



CUL-120: FOOD, BEVERAGE, AND LABOR COST CONTROL

Effective Term

Fall 2024

BOT Approval Date

12/14/2023

Discipline

CUL - Culinary Arts

Course Number

120

Course Title

Food, Beverage, and Labor Cost Control

Short Title

Food, Beverage, and Labor Cost

Credit Status (CB 04)

D - Credit - Degree applicable

Units**Lecture Units**

3.00

Total Units

3.00

Hours**Lecture Contact Hours**

48-54

Out of Class Hours Lecture

96-108

Total Contact Hours

48 - 54

Total Out of Class Hours

96 - 108

Total Student Learning Hours

144 - 162

Distance Education

Yes

Distance Education**Distance Education Type**

Both Fully Online and Hybrid Online

Fully Online Delivery Requirements:

- a. Students must be notified via the college schedule of classes and the syllabus for the class if proctored tests are required for this course
- b. Any planned face-to-face meetings, such as an orientation or study session, must be optional

c. The MSJC curriculum committee requires the use of accessible, asynchronous discussion as a component of every fully online course

Are you using publisher content?

No

Regular Substantive Interaction

Instructor-to-student, student-to-student, and student-to-content contact shall be distributed in a manner that will ensure regular substantive interaction (RSI) is maintained not only weekly but also for the duration of the course. Instructor interactions should be equivalent in time, quality and consistency to the engagement students would receive in a face-to-face course—for example, through announcements, discussion participation, personalized feedback, video messages, or other instructional communications. Instructors are expected to be responsive to student inquiries within a 24-72 hour time frame excluding holidays. RSI will be maintained through a variety of methods:

- Orientation - Students must be oriented to the online and face-to-face portions at the start of the course.
- Announcements - Announcements using the course management system must be posted at least weekly to keep students current on course events, due dates, materials, etc.
- Discussion Forums - Content-related discussion forums within the designated CMS will include appropriate instructor participation and will be initiated and maintained, with timely feedback provided. Instructors are required to monitor the discussions and related activities to provide guidance and direction. Open-ended discussion boards may be used to further learning and interaction.
- MSJC Communication – Instructor will use MSJC-administered communication tools (such as email or the designated CMS communication tools) to regularly communicate with and provide ease of access to students.
- Timely Feedback - Timely feedback on student work will be provided by the instructor, which may include comments and/or rubrics, within the Grades area of the designated CMS.
- Scheduled Meetings – Hybrid and synchronous courses will meet at regularly scheduled times.

ADA Compliance - All course interactions and content must be designed with accessibility in mind and meet ADA requirements.

Catalog Description

This course is designed to teach students the skills needed to move into and excel in a managerial role. Topics include purchasing food, beverages, and supplies for food service and hospitality establishments. Emphasis will be placed on menu development, menu costing, purchase costing, sourcing vendors and how to properly purchase goods. Scheduling of employees and labor cost control techniques are also discussed.

Requisites

Prerequisite(s)

Prerequisite(s) (must be taken before)

CUL-150 (with a grade of C or better).

Codes

TOP Code (CB 03)

1306.30* - *Culinary Arts

CIP Code

12.0504 - Restaurant, Culinary, and Catering Management/Manager.

Repeatability Code

No

Grading Option

Letter grade OR P/NP

Learning Objectives

Learning Objectives

Learning Objective

1. Analyze purchasing practices and utilize the proper ones.
2. Compare a make or buy analysis.
3. Explain the importance of forecasting product usage.
4. Formulate the product yield of various raw ingredients.
5. Distinguish the importance of an alternative purchasing source.

6. Evaluate the relationship between purchasing ethics and vendor relations.
7. Describe how to properly receive and submit payment for products.
8. Describe how to measure and improve employee performance and productivity.
9. Compare various methods for beverage costing in small and large operations.
10. Create and utilize an income statement for financial reporting.
11. Exhibit diverse cultural awareness through the adaptation of socially just labor practices.

Learning Outcome Information

Course Learning Outcomes

Learning Outcome

1. The student will describe techniques to source, purchase, and receive food and beverages.
2. The student will solve problems to keep food and beverage costs low and profit margins high.
3. The student will utilize forecasting techniques, analyze financial reports, and control labor.

