**BARTON COMMUNITY COLLEGE
COURSE SYLLABUS**

1. **GENERAL COURSE INFORMATION**

Course Number: DIET 1630

Course Title: Sanitation and Management of Food Systems

Course Hours: 3 credit hours

Prerequisite: None

Division and Discipline: WTCE/Dietary Manager

Course Description: This course is a study of sanitation and safety and management of food services. Course content includes safe food handling, meal service, menus, standardized recipes, food preparation, food production systems, delivery of meals and snacks, evaluation of food acceptance, and the quality process.

1. **INSTRUCTOR INFORMATION**
2. **COLLEGE POLICIES**

Students and faculty of Barton Community College constitute a special community engaged in the process of education. The College assumes that its students and faculty will demonstrate a code of personal honor that is based upon courtesy, integrity, common sense, and respect for others both within and outside the classroom.

Plagiarism on any academic endeavors at Barton Community College will not be tolerated. The student is responsible for learning the rules of, and avoiding instances of, intentional or unintentional plagiarism. Information about academic integrity is located in the Student Handbook.

The College reserves the right to suspend a student for conduct that is determined to be detrimental to the College educational endeavors as outlined in the College Catalog, Student Handbook, and College Policy & Procedure Manual. (Most up-to-date documents are available on the College webpage.)

Any student seeking an accommodation under the provisions of the Americans with Disability Act (ADA) is to notify Student Support Services via email at disabilityservices@bartonccc.edu

1. **COURSE AS VIEWED IN TOTAL CURRICULUM**

This course is a required course for the Dietary Manager Certificate Program. As a component of the certificate requirements, the course prepares the student to take the National Certification Exam administered by the Association of Nutrition and Foodservice Professionals. This curriculum fulfills 49 hours of the 120 total hours of classroom instruction included in the Dietary Manager Program.

1. **ASSESSMENT OF STUDENT LEARNING**

Barton Community College is committed to the assessment of student learning and to quality education. Assessment activities provide a means to develop an understanding of how students learn, what they know, and what they can do with their knowledge. Results from these various activities guide Barton, as a learning college, in finding ways to improve student learning.

Course Outcomes, Competencies, and Supplemental Competencies

A. Manage Standardized Recipes

 1. Identify food elements of a standardized recipe

 2. Compute proper portions using appropriate food charts/references

 3. Develop proper cooking procedures, including HACCP guidelines

 4. Calculate cost and nutrition content of standardized recipe

 5. Evaluate client acceptance of new recipes

B. Specify Standards and Procedures for Preparing Food

 1. Develop food quality control standards, (e.g., appearance, temperature, acceptance)

 2. Implement procedures to monitor food production

 3. Develop procedures for monitoring food waste control

C. Supervise the Production and Distribution of Food

 1. Define procedures for type of food service

 2. Monitor adherence to delivery schedules and procedures

 3. Keep records for monitoring and accountability

 4. Calculate efficiency (time, cost) of foodservice system

 5. Define schedules for foodservice production

 6. Define production needs for special event food preparation

 7. Calculate menus, recipes, diet census, tally sheets, and cafeteria needs to develop requisitions

D. Monitor Meal Service

 1. Verify diet accuracy, portion size (quantity), temperature, texture, presentation (color, shape), and quantity

2. Appraise compliance of meals served as posted

E. Implement Continuous Quality Improvement Procedures for Foodservice Department

 1. Define objectives and standards for foodservice

 2. Monitor quality indicators

 3. Implement necessary procedural changes

 4. Interpret data for reports

 5. Implement auditing tool to determine the effectiveness of quality indicators (e.g., food acceptance survey)

 6. Analyze data to make recommendations

F. Modify Standard Menus

 1. Use nutrition resources (e.g., tables, charts, diet manuals)

 2. Use standard food weights, measures, and recipes correctly

 3. Honor legal responsibilities and regional factors regarding diet needs

G. Manage Personnel to Ensure Compliance with Safety and Sanitation Regulations

 1. Identify federal safety laws/regulations

 2. Write cleaning procedures for utensils, equipment, and work areas

 3. Evaluate equipment in terms of maintenance needs and costs

 4. Inspect all areas of department for sanitary conditions

 5. Instruct employees in safety and sanitation

 6. Interpret material safety data sheets

 7. Enforce employees’ compliance with safety and sanitation regulations

H. Manage Purchasing, Receiving, Storage, and Distribution of Food and Supplies Following Established Sanitation and Quality Standards

 1. Identify appropriate grades and inspections for food.

 2. Procure food and water from approved sources.

 3. Verify the quality and quantity of food supplies and equipment received

 4. Check supplier invoices against facility purchase order

 5. Identify the hazards associated with types of food packaging

 6. Identify the signs of contamination upon receipt and in storage

 7. Process rejections for unacceptable products

 8. Label, date, and monitor food to ensure rotation (FIFO)

 9. Prevent environmental contamination of food

 10. Maintain security procedures

I. Protect Food in All Phases of Preparation Using HACCP Guidelines

 1. Identify potentially hazardous foods and foodborne pathogen and their control

 2. Identify the causes, symptoms, and types of foodborne illnesses including biological, chemical and physical types

 3. Monitor time and temperature to limit growth of or destroy microorganisms

 4. List steps to prevent cross-contamination of food

 5. Identify appropriate techniques for temperature retention.

 6. Identify methods to ensure the safe cooling of food

 7. Establish critical limits (maximum and/or minimum value to which a biological, chemical or physical parameter must be controlled)

 8. Establish the corrective action to be taken when critical limits are exceeded

 9. Establish procedures to identify and monitor critical control points (CCP)

 10. Establish effective record-keeping systems that document HACCP

 11. Identify emergency preparedness procedures necessary to assure a safe food supply

 12. Develop a crisis management plan to address an outbreak of foodborne illness

J. Manage Physical Facilities to Ensure Compliance with Safety and Sanitation Guidelines

 1. Identify federal safety laws/regulations

 2. Conduct routine maintenance inspection of equipment manufacturer’s manuals

 3. Organize work flow and use of equipment

 4. Identify appropriate environmental controls for water supply, waste disposal, and ventilation

 5. Identify key elements of an integrated pest management (IPM) system

 6. Prepare a safety inspection checklist

 7. Write an inspection report on hazards control

 8. Develop a checklist for cleaning and sanitation of equipment, utensils, chemicals, and space

1. **INSTRUCTOR’S EXPECTATIONS OF STUDENTS IN CLASS**
2. **TEXTBOOKS AND OTHER REQUIRED MATERIALS**
3. **REFERENCES**
4. **METHODS OF INSTRUCTION AND EVALUATION**
5. **ATTENDANCE REQUIREMENTS**
6. **COURSE OUTLINE**