

**NOVA COLLEGE-WIDE COURSE CONTENT SUMMARY  
HRI 256 – PRINCIPLES AND APPLICATIONS OF CATERING (3 CR.)**

**COURSE DESCRIPTION**

Analyzes and compares the principles of on-premise and off-premise catering. Includes student presentations in a series of catered functions where they assume typical managerial/employee positions emphasizing planning, organizing, operating, managing and evaluating. Lecture 2 hours. Laboratory 3 hours. Total 5 hours per week.

**GENERAL COURSE PURPOSE**

The general goal is to prepare the student to assume a management position in the food service industry by applying the student's specialized knowledge gained through academic preparation to real situations. Academically, the student will compare the advantages and disadvantages of "On-Premise" and "Off-Premise" catering, financial and legal considerations, banquet sales, numerous functions and their methods of execution.

In a practical setting, the student will perform both managerial and employee roles to gain a deeper understanding of the functions and responsibilities of the different categories of employees within the catering field. Catering is a one-semester, three-credit course required for all students pursuing an associate in applied science degree in Hospitality Management.

**ENTRY LEVEL COMPETENCIES**

Prerequisites are HRI 138 – "Commercial Food Production Management" or approval of instructor **and** HRI 120 "Principles of Food Preparation" **or** HRI 106 and 107 "Principles of Culinary Arts I and II".

**COURSE OBJECTIVES**

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

- Practice the functions of the food service manager
  1. planning
  2. organizing
  3. directing
  4. coordinating
  5. controlling
  
- Establish objectives for each function so that you know what you are trying to accomplish
- Plan a varied and appealing menu in accordance with our objectives
- Prepare standardized recipes and standard portion sizes for each menu item
- Structure your management group to assure that all departments know their area of responsibility and authority
- Ensure adequate staffing to accomplish their goals
- Prepare an accurate purchase order, based on your standardized recipe, standard portion size and forecasted number of guests
- Procure the appropriate specifications and quantities of the ingredients needed according to the purchase order
- Organize the production of the menu with consideration for time required to prepare each item, space, and equipment available

- Plan the service that will best compliment the menu in accordance with your objectives
- Create the atmosphere in your dining room that will further enable the successful achievement of your goals
- Include dress of service personnel, table settings, and décor
- Train and brief all employees so that they know what their responsibilities are and how to carry them out in a satisfactory manner
- identify all equipment needs to the equipment that will be available for use in production
- Maintain equipment and facilities at an acceptable level of sanitation in production, service, and stewarding areas at all times
- Calculate actual food costs
- Evaluate the performance of all immediate subordinates in an employee appraisal form
- Identify weaknesses in the operation and examine ways to strengthen those areas
- Compare advantages of the catering business
- Discuss financial and legal considerations
- Contrast "off-premise" versus "on-premise" catering
- Study various types of parties and functions, their organization and supervision, types of service, and execution of the function
- Be informed of the function of the catering sales department in relation to other departments

#### **MAJOR TOPICS TO BE INCLUDED**

- A. Advantages of the catering business
- B. Financial and legal considerations
- C. On-premise catering
- D. Selling and booking affairs
- E. Developing and increasing sales
- F. Planning and pricing banquet menus
- G. Package plans, parties, and functions
- H. Banquet organization and supervision
- I. Catering kitchen and related areas
- J. Banquet service
- K. Banquet service ware, furniture, and equipment
- L. Off-premise catering
- M. Kosher vs. kosher-style catering
- N. Related catering services
- O. Orientation, management teams, themes, and goal setting
- P. Sessions of management planning and training
- Q. Execution of functions
- R. Critique of functions and evaluation of employees