



STOREROOM AND PURCHASING COURSE SYLLABUS

DATE: 1/2/12

C - L - CR
0 - 9 - 3.0

COURSE NUMBER: HOS 129

PREREQUISITE(S): RDG 032, ENG 032, MAT 032

CO-REQUISITE(S): NONE

COURSE DESCRIPTIONS

This course combines purchasing theory with practical experience in the storeroom. Students develop skills in purchasing, developing requisitions, food transfers, inventory and organization of the storeroom.

TEXTBOOK(S): TITLE: Modern Food Service Purchasing
AUTHOR: Robert Garlough
ISBN- 13: 978- 1- 4180- 3964- 6
ISBN- 10: 1- 4180- 3964- 0
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REFERENCE(S): NONE

OTHER REQUIRED MATERIALS, TOOLS, AND EQUIPMENT: NONE

METHOD OF INSTRUCTION: Lectures, Labs, Field Trips, Guest Speakers

GRADING SYSTEM:

90	-	100	=	A
80	-	89	=	B
70	-	79	=	C
60	-	69	=	D
Below	-	60	=	F

The standard mathematical procedure of rounding will be applied to arrive at a whole number percentage in final grade calculation.

**GRADE
CALCULATION
METHOD:**

Assignments, Class Participation	=	30%
Unit Tests	=	30%
Project	=	20%
Final Exam	=	<u>20%</u>
	=	100%

**ATTENDANCE
POLICY:**

The student is responsible for punctual and regular attendance in all classes, laboratories, clinical, practica, internships, field trips, and other required class activities. The College does not grant excused absences; therefore, students are urged to reserve their absences for emergencies. When illness or other emergencies occur, the student is responsible for notifying instructors and completing missed work if approved for late submission by instructors.

The student is tardy if not in class at the time the class is scheduled to begin and is admitted to class at the discretion of the instructor.

Instructors maintain attendance records. However, it is the student's responsibility to withdraw from a course. A student enrolling in and attending at least one course session remains enrolled until the student initiates a withdrawal.

Withdrawal Policy: During the first 75% of the course, a student may initiate withdrawal and receive a grade of W. A student cannot initiate a withdrawal during the last 25% of the course. Extenuating circumstances require documentation and approval by the appropriate department head and academic dean.

Absences for Religious Holidays: Students who are absent from class in order to observe religious holidays are responsible for the content of any activities missed and for the completion of assignments occurring during the period of absence. Students who anticipate their observance of religious holidays will cause them to be absent from class and do not wish such absences to penalize their status in class should adhere to the following guidelines:

1. Observance of religious holidays resulting in three or fewer consecutive absences: Discuss the situation with the instructor and provide written notice at least one week prior to the absence(s). Develop (in writing) and instructor-approved plan which outlines the make up of activities and assignments.

2. Observances of religious holidays resulting in four or more consecutive absences: Discuss the situation with the instructor and provide the instructor with written notice within the first 10 days of the academic term. Develop an instructor-approved plan with outlines the make up of activities and assignments.

**CLASSROOM
CONDUCT:**

ACADEMIC DISHONESTY: Students are expected to uphold the integrity of the College's standard of conduct, specifically in regards to academic honesty. All forms of academic dishonesty including, but not limited to, cheating on assignments/tests, plagiarism, collusion, and falsification of information will call for disciplinary action. Disciplinary action imposed may include one or more of the following: written reprimand, loss of credit for assignment/test, termination from course, and probation, suspension, or expulsion from the College. For further explanation of this and other conduct codes, please refer to the Student Handbook.

CELLULAR PHONES AND PAGERS/BEEPERS: Cellular phones, pagers and beepers are not permitted to be turned on or used within the classroom. Use of these devices during classroom time will be considered a violation of the student code as it relates to “disruptive behavior.”

**CLASS/LAB
PROCEDURES:**

The Learning Center, located in the rooms E-2 & E-5 of the East Building, provides computers for your use. Check the website <http://www.sccsc.edu/resources/tutoring/tlc> or call 592-4968 for current semester operating hours.

ACCOMMODATIONS:

Students who need special accommodations in this class because of a documented disability should notify Student Disability Services by calling (864) 592-4818, toll-free 1-800-922-3679; via email through the SCC web site at www.sccsc.edu/resources/disabilities; or by visiting the office located in the East Building Room 30-B on the SCC Central campus. Contacting Student Disability Services early in the semester gives the College an opportunity to provide necessary support services and appropriate accommodations.

