Lab Manual ¹:

Andr n, Jenafer L.

HT-MGT: 355 Lab Manual

  Fall 2007, LAD Publishing

¹Available at the Textbook Annex

Required Clothing ²:

Chef coat & Chef Hat (please note required Lab Dress Code at the end of syllabus)

² Available at the University Bookstore in the Lincoln Campus Center

Monday Lecture Attendance:

Attendance is mandatory. There will be two unexcused absence granted to students. Students are not exempt from lectures for interviews, club functions, or field trips – those activities should be planned accordingly **NOT** during lecture class.

Lab Attendance:

Attendance is mandatory. There is a one-hour lecture prior to the production lab. If there is a medical emergency, please notify your Instructor **BEFORE** the lab class. For medical excuses, a doctor's note with date matching the missed lab is required to receive credit. Students are not exempt from labs for interviews, club functions, or field trips - those activities should be planned accordingly, **NOT** during lab class. *Unexcused absences will result in failure of the course*

Grading Weights:

COURSE GRADE	
Exam # 1	20%
Exam # 2	20%
Lab Quiz & Response Papers	10%
Management Project	40%
Meal Learning Activities	10%

Grading Scale	
94%-100%	A
90%-93%	A-
87%-89%	B+
84%-86%	B
80%-83%	B-
77%-79%	C+
74%-76%	C
70%-73%	C-
67%-69%	D+
64%-66%	D
60%-63%	D-
59% or below	F

SPARK

SPARK (formerly WebCT Vista 4.0) aids HT-MGT: 355. Your UMass/OIT user ID and Password are used to access SPARK. You can gain access to SPARK by going to <https://spark.oit.umass.edu>. It is suggested that you take some time to explore the website for this course at the beginning of the semester.

Found on SPARK:

- Syllabus
- Grades for all assignments, exams, and projects.
- All homework assignments.
- All templates for Management Project.
- Lab Schedules
- Announcements/E-mails for course
- Additional Reading Assignments

HT-MGT: 355 SCHEDULE for SPRING 2007

*Lecture subjects may be changed during the semester

DATE	SUBJECT TO BE DISCUSSED*	ASSIGNMENTS AND READINGS
Tuesday September 4th	Campus Center Room 1106	
LAB: Tues 4 th , Weds 5 th , Thurs 6 th	Orientation – Overview and Culinary Math	<i>Sanders</i> , Chapter 1
Monday September 10th	Operating Controls	<i>Sanders</i> , Chapter 2
LAB: Tues 11 th , Weds 12 th , Thurs, 13 th	Orientation – Equipment and Guest Service	Culinary Math Assignment Due <i>Equipment Reading on SPARK</i>
Monday September 17th	Guest Speaker – <i>Ashoke Ganguli</i> , Director of UMASS Auxiliary Services	<i>Sanders</i> , Chapter 3 <i>Food Safety Reading on SPARK</i>
LAB: Tues 18 th , Weds 19 th , Thurs 20 th	Orientation – Quiz	
Monday September 24th	Food Safety	<u>Response Paper #1 Due</u> <i>Management Reading on SPARK</i>
LAB: Tues 25 th , Weds 26 th , Thurs 27 th	MEAL #1 - Management	MLA Due
Monday October 1st	Management	<i>Restaurant Technology Reading on SPARK</i>
LAB: Tues 2 nd , Weds 3 rd , Thurs 4 th	MEAL #2 - Menus	MLA Due
Tuesday October 9th	Restaurant Technology	<i>Sanders</i> , Chapters 4 & 5
LAB: Tues 10 th , Weds 11 th , Thurs 12 th	NO LABS	
Monday October 15th	Purchasing	<i>Sanders</i> , Chapter 6
LAB: Tues 16 th , Weds 17 th , Thurs 18 th	MEAL #3 – Review for Exam	MLA Due
Monday October 22nd	Exam #1	<i>Sanders</i> , Chapters 7 & 8
LAB: Tues 23 rd , Weds 24 th , Thurs 25 th	MEAL #4 –Receiving	MLA Due
Monday October 29th	Inventory Control	<i>Sanders</i> , Chapter 9 & 10
LAB: Tues 30 th , Weds 31 st , Thurs 1 st	MEAL #5 – Food Production Control	MLA Due
Monday November 5th	Food Cost	<i>Job Analysis Reading on SPARK</i>
LAB: Tues 6 th , Weds 7 th , Thurs 8 th	MEAL #6 – Staffing and Job Analysis	MLA Due
Wednesday November 14th	Guest Speaker – <i>Chris Harrington</i> Rare Hospitality Group	<i>Sanders</i> , Chapters 11 & 12
LAB: Tues 15 th , Weds 16 th , Thurs 17 th	NO LAB	
Monday November 19th	Menu Pricing & Monitoring Sales	<u>Response Paper #2 Due</u> <i>Sanders</i> , Chapter 16 & 17
LAB: Tues 20 th , Weds 21 st , Thurs 22 nd	NO LAB	
Monday November 26th	Payroll & Performance	
LAB: Tues 27 th , Weds 28 th , Thurs 29 th	MEAL #7 – Review for Exam	MLA Due
Monday December 3rd	Exam #2	
LAB: Tues 4 th , Weds 5 th , Thurs 6 th	MEAL #8 - TBA	MLA Due
Monday December 10th <i>Last Class</i>	Guest Speaker – <i>Kathleen Arkell</i> , Sodexo, GM of Plimoth Plantation	
LAB:	NO LAB	<u>Response Paper #3 Due</u>

Lab Dress Code Policy:

Proper dress code is mandatory. Students will have points deducted from their grade if the dress code policy is not adhered to.

Managers:

Professional dress clothes. When working in the production area, chef coats or aprons may be worn over your dress clothes.

Production Staff – Required Clothing:

- Chef pants or Black pants (non-patterned)
No blue jeans sweat pants, athletic pants, and baggy, or loose fitting pants.
- Chef hats
No baseball caps or skullcaps
- Chef coats (white)*
No shirts with logos are to be worn underneath coats
- Sturdy Shoes
No clogs, sandals, high heels, boots, open-toed shoes

* May be purchased at the University Store

Lab Dress Code Policy:

Utility Staff:

- Chef pants or Black pants (non-patterned)
No blue jeans sweat pants, athletic pants, baggy, or loose fitting pants
- Plain T-shirts
No shirts with logos are allowed
- Chef hats
No baseball caps or skullcaps
- Aprons – are provided in the lab

Service Staff:

- Clean Black pants
No blue jeans sweat pants, athletic pants, baggy, or loose fitting pants
- Dark polished shoes
No clogs, sandals, high heels, boots, open-toed shoes
- White collared button down shirt
No shirts with patterns or logos are allowed
- Bow ties and service aprons are provided in the lab

Hygiene and Safety Guidelines – Mandatory:

- **Socks must be worn**
- **No fingernail polish or acrylic nails.**
- **No jewelry – exception is a wedding band and stud earrings**
- **No perfume or cologne**
- **Uniforms must be clean and pressed for each lab**