Program Learning Outcomes

Learning Outcome

- Demonstrate and maintain proper safety and sanitation procedures by understanding and applying the principles of HACCP.
- Apply proper use of kitchen terminology.
- Reproduce various cooking methods.
- Prepare standardized recipes using a variety of cooking, baking and pastry techniques that meet industry standards.
- Demonstrate and explain how to calculate food costs, properly procure, purchase and receive food and dry items.
- Illustrate how to properly store food and dry items.
- Adapt communication skills to be effective within a professional kitchen.
- Exhibit proper knife cuts, along with proper use and maintenance of knives.

Institutional Learning Outcomes

- Aesthetic Awareness: The student will identify and evaluate how aesthetic expression leads to an appreciation of social and cultural context as well as the values of art and nature.
- Communication: The student will effectively express and exchange ideas through listening, speaking, reading, writing, visual works, and other modes of interpersonal expression.
- Critical Thinking: The student will analyze problems, gather and synthesize relevant information, evaluate ideas, information, and evaluate alternative points of view to create, innovate and implement effective solutions.
- Cultural Awareness and Humility: The student will demonstrate knowledge of and sensitivity toward individuals of diverse ethnicity, age, gender, sexual orientation, and religious affiliations, as well as toward those individuals with diverse abilities and socio-economic classes to respectfully interact with individuals of diverse perspectives, beliefs and values while being mindful of the limitation of their own cultural frameworks.
- Information and Technology Literacy: The student will access, interpret, evaluate, and apply relevant information sources and digital media effectively, and in an ethical and legal manner.
- Scientific Awareness: The student will apply the scientific method of inquiry to assess potential solutions for real-life challenges by employing science-based knowledge and methodologies in daily life.
- Social Awareness: The student will recognize and analyze the interconnectedness of global, national, and local concerns, analyzing cultural, political, social, and environmental issues from multiple perspectives and appreciate similarities and differences among cultures.
- Civic
Personal
and Professional Responsibility

Content

Course Lecture Content

1. Introduction to Purchasing
 - a. Overview of purchasing
 - b. Organization
 - c. Purchasing steps evaluation

- d. Purchasing quality & specifications
- e. Make vs. Buy
- f. Proper quantities
- g. Forecasting
- h. Product yield
 - i. Various effects of yield
 - ii. How to determine yield
- i. Sourcing & selecting vendors
 - i. Importance of selecting vendors
 - ii. Evaluating vendors
 - iii. Vendor characteristics
 - iv. Back up vendors
- j. Pricing
 - i. Requesting pricing
 - ii. Purchase orders
 - iii. Specifications procedures
- k. Contracts
- l. Ethics
 - i. Relationship with a vendor
 - ii. Ethics/legality of gifts
- m. Receiving specifications
- n. How to properly receive products
- o. Remitting payment
- p. Solving issues with vendors
- q. Book of Yields
 - i. Food yields
 - ii. Edible portions
- 2. Food Cost
 - a. How to cost a menu
 - b. Food cost percentages
- 3. Labor Introduction
 - a. Labor Cost Control
 - b. Socially Just Labor Practices
 - i. Equitable hiring practices
 - ii. Establishing a diverse workplace
 - c. How to properly staff a kitchen
 - i. Employee Management
 - ii. Praising excellent performance
 - iii. Document and improving unsatisfactory performance
- 4. Beverage Introduction
 - a. Alcohol Service
 - b. Portion Control
 - c. Service Methods
 - d. Drink Cost
 - e. Liability and Responsible Service
 - f. Beverage Cost
 - i. Inventory and Control
 - ii. Sales Tracking
 - iii. Control Procedures
- 5. Financial Reporting
 - a. Income Statements
 - b. Performance Review

Methods of Instruction

Method

Discussion

Integration

The instructor will lead class discussions regarding the various practices of purchasing. This will include how to source and approach vendors as well as ethics. Discussions will allow students to receive feedback regarding their thoughts from the instructor as well as their classmates.

DE Adaptations for MOI

Online discussions will be conducted through the CMS discussion board. The instructor will post a topic and students will have the opportunity to pose questions and comments regarding the discussion.

