

Day 1: Introduction, Syllabus Review, The Importance of Cost Control

- **Learning Objectives**
 - Explain how restaurant and foodservice costs affect profitability
 - Describe the manager's role in cost control
 - Identify the types of costs incurred by restaurant and foodservice operations
 - Explain the importance of controlling prime costs
 - Explain the basic restaurant and foodservice cost control process
- **Lecture**

Understanding business
- **Reading / Homework Assignment**

Read chapter two pages 20 – 51.
- **Assessment**

Discussion Board assignment on Blackboard

Day 2: Forecasting, Budgeting, and Income Statements

- **Learning Objectives**
 - Explain the purpose of budgets and forecasts
 - List and describe the forecasting methods used by restaurant and foodservice managers
 - Describe types of budgets
 - Identify the purpose of the income statement
 - Describe how to prepare food and labor cost budgets
 - Explain the importance of variance and its use in operations
- **Lecture**

How to read an Income Statement
- **Reading / Homework Assignment**

Read chapter three – pages 52 - 85
- **Assessment**

Discussion Board assignment

Day 3: Calculating Food Cost

- **Learning Objectives**
 - Define food costs and explain how managers track and analyze food costs
 - Explain how to calculate the cost of sales and how to calculate the actual cost of sales
 - Describe how to calculate the food cost percentage
- **Lecture**

Why we track food cost.
- **Reading / Homework Assignment**

Review pages 62-85
- **Assessment**

Discussion Board assignment

Day 4: Standardized Recipes and Plate Costs

- **Learning Objectives**
 - Explain the importance of standardized recipes to cost control and product consistency
 - Contrast the three types of standardized recipe files
 - Describe why and how managers create recipe cost cards
 - Outline the process for calculating plate cost
 - Explain how managers calculate food costs for buffets
- **Lecture**

What's on that plate plus what's not contributes to plate cost
- **Reading / Homework Assignment**

Read chapter four – pages 86 - 113
- **Assessment**

Discussion Board Assignment
Quiz #1

Day 5: Determining Menu Prices

- **Learning Objectives**
 - Describe external and internal factors that influence menu pricing
 - List and explain different menu pricing formulas
- **Lecture**

Who is your target market?
- **Reading / Homework Assignment**

Review pages 99 - 113
- **Assessment**

Discussion Board assignment

Day 6: Analyzing the Menu Mix

- **Learning Objectives**
 - Describe the menu product mix and menu engineering
 - Explain the process to identify food cost percentage problems
 - Describe the process for determining menu modifications and price adjustments
- **Lecture**

Surf and Turf and profit contribution.
- **Reading / Homework Assignment**

Read chapter five – pages 114-141
- **Assessment**

Discussion Board assignment
Quiz #2

Day 7: Purchasing and Ordering Systems

- **Learning Objectives**
 - Explain the purchase process and determine who should make purchasing decisions
 - Describe the importance of par levels and how to establish them
 - Explain different types of purchasing methods and their uses
 - Describe the parts of a purchase specification and of a purchase order

- Explain the importance of maintaining an ordering system
- **Lecture**
Controlling food costs starts with purchasing.
- Reading / Homework Assignment**
Review chapters one through five
- **Assessment**
Discussion Board review

Day 8: Purchasing Ethics

- **Learning Objectives**
 - Learn right from wrong from both side of the sales equation
- **Lecture**
Working for a broadliner like Sysco vs. managing a kitchen
- Reading / Homework Assignment**
Read chapter six – pages 142 - 177
- **Assessment**
Mid-term Exam

Day 9: Receiving, Storage and Inventory Systems

- **Learning Objectives**
 - Explain the process for managing vendor delivery schedules
 - Describe the proper procedures for receiving goods
 - Discuss food storage techniques and the FIFO method of stock rotation
 - Identify and describe the proper methods of taking inventory and the various methods of inventory pricing
 - Describe the issuing process, including issuing beverages
- **Lecture**
Why it takes two sets of eyes for inventory control
- Reading / Homework Assignment**
Read chapter seven – pages 177 - 201
- **Assessment**
“Padding the Inventory” Essay

Day 10: Food Production

- **Learning Objectives**
 - Describe the tools managers use to estimate food-production levels
 - Explain how managers monitor food quality
 - Detail how managers monitor the food-production process
- **Lecture**
Controlling food costs from a BOH point of view
- Reading / Homework Assignment**
Review pages 194 - 201

Day 11: Beverage Costs and Controls

- **Learning Objectives**
 - Detail how managers monitor the beverage-production process
 - Explain how managers monitor beverage quality
- **Lecture**

How to make money in the bar business
- **Reading / Homework Assignment**

Read chapter eight – pages 202 - 225
- **Assessment**

Portfolio review #1

Day 12: Controlling Costs During Service and Sales

- **Learning Objectives**
 - Explain the importance of portion control to food cost
 - Explain the importance of training, monitoring, and follow-through as they relate to the service team
 - Explain the importance of product usage and waste reports to control the cost of high-cost food items
 - List and describe each payment method used by the restaurant and foodservice industry
 - Explain how to complete a daily sales report
- **Lecture**

Controlling food costs from a FOH point of view
- **Assessment**

Portfolio review #2

Day 13: Controlling Waste and Theft

- **Learning Objectives**
 - Learn about handling payments from customers
 - Learn the true costs of food waste
 - Learn how to prevent theft from an operation.
- **Lecture**

Wasted: the story of food loss in restaurants around the world.
- **Reading / Homework Assignment**

Read chapter nine – pages 226 - 257
- **Assessment**

Portfolio review #3

Day 14: Labor Costs

- **Learning Objectives**
 - Explain how payroll cost, FICA, Medicare, and employee benefits make up labor cost
 - Explain the methods used to measure labor productivity
 - Outline the steps involved in controlling labor costs.
 - Describe the components and factors to consider in the development of a master schedule
 - Describe the methods used for managing payroll records
 - Explain how managers can optimize labor productivity
- **Lecture**

Productivity and scheduling
Reading / Homework Assignment

Review textbook

- **Assessment**
Portfolio Assignment due

Day 15: Protecting Revenue, Final Exam

- **Assessment**
Written Examination