COURSE OUTLINE

Course Number  
HOS 102

Course Title  
Food Preparation II

Credits  
3(1/4)

Co- or Pre-requisite:  
HOS 101  
HOS 118

Revised Spring 2013

Credits: 3 Hours  
Class Lecture Hours: 1  
Laboratory Hours: 4

Catalog Description (2011-2013 Catalog):  Refines culinary skills in quantity food preparation through operation of a student-run restaurant. Includes kitchen and dining room organization and operations; menu development and design; management of service and culinary personnel; service standards; serving the general public; merchandising and sales promotion; and banquet management. Chef whites required.

Required Textbooks and Supplies:
1) The Restaurant, From Concept to Operation 6th Edition  
   Donald Lundberg & John R. Walker
2) Chef’s Whites
3) Bi-metal Pocket Test Thermometer Mandatory for ALL Kitchen staff
4) Other uniform requirements may need to be met to meet the needs of your restaurant concept. (dining room uniform)

Course Description:
Building upon the skills you acquired in Food Preparation I in preparing various food products, you will now expand those skills in operating a restaurant. Throughout this course, you will enrich and expand your ability to prepare various culinary dishes; serve those culinary dishes in a professional manner, meet international culinary standards; develop and operate your own restaurant concept; supervise front and back of the house staff; and ultimately organize the operation of the business in an efficient manner, meeting newly learned service standards.

Prerequisites: HOS 101  
Corequisite HOS 118
Instructor: Doug Fee  
Telephone:
Email: feed@mccc.edu

Objectives:
1. Demonstrate a working knowledge for the development of production sheets including portion size, serving temperatures, quantities, garnish, and timing.
2. Understand the functions of the various positions needed in operating a successful food service operation.
3. Develop, apply and evaluate job descriptions and task analysis required for a successful commercial or institutional operation.
4. Create a menu and analyze the importance of menu planning and development in the overall success of a food service operation.
5. Demonstrate a working knowledge of the importance of developing teamwork in a food service operation.
6. Demonstrate the critical thinking skills involved in the daily planning in food service operation.
7. Learn basic concepts of menu planning and its importance for a successful "bottom line."
8. Demonstrate a working knowledge and the ability to differentiate between restaurant theory and operations
9. 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.
10. 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:**

**Lecture:** 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 each week’s restaurant operation, new management techniques, customer service skills, menu planning issues, methods of operations, table setups, banquet design and service, etc.

**Laboratory:** 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. By the fourth laboratory session 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) Clean-up of your station and the total restaurant operation as a team member.
   c) Organizational Skills
   d) Supervisory Skills (when in a management position)
   e) Cooking Skills (when in cooking position)
   f) Front of the House Skills (when you are in the front of the house)
   g) Management preparation (when in a management position)
   h) Willingness to assist fellow employees
   i) Improvement of skills each week
   j) 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 average. There will be a minimum of three exams.

6) **10%** of your grade will be based upon your performance during the Adjunct Dinner

**Note:** All written assignments must be printed out! Hand written assignments will **not** be accepted under any circumstances and please proof read and use spell check.

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

1) Attendance  
2) Uniforms  
3) Required weekly research  
4) Preparation of Managers/Staff Assignments  
5) Front and Back of the House Layout requirements  
6) Lockers  
7) Sanitation Checklist

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: Menu Draft Due Week 2 and Final Version Due Week 3
1) Develop restaurant concept including style of service
2) Develop menu including menu layout design with a hard copy presentation. Keep in mind the menu must meet the defined parameters and supply copies of all recipes
3) Develop preliminary job descriptions for restaurant concept (a breakdown of Personnel and job responsibilities based upon the number of employees in class)
4) Develop preliminary service standards

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

Week 2 - 5 Discussion:
1) Formulate Restaurant Concept
2) Formulate final menu items
3) Formulate final menu design
4) Formulate advertising campaign
5) Approve advertising copy and presentation
6) Review Front of the House setup
7) Review Back of the House setup
8) Develop order taking and order pickup procedures
9) Review Orientation Check list for new employees
10) Review Dining Room Check list and Dining Room Layout Diagram
11) Review side work assignments for front and back of the house
12) Formulate Guidelines for Service Standards required by your restaurant.
13) Discuss job descriptions for restaurant operation
14) Taking orders and order writing
15) Service to the handicapped
16) Importance of service to the guest
17) Handling complaints
18) Proper Service Order
19) Planning Your own Productions
20) Dining Room Station Layout

Week 2: Assignment Due Week 3:
Read: The Restaurant: Chapter 9  Food Production and Sanitation
Chapter 13 Service and Guest Relations
Chapter 7  Bar and Beverages

Week 3: Food Production, guest relations and bar and beverages

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.

Assignment Week 4: Read: The Restaurant: Chapter 14 Restaurant Operations Budgeting and Control

*****TEST 1 *****

Week 4: Menu Preparation and Development
1) Customer Relations
2) Food Protection and Sanitation
3) How to Brew and Serve Coffee
4) Seating Guests
5) Clearing Tables
6) Transferring Beverages

Final Menu review and job assignments awarded

Assignment: For Week 5: Read: The Restaurant: Chapter 11 Organization, Recruiting and Staffing
Chapter 12 Employee Training and Development

*****TEST 2 *****

Week 5: Menu Development and Restaurant preparations
Roll up your sleeves it is time to go to work and set up our restaurant!
1) Review dining room supplies and equipment: first assigned front of the house staff.
2) Review back of the house supplies and equipment: first assigned back of the house staff.
3) Set up dining room and serve "guests" and demonstrate approved service techniques.
4) Prepare menu and serve to "guests" and demonstrate approved service techniques.

Review Chapters 13 and 14.
Front of house operations and table service

Week 6: Final review of restaurant operations and planning session for banquet

Assignment:
Write a complete time and task list for your position in chronological order. 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 typed/printed. The second copy of the task list for the area that you will work during the first two weeks of our restaurant operations you will refine further for week four. The first draft is due at the beginning of class (week 7). Be sure to bring two copies. One copy will be graded, one copy you will use to make adjustments and increase accuracy for the final draft due week 9.

Week 7: Silent opening for “invited guests”
Final version of time task analysis is due today!!!! 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.

Week 8: Adjunct Dinner Service begins at 5:00 PM plan on coming early and staying late! We expect 200 invited guests

Week 9: OPEN *****TEST 3 *****
Week 10: OPEN

Week 11: OPEN

Week 12: OPEN for the last time!
  Assignment: Read Chapters:  8 Operations Budgeting and Control
                              10 Restaurant Management and Leadership

Week 13: Back in the classroom
  Assignment: Read:  Chapter 15 Restaurant Business and Marketing Plans
                    Chapter 16 Financing and Leasing

Week 14: Review chapters 15 and 16
         Review for Final Exam

Week 15: Final/ Examination