

**CORE COURSE –XIII - FOOD SERVICE MANAGEMENT**

**OBJECTIVE:**

To enable students

1. Develop skills in organizing and managing Food Service Institutions.
2. Gain knowledge about the Food Service and responsibilities of each.

S.No.	TOPIC	COURSE OUTLINE	RELATED EXPERIENCE
<b>UNIT I</b>			
	Definition and scope of food service	Food Industries - Classification Review of objectives and classification of food Service	Visit to Commercial 21 and non Commercial (welfare) food service institutions.
	Management	Definition, Principles and Scope of management	
<b>UNIT II</b>			
	Planning	Nature, importance, steps in: Planning, steps and kinds of Forecasting, assessment of needs of food service based on Present and future trends.	
	Organizing	Process of organization. Principles of organization, Types of organization, tools of management	Planning work sheet for different categories of personnel in Food Service Institution.
<b>UNIT III</b>			
	Staffing	Manpower Planning Labour Sources, Selection, Recruitment and training wages, salaries, Incentives, promotion demotion, Transfer, dismissal. Managerial Problems of Food Service unit.	
	Directing and and controlling	Direction, leadership, delegation, decentralization, centralization, Supervision, human relations in Industry, authority and responsibility, Motivation, communication Evaluation Techniques.	
<b>UNIT IV</b>			
	Food cost and Accountability	Review of maintenance of accounts Daily, Weekly monthly accounts for food, labour equipment and Furnishing , rent, water, fuel, light, Licences, cleaning supplies, maintenance	

and Miscellaneous.  
 Double entry book keeping, Ledger accounts  
 Journal and Balance sheet, budgetary control,  
 non-budgetary control. Cost control, fixed,  
 Variable, average marginal and unit cost, break  
 Even analysis-production planning control.

**UNIT V**

Administrative Preparation Leadership	Qualifications of effective food service administrator  and / or dietitians.  Responsibilities, communications, academic Requirements and opportunities. Professional and Trade Associations. Evaluation of self and department.	       and use of Check sheet for use by administrator and dietitians.
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