

HIGHER HOTEL INSTITUTE CYPRUS

Module Description 2019/20



Module Title: Food and Beverage Controls & Systems

Module Code: CAPM231

Programme of Study/Year of Study: Culinary Arts / Year 2

Group: CA II

Semester: Fall

Number of Hours Taught: 2 per week

ECTS: 3

Instructor: Margaritis Antoniadis

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Pre-requisite(s) : Food & Beverage Service I

Co-requisite: Food & Beverage Service II, Menu Planning

Module Rationale

This module introduces students to the importance of effective food and beverage control procedures and systems in the operation of a food and beverage outlet. Students will acquire software computer skills and knowledge in the procedures of purchasing, receiving, storing, issuing and production methods used in food and beverage outlets. Furthermore, they will learn how to calculate food and beverage costs and cost percentages as well as how to apply effective methods to control these costs.

Aims

This module aims to provide students with basic knowledge regarding the basic principles and procedures involved in an effective food and beverage operation, including all the stages of purchasing, receiving, storing, issuing and producing of menu items in the food and beverage operation. It also aims to acquiring skills and knowledge of software application systems and introduce students to modern methods used to calculate food and beverage costs and cost percentages and to the methods that can be used to control these costs.

Intended Learning Outcomes

On successful completion of this module, students will be able to:

1. Define the terms cost and sales,
2. Define, provide examples and distinguish between the various types of costs,
3. Provide several examples illustrating monetary and nonmonetary sales concepts,
4. Perform various calculations using the cost percentage formula,
5. Define and illustrate what is meant by control,
6. Learn various techniques used in control,



7. Describe steps involved in preparing an operating budget,
8. List the four steps in the control process,
9. Understand issues related to control of purchasing, receiving, storing, issuing, and transferring of goods,
10. Describe how quality and quantity standards are determined for perishable and non-perishable food purchases,
11. List and explain the steps of standard receiving procedure,
12. Explain the difference between directs and stores,
13. List and explain the principal concerns and factors to be considered while implementing standards for storing,
14. Explain the importance of standard portion sizes, standard recipes, and standard portion costs to foodservice operations,
15. Understand the importance of inventory and food & beverage cost determinations,
16. Learn various methods for determining standard portion costs,
17. Define sales history,
18. Familiarize themselves with the use of software computer applications in the Food & Beverage department,
19. Learn the procedures that have to be followed while creating new users vendors and items,
20. Learn how to prepare, issue and post requisitions,
21. Describe procedure for taking physical inventory at the end of a month,
22. List and explain ways to assign unit costs to inventory and calculate cost of food & beverage issued, consumed and sold,
23. Learn how to calculate food and beverage cost percentages after calculating cost of food & beverage sold.

Delivery Methods:

Lectures, discussion, coursework on software application systems and other classwork.

Assessment:

Assignments	30%
Mid-term exam	15%
Final Exam	30%
Software Exam	15%
Coursework	10%

Module Requirements

Refer to the students' manual for the module requirements.

Module Plan and Content

Week	Days	Topics to be Covered	Reference Chapter / Material
1.	02/10–04/10	<ul style="list-style-type: none"> • Define the terms cost and sales • Define, give examples and distinguish between various types of costs and sales (monetary and nonmonetary) • Provide several examples illustrating monetary and non-monetary sales concepts 	Chapter 1
2.	07/10-11/10	<ul style="list-style-type: none"> • Identify formula that can be used to compute cost percent and perform various calculations using the cost 	Chapter 1



