Course Number: HOS 102  Course Title: Volume Food Preparation II  Division: Business/Tech
Credits: 3 Hours  Class Lecture Hours: 1  Laboratory Hours: 4

Required Textbooks and Supplies:
1) The Restaurant, From Concept to Operation 7th Edition John R. Walker
   or
3) Chefs Whites complete uniform and side towels
4) Bi-metal Pocket Test Thermometer Mandatory for ALL staff
5) Other uniform requirements may need to be met to meet the needs of your restaurant concept. (dining room uniform)

Course Description:
Prerequisites: HOS 101 and HOS 118

Instructor:  Telephone:  Email:
Office Hours BS 116 :

Objectives:
1. Demonstrate a working knowledge for the development of production sheets including portion size, serving temperatures, quantities, garnish, and timing.
2. Develop, apply and evaluate job descriptions and task analysis required for a successful commercial or institutional operation.
3. Create a menu and analyze the importance of menu planning and development in the overall success of a food service operation.
4. Demonstrate a working knowledge of the importance of developing teamwork in a food service operation.
5. Demonstrate the critical thinking skills involved in the daily planning in food service operation including labor costs and scheduling.
6. Properly set up service including kitchen and dining room stations and demonstrate the ability to communicate effectively as a team while meeting the requirements of customer service and “moment of truth” ethical standards.
7. Prepare a variety of menu items following standardized recipes, using proper preparation and sanitation techniques while demonstrating a working knowledge of yield and portion control.
Method of Instruction:

**Classroom:** When the restaurant is closed the entire class time will be devoted to lecture. When the restaurant is open the lecture time of 30 minutes per week will be used to introduce specific information relevant to understanding the business of food service operations, and specifically "your" business operation. The lecture time will include the review of that week’s restaurant operation, new management techniques, customer service skills, menu planning issues, methods of operations, table setups, banquet design and service, etc.

**Kitchen / Dining room:** All laboratory periods will last for (5) hours each week. The first three laboratory periods will be used to develop the restaurant concept and the learning of specific skills necessary to operate your professional restaurant until the restaurant will fully operate each week or as scheduled until the end of the semester.

Method of Evaluation:

1) **All students will be required to attend all restaurant laboratory operations and classes.** You are absolutely not permitted to miss any classes. If you miss one class, your grade will automatically drop from an A to a “B”; if you miss a second session, your grade will automatically drop to a “C”. If you miss a third class you will fail the course. This is an owner operated business …. Your business, and you cannot let down the other owner/operators; each person is responsible for the success or failure of "your" business.

2) **40%** of your grade will be based on your performance when the restaurant is open. You will earn a grade each week of the operation. You will be graded based upon:
   - a) Teamwork
   - b) Sanitation, maintenance of your station, Clean-up, Professional appearance
   - c) Organizational Skills/Mise en place
   - d) Kitchen recipe and operations knowledge
   - e) Front of the House Skills and operations knowledge
   - f) Position knowledge, execution and improvement and timing
   - g) Willingness to assist fellow employees
   - h) Improvement of timeline and skills each week
   - i) Communication Skills

3) **20%** of your grade will be based on class assignments AND class participation. Work must be complete and presented in a professional manner. Assignments that are late will not be accepted. Work must be printed out in a font that is easy to read.

4) **10%** of your grade will be based upon the menu assignment

5) **20%** of your grade will be based upon your test / project average. There will be two projects and up to three exams.

6) **10%** of your grade will be based upon your participation in our alumni tasting dinner. This event is held on Wednesday night November 14th. Please make arrangements now to attend on that Wednesday from 3PM until 9:00 PM

**Note:** All written assignments must be submitted on time and printed out! Hand written assignments will not be accepted under any circumstances. Please be sure to proofread your work and use spell check. The
following excuses are not acceptable: I forgot we had homework, my computer crashed, my printer is broken, my printer ran out of ink, I was incarcerated and someone told me wasn’t due today.