Method

Group Projects

Integration

Students will work in groups to develop procedures for purchasing plans. These projects will be presented in class, the instructor and classmates will provide feedback regarding the presentation.

DE Adaptations for MOI

Group projects will be conducted through CMS and student to student discussion boards. Students will need to notify the instructor as to when they will meet so participation may be monitored. Upon completion of the project it will be presented through the CMS class discussion board.

Method

In-class Exercises

Integration

Working in groups will allow students to better understand how to write and implement purchasing procedures, menus, employee schedules and employee discipline procedures. Working in class will allow students to ask questions and share ideas with classmates.

DE Adaptations for MOI

Students will work on in-class exercises through the CMS discussion boards. Through these discussions students will discuss and understand the various methods and techniques for purchasing food, beverage and paper items. The instructor will post the purchasing topic, as well as list the requirements, through the CMS. An example would be "Discuss how to determine the edible portion of a whole onion. Calculate the usable portion and discuss how this will change menu pricing as well as the quantity you need to purchase. Include how you may be able to train employees to be less wasteful and how this may affect controlling labor costs."

Method

Lecture

Integration

Live lecture will be conducted most weeks. Lectures will introduce key concepts and expand upon information provided in the assigned reading materials. Key lecture concepts include portion costing, purchasing, food production, labor costing, beverage costing, and financial reporting. Supporting visual materials may include PowerPoint presentations, accessible videos, and charts.

DE Adaptations for MOI

Live lectures will be recorded for all students to watch asynchronously. Lectures online will consist of accessible presentations and videos. Presentations will address the topics for the lesson plan that week. Both the presentations and videos will introduce students to the proper methods for portion costing, purchasing, food production, labor costing, beverage costing, and financial reporting.

Method

Homework

Integration

Students will be instructed through homework in various ways. Content is shared and explained through readings, videos, and verbal instruction. For example, students will be instructed to read about equitable labor practices and then prompted to write about how it impacts organizations in the foodservice industry. The reading(s) will be discussed during the live lecture as well.

DE Adaptations for MOI

Readings will be made accessible online through the CMS. Students will be given ample time to complete the reading for their written portion. An announcement will be made to the class as to the topic of discussion for the live lecture. Students will be able to voice their opinion in the live lecture online or they may view the recording of the discussion.

Methods of Evaluation**Method**

Class Participation

Integration

The instructor will engage students in discussions about the topics for that class meeting. Students will be evaluated based on participation in these discussions and display knowledge about various purchasing methods and labor. Topics include standardized recipe development, purchasing functions, determining food cost, labor cost, and beverage cost, inventory, and financial reporting.

DE Adaptations for MOE

Each week students will watch the lessons and interact with other students through CMS threaded discussions, MSJC email, and virtual meetings. Students will learn about sourcing and purchasing food, beverage, non-food items, and how to properly manage employees. Other forms of participation may include posting assignments to a class website, email to the instructor, and video presentations. Through discussions students will discuss the different techniques and discuss which techniques are better and why. The instructor will monitor the discussions to ensure participation and if needed will ask questions to navigate the discussion in the right direction.

Method

Exams/Tests

Integration

Exams will be administered throughout the course to assess the student's knowledge of course-specific topics, such as procurement, receiving, food costing, and labor. Students will be evaluated based on completion and accuracy of exams and tests.

DE Adaptations for MOE

Exams will be auto graded through the CMS gradebook and will receive a grade immediately upon submitting the test. Instructor feedback will be provided and will be sent via email to the student. Tests and exams will have questions that are specific to the material covered from the prior week. The instructor will review all grades and, if needed, will address any topics that may have been not thoroughly comprehended by the class. Individual feedback via the CMS will also be provided through an accessible teleconference. Students may request an accessible teleconference by emailing the instructor.

Method

Group Projects

Integration

Students will be evaluated on the presentation of their group projects. These projects will be evaluated based on accuracy and thoroughness of their understanding of the topic and provided explanation. Project topics will include how to properly write purchasing specifications and procedures for receiving deliveries.