Inclement Weather Schedule:

- Check SCC Web Site: www.sccsc.edu
- Tune to **Channel-7** Local T.V. Station (CBS)
- Tune to an FM/AM Local radio station

Upon completion of the SCC Culinary Arts Program, students will be able to:

1. Plan and prepare hot and cold foods, using appropriate food safety and sanitation measures, using basic cooking fundamentals and operate a variety of equipment.
2. Apply appropriate baking techniques to prepare a variety of breads and pastries; and demonstrate assorted plating and presentation procedures.
3. Design menus using appropriate nutritional applications. Apply principles of nutrition to menu planning and food preparation and develop an understanding of basic principles for safety and sanitation
4. Perform cost analyses including purchasing and receiving, food costs, beverage cost, labor costs, forecasting and contribution margins. Perform mathematical functions related to food service operations and apply the overall concept of purchasing, receiving, and storing food and beverage.
5. Exhibit front-of-the-house mastery by designing and setting up dining rooms for various hospitality functions and performing proper serving techniques; discuss and evaluate Point-Of-Sale Systems and beverage management.
6. Analyze and evaluate food service industry human relations management styles, and develop skills in teamwork, followership and leadership.

Program Director

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COURSE OUTCOMES & OBJECTIVES: Upon satisfactory completion of this course, the student will be able to:

Upon successful completion of this course, students will be able to:

1. Demonstrate the proper techniques to ensure sanitation and food safety at each step of the shipping, receiving, storing, preparation, holding and serving stages of foodservice.
2. Identify OSHA standards including the MSDS.
3. Practice basic principles necessary for procuring, receiving, storing and rotating food and non-food items necessary for daily operations in a foodservice establishment.
4. Evaluate food according to its appearance, nutritive value and flavor.
5. Practice the wise expenditure of time and money by comparing food products, storing products correctly and utilizing proper rotation methods.
6. Utilize standardized recipes and other data for creating inventory sheets, par sheets and order guides.
7. Compute food costs, food cost percentages, product yields, recipe yields and factor in labor costs, labor cost percentages and overhead expenses.

**American Culinary Federation Education Institutional (ACFEI)
Required Knowledge and Competencies – HOS 129**

This course meets the following ACFEI required knowledge and competencies:

1. Hospitality Regulations, Safety and Sanitation Practices
 - Explain regulations for inspecting and grading of meats, poultry, seafood, eggs, dairy products, fruits and vegetables
 - Identify microorganisms which are related to food spoilage and food-borne illnesses; describe their requirements and methods for growth
 - List the major causes of food spoilage
 - Define food spoilage indicators
 - Recognize sanitary and safety design and construction features of food production equipment and facilities. (i.e., NSF, UL, OSHA, ADA, etc.)
 - Identify the seven HACCP Principles and the critical control points during all food handling processes as a method for minimizing the risk of food-borne illness
 - Review Material Safety Data Sheets (MSDS) and explain their requirements in handling hazardous materials.
 - Discuss right-to-know laws
 - Develop cleaning and sanitizing schedule and procedures for equipment and facilities
 - Identify proper methods of waste disposal and recycling
 - Describe appropriate measures for insects, rodents and pest control eradication
 - Conduct a sanitation self-inspection and identify modifications necessary for compliance with standards
 - List common causes of typical accidents and injuries in the foodservice industry and outline a safety management program
 - Demonstrate appropriate emergency policies for kitchen and dining room injuries
 - Describe appropriate types and use of fire extinguishers used in the foodservice area
 - Review laws and rules of the regulatory agencies governing sanitation and safety in foodservice operations
 - Identify food bio-terrorism laws and RFID technology and the impact these regulations and technology have on food safety and sanitation

2. Ordering, Receiving, Storing and Inventory
 - Evaluate received goods to determine conformity with user specifications
 - Receive and store fresh, frozen, refrigerated and staple goods.
 - Describe the importance of receiving and inspecting product as it enters the facility
 - Conduct yield and quality tests on items such as canned, fresh, frozen and prepared products Describe types of cleaners and sanitizers and their proper use
 - Explain the procedures for rotation of stock and for costing and evaluating, including FIFO and LIFO
 - Define and describe par stock
 - Describe proper procedures of issuing product according to requisition
 - Describe current computerized systems for purchasing and inventory control
 - Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles
 - Outline the flow of food through an establishment and list the various ways contamination may be prevented along the pathway
 - Outline the requirements for proper receiving and storage of both raw and prepared foods
3. Business Math
 - Perform basic math functions
 - Calculate food costs and percentages to determine selling prices
 - Perform recipe yield conversions
 - Perform the process of recipe costing
 - Determine selling price of menu items
4. Recipe Components and Comprehension
 - Identify the parts/components of a recipe
 - Describe and use a standardized recipe
 - Describe the relationship between recipes and par stock and ordering needs
5. Menu Planning and Nutritional Concerns
 - List basic menu planning principles
 - Discuss Menu Planning resources (Internet, professional and vendors)
 - Identify common food allergies and determine appropriate substitutions. (i.e. Gluten, sugar, lactose free)
 - Discuss contemporary nutritional issues (i.e. vegetarianism, heart healthy menus and religious dietary laws)
6. Product Identification and Knowledge
 - Identify, define, and describe the types of salad dressings
 - Identify a variety of meats and other proteins, dairy products, fruits, vegetables, starches, legumes, grains, common salad greens, condiments, spices, herbs and food preserving techniques and ingredients
7. Human Resources
 - Discuss professional ethics practiced in the Industry