

NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY
HRI 215 - FOOD PURCHASING (3 CR.)

Course Description

Presents the method and procedures for purchasing food for hotels, restaurants and institutions. Deals with markets, federal and trade grades, government regulations, packaging, comparative versions of price buying, yields and quality control. Lecture 3 hours per week.

General Course Purpose

The purpose of the course is to introduce the fundamental methods and procedures of food purchasing. One of the major focuses of the course is to provide an analysis of the procurement responsibility in the hospitality industry. Special emphasis is given to the organized institutions supplying the industry, and legislation that controls the food standards and their distribution. The student will be given a general knowledge of products, their sources and seasons, and purchasing terminology.

Course Prerequisites/Co-requisites

None

Course Objective

Upon completion of this course, the student should be able to:

- A. examine the major differences among purchasing, selection, and procurement in different types of hospitality operations
- B. look at the distribution systems, sources of products and services, and the buyer's position in the channel of distribution.
- C. determine the optimal values and supplier services that accompany the products and services purchased by the hospitality operator
- D. examine the economic, political, ethical, and legal forces effecting the channels of distribution
- E. recognize the major activities, objectives, and the problems the buyers encounter when performing these functions
- F. evaluate the administration of purchasing
 1. planning
 2. organizing
 3. staffing
 4. training
 5. budgeting
 6. supervising
 7. controlling the purchasing function
- G. examine the buyer's relationship with his/her supervisor, colleagues, and hourly employees
- H. explain the advantages of having purchase specifications, who writes them, information required and potential problems
- I. know the optimal inventory levels and the procedures that can be used to determine the correct order size and the correct order time
- J. list and understand the factors involved in establishing product prices and the optimal payment policy
- K. determine and evaluate potential suppliers
- L. define the ordering procedures: objectives, various techniques, and costs
- M. describe the storage procedures to insure quality and security of products
- N. review the purchasing, receiving, storing, and issuing of fresh produce

- O. discuss the advantages and disadvantages of using convenience foods
- P. learn to evaluate the quality and selection of grocery items
- Q. define the selection factors for poultry, dairy, and egg products
- R. recognize that buying fresh fish can be one of the most frustrating jobs in purchasing due to lack of uniformity and no federal inspection
- S. examine the major management considerations surrounding the selection food and beverage products
 - 1. specification
 - 2. receiving
 - 3. storage
 - 4. issuing
 - 5. in-process inventory
- T. compare and identify the selection of alcoholic and non-alcoholic beverages and unique problems involved in receiving, storing, and issuing of alcoholic beverages
- U. describe the major selection factors for non-food items (Furniture, Fixtures & Equipment: FF&E)
 - 1. cleaning supplies
 - 2. cleaning tools
 - 3. maintenance supplies
 - 4. small wares – china, glass, silver
 - 5. paper products
- V. identify the management considerations surrounding the selection and procurement of services
 - 1. waste removal / re-cycling
 - 2. financial / accounting
 - 3. grounds keeping / landscape maintenance
 - 4. pest control
 - 5. equipment maintenance
 - 6. vending machines
 - 7. laundry
 - 8. linen supplies and cleaning services

Major Topics to be Included

- Overview of the purchasing function
- The distribution system
- Purchase specification
- Ordering and receiving procedures
- Storage and security of food and supplies
- Selection and procurement
 - fresh produce
 - convenience foods
 - grocery items
 - dairy products
 - meat, fish and poultry
 - alcoholic beverages
 - small wares
 - services
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