**Menu Assignment**

You are to create a menu that your class will be able to serve to customers in our student run restaurant. The menu must be practical in terms of skill level of the class, costs, time available for preparation and meet the very high standards required for this class. To successfully complete this assignment it is highly recommended that you:

- Refer to the grading rubric
- Follow the parameters required which means including one preset, four appetizers, and five entrées.
- The menu should reflect the diversity of available product, as well as seasonal availability and customer references.
- Please be sure the font is easy to read and on paper that is suitable for this project
- A practical menu that we can serve when not include something like and all seafood all vegetarian restaurant.
- Remember to upscale even the most basic items so they sound desirable to our guests and they should be reflected in the menu item descriptions

**Professionalism** – Students are expected to be courteous both verbally and in demonstrated behavior. Undignified behavior will not be permitted.

- Cell Phones should be put away during class unless necessary for course reference. The temptation to scroll through your messages or text a friend will distract you and your classmates and the professor. This is unprofessional and will not be tolerated.
- Sexual harassment of any fellow student will not be tolerated.
- Students should make every attempt to attend all class sessions.
- Students should try to arrive on time and stay until the end of class unless they have notified the instructor prior to leaving early. There may be times when individual students are unavoidably late for class, or must leave early; in these cases students should choose a seat near the room entrance.
- Once class session has begun, students should refrain from leaving the room and re-entering unless it is an emergency.
- Students who miss class are still responsible for all material covered, for announcements made, and for acquiring any materials that may have been distributed in class.
- It is important for students to stay focused on class discussions. For this reason, only one person at a time should be speaking. Side conversations are rude as well as distracting for surrounding students and the instructor.

**Reasonable Accommodations for Students with Documented Disabilities** – Mercer County Community College is committed to supporting all students in their academic and co-curricular endeavors. Each semester, a significant number of students document disabilities, which may require learning, sight, hearing, manual, speech, or mobility accommodations to ensure access to academic and co-curricular activities. The college provides services and reasonable accommodations to all students who need and have a legal entitlement to such accommodations. For more information regarding
accommodations, you may visit the Office of Academic Support Services in LB 218, or contact the office at (609) 570-3422 / stinsona@mccc.edu.

Course Outline

Week 1:

Review Course Outline and Course Requirements:

Discussion:

a) Menu Development Styles and Design
b) Restaurant Concept Development
c) Kitchen and Dining Room Design and Spec’s
d) Employee and Management Positions
e) Job Descriptions
f) Wait staff Training
g) Customer Service
h) Basic Service Standards
i) Styles of Service
j) Safety and Sanitation

Assignment Due Week 2:

Search for a restaurant menu (online) and create a condensed version of the menu utilizing the parameters that you will use for this class. Choose one preset, 4 appetizers and 5 entrées. Try to make sure there is no excessive repetition and choose a variety of menu items that best represent the concept of that restaurant. Bring in a copy of the original menu and your reduced size menu.

Read: The Restaurant: Chapter 3: Concept, Location and Design Chapter 4: The Menu Chapter 5: Planning and Equipping the Kitchen Chapter 6: Food Purchasing

During the Fall Semester each student in HOS 102 is required to participate in the preparation and serving of the HRIM Scholarship Event. Please make arrangements now to be sure that you will be there. Check your schedule and save the date Wednesday November 14th from 3:00pm to 9:00pm

Week 2:

Review chapters 4, 5 and 6
Review requirements of menu project

Assignment Due Week 3:

- Test 1
- Menu Draft Due Week 3 and Final Version Due Week 4
  - Develop restaurant concept including style of service
  - Develop menu including menu layout design with a hard copy presentation. Keep in mind the menu must meet the defined parameters

Read: The Restaurant: Chapter 12 Employee Training and Development Chapter 11 Organization, Recruiting, and Staffing
Week 3:

- Review Chapters 12 Employee Training and Development
- Review Chapter 11 Organization, Recruiting, and Staffing
- Roundtable Review of Menu Drafts
- **Test One Is Due Today**

**Assignment due Week 4:**

**Menu Final Version Due Week 4**

1) Develop restaurant concept including style of service
2) Develop menu including menu layout design with a hard copy presentation.
3) Copies of all recipes must be included
4) Include a breakdown of personnel and job responsibilities based on a staff of 16
5) Determine service standards for your restaurant

Week 4:

- Menu presentations and menu item selections
- Job assignments derived from final menu
- Final Menu review and job assignments created