DE Adaptations for MOE

Group projects will be submitted through the CMS portal or through MSJC email directly to the instructor. Project requirements will be posted in the CMS portal, in the syllabus, or sent by the instructor through MSJC email. Grades and feedback will be sent within one week of project submission and will be sent via MSJC email from the instructor. An example of a group project is developing receiving instruction handbook for refrigerated items.



Method

Homework

Integration

The instructor will assess the student's knowledge based on the completion and thoroughness of assigned work. Students must demonstrate an understanding of purchasing and labor through their assignments. Homework will be assigned weekly and will relate to topics for that particular week.

DE Adaptations for MOE

Students will upload weekly class assignments to the instructor. The instructor will send specific questions or information regarding where to find the questions each week via MSJC email. Each week chapter questions need to be answered and submitted. The instructor will review and grade the uploaded assignments. Grades and feedback will be provided within one week via the CMS. Students will have the opportunity to submit questions regarding the feedback from the instructor. This will also alert the instructor if any topics need to be revisited to be sure all students have a clear understanding of the topics.

Method

Other

Integration

Students will be required to discuss topics throughout the semester. Discussions will include how to properly procure and receive items, ethics, and socially just labor practices. Discussions will be evaluated based on accuracy of shared information, thoroughness of discussed topic, and interaction with other students.

DE Adaptations for MOE

Students will submit presentations via CMS portal and MSJC email. Presentations will consist of PowerPoints, videos and written reports. Examples of presentations include a dinner menu including appetizers, desserts and beverages and all food cost is calculated. This project will also include a customer version of the menu that will include menu descriptions and selling prices. Grades and feedback will be sent via MSJC email within a week of the project due date.

Assignments**Assignment Type**

Other

In-class and/or outside of class

Outside of class

Formative or Summative

Formative

Assignment

Develop a complete menu including beverages, and complete the food cost for each menu item. The menu must include a minimum of five food items and two beverages. The assignment must include a complete costing for each item and selling price. Based off your menu, you will determine if this menu is sustainable and how much profit it may yield.

How assignment will be adapted in online format

The assignment is delivered online with a detailed page of instructions. The assignment will also be listed on the syllabus within the CMS and explained during recorded lectures. Teleconferencing is also available for any students requiring assistance.

Assignment Type

Other

In-class and/or outside of class

In-class

Outside of class

Formative or Summative

Summative

Assignment

For your class project, you will be tasked with designing a themed menu and determining prime costs for a week of operation. Various tasks with deadlines must be met throughout the course. Tasks include writing a plan of action, creating menu items and recipes, creating a labor schedule and costing it, standardized recipes, and a project review. Projects will be submitted as a project file and uploaded to the CMS.

How assignment will be adapted in online format

The assignment is accessed through the CMS with a detailed page of instruction. The project will be discussed, in a recorded lecture, several times throughout the course as it connects to concepts learned in various learning modules. Students have project deadlines throughout the course to ensure engagement and comprehension. Teleconferencing is also available for any students requiring assistance.

Assignment Type

Other

In-class and/or outside of class

Outside of class

Formative or Summative

Formative

Assignment

Create a process for documenting employees that are having issues with their job performance. Include a detailed process of the steps that a manager must take to offer the employee an opportunity for improvement. You must also include all legal steps in order to display the process is conducted properly.

How assignment will be adapted in online format

The assignment is delivered to the CMS with a detailed page of instructions. The assignment page will have links for students to access readings and videos that connect to developing performance rubrics for employees. The assignment will also be discussed in a recorded lecture. Teleconferencing is also available for any students requiring assistance.

Assignment Type

Reading

In-class and/or outside of class

Outside of class

Formative or Summative

Formative

Assignment

Read the article "An employee-centered framework for healthy workplaces: implementing a critically holistic, participative, and structural model through the Equitable Food Initiative" (2020). The article focuses on managerial influence over socially just hiring practices and workers' lives as well as the integration of practices that impact economic, environmental, and consumer health. The article will be read outside of class, but discussed in class and online.

How assignment will be adapted in online format

The reading assignment is delivered online with a detail page of instructions. The DEI assignment will be discussed in a recorded lecture as to its importance in developing equitable labor. Teleconferencing is also available for any students requiring assistance.