Week	Days	Topics to be Covered	Reference Chapter / Material
		<p>percentage formulas</p> <ul style="list-style-type: none"> Describe factors that cause industry variations in cost percentages <p>Coursework /test</p>	
3.	14/10-18/10	<ul style="list-style-type: none"> Define and illustrate what is meant by control Learn various techniques used in control Describe steps involved in preparing an operating budget List the four steps in the control process Prepare a budget given fixed and variable costs for a restaurant <p>Coursework /test</p>	Chapter 2
4.	21/10-25/10	<ul style="list-style-type: none"> Outline the purchasing process in a food and beverage operation Describe how quality and quantity standards are established Determine order quantities using the periodic and perpetual order methods <p>21/10/2019: Software applications (Creations of users & Suppliers list)</p>	Chapter 4
5.	29/10-01/11	<ul style="list-style-type: none"> Identify primary purpose of receiving control List and describe the steps of standard receiving procedure Explain the difference between directs and stores and provide examples of each <p>28/10/2019: National Holiday</p>	Chapter 4
6.	04/11-08/11	<ul style="list-style-type: none"> List and describe concerns and factors to be considered while implementing standards for storing goods Explain the principle of stock rotation as applied to foodservice operations <p>04/11/2019: Software applications (Inventory management, maintenance, coding structure, item costing and creation)</p> <p>Coursework /test</p>	Chapter 5
7.	11/11-15/11	<ul style="list-style-type: none"> Distinguish between issuing procedures for directs and those for stores Describe the process used to price and extend a food requisition Explain the difference between interunit and intraunit transfers with examples <p>11/11/2019: Software applications (purchase orders and receiving of items)</p>	Chapter 5
8.	18/11-22/11	<ul style="list-style-type: none"> Explain the importance of standard portion sizes, standard recipes and standard portion costs to foodservice operations Calculate standard portion costs using different methods <p>Mid-term Exam: 18/11/2019</p>	Chapter 6
9.	25/11-29/11	<ul style="list-style-type: none"> List standard procedures used by managers to gain 	Chapter 7

Week	Days	Topics to be Covered	Reference Chapter / Material
		<p>control over production volume</p> <ul style="list-style-type: none"> Define sales history and describe two methods to gather data from which a sales history is developed <p>25/11/2019: Software applications (Preparing and issuing requisitions to central store)</p>	
10.	02/12-06/12	<ul style="list-style-type: none"> Define popularity index and use it to forecast portion sales Describe the production sheet and its use to a foodservice operation <p>02/12/2019: Software applications (Issuing, posting and approval of requisitions)</p>	Chapter 7
11.	09/12-13/12	<ul style="list-style-type: none"> Describe the procedure for taking physical inventory at the end of a month List and explain ways to assign unit costs to a food and beverage inventory <p>09/12/2019: Software applications (Reporting procedures on inventory activity cost of sales, item consumption, transaction reports, pricing analysis and other statistics)</p>	Chapter 8
12.	16/12-20/12	<ul style="list-style-type: none"> Calculate cost of food issued, consumed and sold Distinguish between the terms opening (or beginning) and closing (or ending) inventory Calculate employees' meal cost using various methods <p><u>Coursework /test</u></p> <p>Software applications EXAM – to be announced</p>	Chapter 8
23/12/19 – 06/01/20		CHRISTMAS HOLIDAYS	
13.	07/01-10/01 2020	<ul style="list-style-type: none"> Course revision 	
13/01 – 24/01 2020		SEMESTER FINAL EXAMS	

Essential Reading

- Paul R. Dittmer & J. Desmond Keefe III, (2006). Principles of Food, Beverage, and Labor Cost Controls (8th Ed.), WILEY

Additional Reading



- Jack D. Ninemeier (2008), ***Planning and Control for Food & Beverage Operations***, (6th Ed.), American Hotel & Motel Association.
- Coltman, M.M., (1989). (2nd Ed.). *Cost Control for the Hospitality Industry*, New York: Van Nostrand Reinhold ISBN 0-442-20591-0
- Keister, D.C., (1980), *Food and Beverage Control*, New Jersey: Prentice Hall Inc. ISBN 013.-323022-8.
- Miller J.E. & Hayes, D.K. & Dopson, L.R. (2002). *Food and Beverage Cost Control*. New York: Wiley & Sons, Inc. ISBN 0471-35515-1
- Richard Kotas, and Berard Davis, *Food and Beverage Control*.
- Dittmer, R. P. & Griffin, G. G. (1984). (3rd Ed). *Principles of Food, Beverage, and Labor Costs*, Van Norstrand Reinhold Company, ISBN 0-442-21973-3