**Assignment: For Week 5:**

- For Next week, apply for three positions in our restaurant. They must include positions from BOTH front and back of the house. List any relevant experience that you have and would make you a good candidate for the positions you seek. Please note if you have any past experience in a similar position. No handwritten applications will be accepted. Anyone who fails to submit this application will be assigned a position by the instructor.
- Read chapter 9 Food Production and Sanitation
- read chapter 14 Technology in the Restaurant Industry
- **Test 2**

Week 5:

- Test 2 Due Today
- Review Chapters 9 and 14
- Students are assigned positions for the restaurant class
- Student Are Signed positions for the banquet(spring semester)
- Each student is to create a production sheet for the kitchen and include quantities, temperatures and preparation time

**Assignment: For Week 6:**

- Read chapter 7 Bar and Beverages and chapter 10 Restaurant Leadership and Management
- **Test 3**
- Complete a time and task analysis for the banquet including any and all equipment needed
Week 6: Final planning session for restaurant and banquet Recipe prototypes
- Review chapters 7 and 10
- Test 3 Is Due Today
- Review Station Set up for Individual Positions Assigned in the Restaurant
- Review Station set up for individual positions and teams for the alumni dinner
- Review job description and time task analysis
- Review and finalize production sheet for kitchen
- Recipe prototypes developed

Assignment: For Week 8:
- Write a complete time and task list for your restaurant position in chronological order. This assignment is due the week of the silent opening. Approximate the time line to the best of your ability. Begin with a listing of any necessary tools, recipes, equipment or uniform requirements. Bring two copies to class. They must be printed out. One copy will be graded a 2nd copy will be a working copy for you to make adjustments to open the restaurant opens. The final draft will be due 2 weeks after the silent opening.
- Test 4

Week 7:
- Test 4 Due today!
- Menu development day and preliminary set up of the restaurant.
- Review and inventory of equipment and supplies
- Final review of station setup and equipment for banquet (spring semester)
- Finalize Order Sheets and mise en place
- Managers Develop a Clear Line of Communications
- Recipe prototypes developed

Assignment: For Week 9:
- Be sure to come to class on time and in complete uniform. It will be expected to look and act professional.

Week 8:
- Silent opening for “invited guests”
- Time task analysis is due today!!!! Bring 2 copies.
  - 1) Set up dining room and serve "guests" and demonstrate approved service techniques.
  - 2) Prepare menu and serve to "guests" and demonstrate approved preparation techniques.

Assignment: For Week 10:
- Revise your copy of time task analysis and bring 2 copies to class next week

Week 09:
OPEN for business

Assignment: For Week 11:
- Final copy of time task analysis is due next week be sure to bring 2 copies
**Week 10:**

OPEN for business
A final draft of time task analysis is due. If a proper draft is not submitted you will lose your job! This assignment will require a hard copy as well as a copy to be emailed to the instructor before class begins.

*New positions may be assigned today.*

**Assignment: For Week 12:**
- Test 3
- Be ready for new job assignment!

**Week 11:**

OPEN for business

**Assignment: For Week 13:**
- Revise and improve the time task analysis for your new position. Bring in 2 copies of your new and improved time task analysis. Submit the original analysis you were given with improvements noted and items being highlighted or notes made directly on the paper.

**Week 12:**

OPEN for business for the last time!

**Assignment: For Week 14:**
- Read chapters 8 and 15

**Thanksgiving Week  No class**

**Week 13:** Back in the classroom
- Review chapters 8 and 15
  - Review for Final Exam
- Determine menu for week 15

**Assignment: For Week 14:**
- Budget Assignment

**Week 14:**

Budget Project Due (Test grade) Due Today!!
**Schedule for HOS102**

- **Week 1**: Lecture
- **Week 2**: Lecture
- **Week 3**: Lecture / *Menu draft due*
  - *Test 1 Due*
- **Week 4**: Lecture
  - *Menu Project Due*
- **Week 5**: Lecture
- **Week 6**: Lecture / *recipe prototypes* *Production sheet due*
- **Week 7**: Lecture *recipe prototypes*
- **Week 8**: Silent Opening
- **Week 9**: OPEN
- **Week 10**: OPEN
- **Week 11**: Alumni Dinner Action Stations
- **Week 12**: OPEN
- **Week 13**: OPEN
- **Week 14**: Lecture

*Schedule subject to change at discretion of instructor*