Assignment Type

Writing

In-class and/or outside of class

Outside of class

Formative or Summative

Formative

Assignment

Execute a two-page written review that examines your menu's viability.
The review must be double-spaced, APA formatted, minimum two cited sources (may use textbook as one).
Determine the break-even budget for prime costs for one week of operation.
Consider occupational costs (lease, insurance, utilities) and possible profits.
What would a week of sales need to be to keep occupational and controllable costs around 60% and profits at 7-10%?
Reflect on your Plan of Action.
How did it guide you through the Project processes?
What changes, if any, would you make after working through the Project?

How assignment will be adapted in online format

The assignment is accessed through the CMS with a detailed page of instruction. The review will be discussed, in a recorded lecture, several times throughout the course as it pertains to the final project. Teleconferencing is also available for any students requiring further assistance.

Assignment Type

Other

In-class and/or outside of class

In-class

Formative or Summative

Summative

Assignment

Your final exam will be delivered via the CMS. Your final exam is a comprehensive exam of material learned throughout the entirety of the course. Questions are in short answer/essay format, requiring you to critically think and answer in your own words.

How assignment will be adapted in online format

The final exam is delivered online with a detailed page of instruction. The exam will be discussed several times in a recorded lecture. A study review page will be accessible to students through the CMS. Review is also conducted through teleconferencing, and is available for any students that would like to review one-on-one.

Course Materials**Textbooks**

Claude, Jean F. / Goodlod, Karen / Walljasper, Robert (2021) (2nd Ed.). Food, Labor, and Beverage Cost Control: A Concise Guide
Waveland Press. ISBN: 978-1-4786-3976-3

Class Size Information**Class Size**

40

Class Size Category

A - Lecture/discussion 40

Diversity and Inclusion

Explain how diversity and inclusion(e.g., gender, culture/race, sexuality, etc.) is infused into the course.

The course is interactive and encourages students to embrace diverse viewpoints. Students create menus that touch on cultures from around the world and are taught their significance and contributions to the discipline. Students work in teams and are encouraged to be creative among each other. Each student's diverse viewpoint contributes to the team's overall makeup.

Describe how assignments, instruction, evaluation, course content, and interactions are contextualized for diverse learners promoting an equitable course.

Students enter the course at various skill levels, so we begin from a contextualized starting point. The course is designed to start everyone at the most fundamental concepts, and as it progresses, student progression will vary. In lecture, students are given instruction through various means: discussion, presentations, demonstrations, accessible videos, and readings. Students are assessed on these materials through personal critical understanding and reflection, making each assessment unique to each individual.

Interactions

Explain how the course will incorporate student-to-student interaction.

Students will participate within the live online lectures; questions will be posed and active discussion will be encouraged. Students will also participate in asynchronous discussions on topics ranging from how events (i.e. weather, holidays) impact sales in foodservice to how management demonstrates responsible beverage service. work in teams of three or four to meet project objectives. Students are also given leadership roles and must rely on each other to accomplish tasks.

Explain how the course will incorporate instructor-to-student interaction.

Feedback from the instructor includes instructor-to-class assessment, instructor-to-group assessment, and instructor-to-student assessment. A live lecture is conducted most weeks for students to receive acute instruction and it allows for live discussion. All lectures are recorded for students to able to view at any time. Students receive individual feedback on assignments and are offered individual instruction if applicable. In particular, students tend to struggle with the standardized recipe format and require one-on-one instruction. Announcements are made on a weekly basis to keep students aware of what is occurring in the class, along with major assignments, and to promote student engagement.

Explain how the course will incorporate student-to-content interaction.

Students are given instruction through various means: discussion, presentations, demonstrations, accessible videos, and readings. Students demonstrate their interpretation of course materials through discussions on the CMS, discussions during live teleconferenced lectures, short-answer quizzes, written assignments, and exams.

Explain how the course will incorporate student-to-self interaction (metacognitive).

As a part of the course project, students reflect and self-assess what was successful, what was not successful, and what they may do differently going forward. Students are required to critically consider how their plan of action guided them and if their restaurant concept is viable.

Key: 1100