



## Module Structure

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**Module Title :** Food and Beverage Controls & Systems

**Module Code :** HTPM213

**Programme of Study/Year of Study :** Hospitality & Tourism Management/Year 2

**Group :** HTMII (F & B)

**Semester :** Spring

**Number of Hours Taught :** 2 per week

**ECTS :** 3

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

**Co-requisite:** Food & Beverage Service II

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### Module Rationale

This module introduces students to the importance of effective food and beverage control procedures and systems in a successful operation of a food and beverage outlet. The 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, students will learn how to calculate food and beverage costs & cost percentages and how to apply effective methods to control these costs.

### Aims

This module is designed 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 to 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. Familiarise 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. Learn how to read and use the various reports properly,
22. Describe procedure for taking physical inventory at the end of a month,
23. List and explain ways to assign unit costs to inventory and calculate cost of food & beverage issued, consumed and sold,
24. 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:

Final Examination	40%
Coursework and tests	30%
Software applications exam	15%
Mid-Term Exam	15%

## Module Requirements

Refer to the students' manual for the module requirements.



## Module Plan and Content

Week	Dates	Topics to be Covered	Reference Chapter / Material
1.	29/01– 02/02	<ul style="list-style-type: none"> <li>Define the terms cost and sales</li> <li>Define, give examples and distinguish between various types of costs and sales</li> <li>Provide several examples illustrating monetary and non-monetary sales concepts</li> </ul>	Chapter 1
2.	05/02-09/02	<ul style="list-style-type: none"> <li>Identify formula that can be used to compute cost percent and perform various calculations using the cost percentage formulas</li> <li>Describe factors that cause industry variations in cost percentages</li> </ul>	Chapter 1
3.	12/02-16/02	<ul style="list-style-type: none"> <li>Define and illustrate what is meant by control</li> <li>Learn various techniques used in control</li> <li>Describe steps involved in preparing an operating budget</li> </ul>	Chapter 2
4.	20/02-23/02	<ul style="list-style-type: none"> <li>List the four steps in the control process</li> <li>Prepare a budget given fixed and variable costs for a restaurant</li> </ul> <p style="text-align: center;"><b>19/02/2018: Green Monday Holiday</b></p> <p>➤ <b>21/02/2018: Software applications (Introduction to the system. Users and Vendors creation)</b></p>	Chapter2
5.	26/02-02/03	<ul style="list-style-type: none"> <li>Outline the purchasing process in a food and beverage operation</li> <li>Describe how quality and quantity standards are established</li> <li>Determine order quantities using the periodic and perpetual order methods</li> <li>List primary purposes for establishing beverage purchasing controls</li> <li>Describe standard procedure for processing beverage orders in large hotels and restaurants</li> </ul> <p>➤ <b>28/02/2018: Software applications (Inventory management, maintenance, coding structure, item costing and creation)</b></p>	Chapter 4 & 13
6.	05/03-09/03	<ul style="list-style-type: none"> <li>Identify primary purpose of receiving control</li> <li>List and describe the steps of standard receiving procedure</li> <li>Explain the difference between directs and stores and provide examples of each</li> <li>Describe the standard receiving procedure for beverages</li> </ul> <p>➤ <b>07/03/2018: Software applications (purchase orders and receiving of items)</b></p>	Chapter 4 & 14
7.	12/03-16/03	<ul style="list-style-type: none"> <li>List and describe concerns and factors to be considered while implementing standards for storing</li> </ul>	Chapter 5 & 14

Week	Dates	Topics to be Covered	Reference Chapter / Material
		<p>goods</p> <ul style="list-style-type: none"> <li>• Explain the principle of stock rotation as applied to foodservice operations</li> <li>• Describe 2 means for maintaining security in beverage facilities</li> </ul> <p><b><u>14/03/2018: Mid-Term Exam</u></b></p>	
8.	19/03-23/03	<ul style="list-style-type: none"> <li>• Distinguish between issuing procedures for directs and those for stores</li> <li>• Describe the process used to price and extend a food requisition</li> <li>• Explain the difference between interunit and intraunit transfers with examples</li> </ul> <p>➤ <b><u>21/03/2018: Software applications (Preparing and issuing requisitions to central store)</u></b></p>	Chapter 5 & 14
9.	26/03-30/03	<ul style="list-style-type: none"> <li>• Explain the importance of standard portion sizes, standard recipes and standard portion costs to foodservice operations</li> <li>• Calculate standard portion costs using different methods</li> <li>• List devices used to standardise quantities of alcoholic beverages used in beverage production</li> </ul>	Chapter 6 & 15
10.	02/04-03/04 11/04-13/04	<ul style="list-style-type: none"> <li>• List standard procedures used by managers to gain control over production volume</li> <li>• Define sales history and describe two methods to gather data from which a sales history is developed</li> <li>• Explain why bar operations should be monitored</li> </ul>	Chapter 7 & 16
04/04 – 10/04		<b>EASTER HOLIDAYS</b>	
11.	11/04-13/04	<ul style="list-style-type: none"> <li>• Define popularity index and use it to forecast portion sales</li> <li>• Describe the production sheet and its use to a foodservice operation</li> </ul> <p>➤ <b><u>13/04/2018: Software applications (Issuing, posting and approval of requisitions)</u></b></p>	Chapter 7
12.	16/04-20/04	<ul style="list-style-type: none"> <li>• Describe the procedure for taking physical inventory at the end of a month</li> <li>• List and explain ways to assign unit costs to a food and beverage inventory</li> </ul> <p>➤ <b><u>18/04/2018: Software applications (Reporting procedures on inventory activity cost of sales, item consumption, transaction reports, pricing analysis and other statistics)</u></b></p>	Chapter 8
13.	23/04-27/04	<ul style="list-style-type: none"> <li>• Calculate cost of food issued, consumed and sold</li> <li>• Distinguish between the terms opening (or beginning)</li> </ul>	Chapter 8

Week	Dates	Topics to be Covered	Reference Chapter / Material
		and closing (or ending) inventory <ul style="list-style-type: none"> <li>Calculate employees' meal cost using various methods</li> </ul> Calculate food and beverage cost percentages after calculating cost of food sold	
14.	30/04-04/05	Course revision <b>Software Applications Exam: To be announced</b>	
14/05 – 25/05		<b>SPRING SEMESTER EXAMS</b>	

#### Essential Reading

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

#### Additional Reading

- Jack D. Ninemeier (2008), *Planning and Control for Food & Beverage Operations*, (6<sup>th</sup> Ed.), American Hotel & Motel Association.
- Coltman, M.M., (1989). (2<sup>nd</sup> 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 Nostrand Reinhold Company, ISBN 0-442-21973-3



