

Spring 2008 Course Syllabus
HT-MGT 457 Catering and Banquet Management

Instructor: Linda Kinney, CEC, CCE

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Office: Monday 10:10-1:10, 203B Flint

Course Website: <http://spark.oit.umass.edu>

Day/Time: Tuesday 2:30 - 5:30

Lecture: Room 1106, Beverage Lab, Campus Center

Laboratory: Room 1101, Basic Food Lab, Campus Center

Functions:

Career Day Reception, Wednesday, March 5

Spring Retirees Dinner, Thursday March 27

Wine Tasting Dinner, Saturday, April 19

BAC Meeting, Friday, May 2

Etiquette Dinner, Date not yet known

Course Description:

The analysis and evaluation of food and beverage systems and operations. Emphasis on planning, coordinating, and improving operational activities within the food and beverage facility. Opportunities to plan and organize events where food and beverages are served. Recipe research and conversion. 3 Credits

Prerequisites: HT-MGT 150, HT-MGT 250, and HT-MGT 355

Required Text and Materials:

Kinney, Linda, (2007) Catering Project Workbook (on-line)

Lynch, Francis, (2005) The Book of Yields (6th edition), Wiley, ISBN: 0-471-45785-X

White chef coat, HTM patch, chef hat, white tuxedo shirt, black pants, black shoes

OIT/Unix account

Optional Texts:

Shiring, Stephen B. (2001) Introduction to Catering: Ingredients for Success, Delmar, ISBN: 0-7668-1660-5

Course Objectives: Upon completion of this course you will be able to

1. Describe the types of catering services provided in various foodservice operations.
2. Recognize quality food preparation and service techniques as employed in hotel and restaurant dining rooms and banquet departments.
3. Plan a catered event.
4. Have experience managing catered events.
5. Understand the managerial and technical challenges associated with off-site catering.
6. List the elements of a great catering proposal.
7. Know the factors that determine a caterer's pricing.
8. Explain the five C's of selling catering

Methods of Instruction:

1. Classroom activities will include seminars, discussion, guest speakers, breakout groups and student presentations.
2. Laboratory sessions provide an opportunity to practice culinary and dining service skills.
3. Scheduled events are used to test the effectiveness of the function proposal and to provide real experiences in management, food production and service of catered functions.
4. Mentorship. Management teams schedule a series of meetings with the professor to "work out the snags" in their plan.
5. SPARK and catering software will assist in group communication, time management and record keeping.
6. Textbook, Book of Yields and the Catering Project Workbook provide additional guidance for planning a function, preparing standardized recipes and food orders.

Grading System:

Students decide the level of responsibility and corresponding workload they wish to carry in the course. Depending on the level chosen they can earn an A, B or C.

Option A - Those students that opt to take extra responsibility in the course will earn a grade of A. These students hold the positions of General Manager, Executive Chef, Service Manager and for large events the Comptroller.

Option B - Students that want to be involved in the planning of a function but don't want extra responsibility will earn a B in the course. They will hold positions in the management team that are less demanding.

Option C - Students that don't wish to participate in the group project will earn a C in the course.

Grade Requisites

Option A

- Attend lectures, test kitchens, 3 functions
- Attend mentorship, client and group meetings
- Standardize and cost one recipe
- Complete project assignments that relate to position in the team
- Have ultimate responsibility that all assignments for project are complete
- Good communication with client, professor and team members
- Present Production Meeting
- Compile and upload Project Report
- Supervise ``staff``

Option B

- Attend lectures, test kitchens, 3 functions
- Attend group meetings
- Standardize and cost one recipe
- Complete project assignments that relate to your position in the team
- Good communication and cooperate with professor and team members

Option C

- Attend production meetings, test kitchens, and 3 functions
- Standardize and cost one recipe
- Conduct an interview with a catering professional
- Get a score of 73 or better on an exam

If requisites aren't met, points will be deducted and a grade could drop. Points will start at the top of each grade level. Option A at 100, Option B at 86 and Option C at 76 points.

To receive full credit for assignments and standardized recipe

- Submit by deadline
- Follow directions
- complete everything on checklist
- Make revisions if needed

If a student fails to submit their assignment 36 hours after the deadline they will lose their position in the management team and be moved to option C.

Uniform Policy

A uniform is required during laboratories, functions, as well as any time that food is being prepared. The uniform attire is as follows:

Executive Chef, Kitchen Staff, Buffet Action Stations and all students during test labs:

- o Chef hat. Hair must be in the hat. No baseball hats.
- o Clean chef coat worn over a plain white T-shirt. HTM patch over pocket.
- o Black Pants. No sweat pants or jeans.
- o Flat, leather, slip-resistant shoes that cover all of your foot.
- o Minimum Jewelry - wedding band, watch, and conservative non dangling earrings.
- o Keep nails trimmed short with no traces of nail polish.

Waitstaff:

- o Long hair is to be tied back.
- o White tuxedo shirt with long sleeves.
- o Black bow tie
- o Black pants. No jeans or sweat pants.
- o Flat, leather, slip-resistant shoes that cover all of your foot.
- o Minimum Jewelry - wedding band, watch, and conservative non dangling earrings.
- o Keep nails trimmed short with no traces of nail polish.

General Manager and Service Manager (during function):

- o Business Suit
- o Flat, leather, slip-resistant shoes that cover all of your foot.
- o Minimum Jewelry - wedding band, watch, and conservative non dangling earrings.
- o Keep nails trimmed short with no traces of nail polish.