

CORE COURSE VIII : FOOD SERVICE MANAGEMENT – I

Objectives

To enable the students to

1. Gain knowledge about various types of food services.
2. Gain knowledge about the Principles and functions of Management.
3. To understand about personnel Management, financial management and legal aspects of catering.
4. To pealise the importance of sanitation and hygiene in food service institutions.

COURSE OUTLINE:

UNIT – I

Food Service : Review of different types of institutional food service in operation- classification based on functional – i.e., profit oriented, service oriented and public health facility oriented, with their objective feedings programmes in the country.

UNIT – II

- a. Management and Organization : Definition, Principles and techniques of management, tools of management; leadership- qualities of a good leader styles of leadership; art of delegation; organization – Definition, theories and types.
- b. Personnel Management : Definition, Sources of personnel, Criteria for selection of personnel opientation, training, motivation, supervision, importance of good human relations, employee facilities fringe benefits : Labour policies and legislation – labour laws governing food service establishments; Performance appraisal of employees.
- c. Financial management : Definition, application of Management Accounts of catering operators, cost concepts, book keeping and accounting – systems of book keeping, book of account maintenance of account books, balance sheets, inventor budgetary control.

UNIT – III

Fuels : Types of fuel, advantages of fuel in relation to economy in Quantity cookery fuel saving economy in food service institutions.

UNIT – IV

Hygiene, Sanitation and Safety in Food Service Institutions: Definition, importance, environmental hygiene and sanitation; hygiene in food handling; personnel hygiene of personnel; importance of pest and rodent control in food services.

UNIT – V

Safety : Accidents in food service establishments, safety procedure, training, Educating, legal responsibilities of food service manager.

Practicals

1. Visit to different types of institutions.
2. Comparison of cost different types of fuel.
3. Application of Principles of sanitation in colleges Hostel.
4. Visit to catering institutions to know about organization patten and personnel Management

Reference:

1. Bhushan, V.K. Business Organization and Management, Sultan Chand & Co., 1973.
2. Longree, K. and Balaker, B.C. Sanitary Techniques in Food Service, Johy Wiley and sons, New York , 1979.
3. Mohini Sethi and Surjeet Malham, Catering Management – an Integrated approach, Wiley Eastern limited, New Delhi, 1987.
4. West, B.B. Wood., L.Hager, V.F. and Shugart, G. Food Services in institutions, John Wiley and Sons, New York, 1987.