**BARTON COMMUNITY COLLEGE
COURSE SYLLABUS**

1. **GENERAL COURSE INFORMATION**

Course Number: DIET 1632

Course Title: Human Resource Management

Course Hours: 3 credit hours

Prerequisite: None

Division and Discipline: WTCE/Dietary Manager

Course Description: The study of human resource management and business operations as they pertain to dietary managers. Course content covers staffing, scheduling, and managing of personnel, as well as managing a budget, purchasing, and implementing cost effective procedures.

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 Program. The course prepares the student to take the National Certification Exam administered by the Association of Nutrition and Foodservice Professionals. This curriculum fulfills 42 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. Define Personnel Needs and Job Functions

 1. Conduct personnel needs analysis

 2. Conduct task analysis

3. Write job descriptions

 4. Write detailed job specifications

 5. Assist with development of advertising for positions

 6. Update departmental organizational chart

B. Interview, Select, and Orient Employees

 1. Comply with fair employment laws and practices

 2. Develop interview procedures for department

 3. Describe department procedures and policies to applicants

 4. Decide on applicants and record data in file

 5. Document selection procedures and policies

 6. Orient new employees to facility procedures

C. Provide Ongoing Education

1. Provide initial training and orientation for new employees

2. Provide follow up after orientation

 3. Provide in-service training

 4. Document completion of training and orientation

D. Develop and Maintain Employee Time Schedules and Assignments

 1. Identify overall staffing needs (e.g., calculate full time equivalents)

 2. Identify daily tasks

 3. Determine capabilities and preferences of employees available

4. Prepare a time schedule

 5. Maintain time schedule chart/records

6. Track absence/tardy records in personnel files

 7. Develop a work assignment chart

 8. Coordinate work assignments

E. Manage Goals and Priorities for Department

1. Develop short term and long term goals for the department

2. Participate in developing policies and procedures (e.g., hygiene standards for personnel according to the FDA Food Code)

3. Identify expectations to establish priorities

 4. Compare department goals against resources available

F. Manage Department Personnel

 1. Maintain personnel records

 2. Identify personnel management laws and practices (including union contracts)

 3. Identify promotion criteria

 4. Identify termination criteria

 5. Compile documentation for promotion and termination

 6. Conduct performance evaluations

7. Recommend salary and wage adjustments

8. Follow disciplinary procedures to correct a problem (e.g. coaching, performance improvement plan)

 9. Ensure employees’ compliance with procedures (e.g., safe food preparation practices)

G. Manage Professional Communications

 1. Participate in regulatory agency surveys

 2. Participate in meetings outside the department

3. Communicate client information to other health professionals

 4. Participate in client care conferences

 5. Manage department meeting

H. Implement Required Changes in Foodservice Department

 1. Identify existing problems/needs

 2. Prepare justification for changes

 3. Implement the plan of action

I. Manage a Budget

 1. Determine facility needs

 2. Compute cost of menus (including supplements)

 3. Conduct a product price comparison study

 4. Calculate daily cost (e.g., food, labor, supplies, i.e., PPD)

 5. Calculate minutes per meal

 6. Calculate meals per labor hour

 7. Compare actual costs to budget costs

 8. Monitor expenses

9. Prepare an estimate of personnel costs for a foodservice department ( e.g., salary scales and merit raises)

J. Prepare Specifications for Capital Purchases

 1. Review capital equipment needs and requirements

 2. Evaluate existing capital equipment condition and life expectancy

 3. Evaluate options for replacement of equipment

 4. Write budget justification for new capital equipment

 5. Recommend specifications for new capital equipment

K. Plan and Budget for Improvements in the Department Design and Layout

 1. Maintain records of suggestions and complaints received

 2. Conduct department improvement discussion session with staff

 3. Communicate improvement recommendations

4. Evaluate work flow, essential equipment relative to new department designs or construction

 5. Research concepts/products related to department facility design

6. Prepare proposals, specifications for new construction or renovation in layout/design changes

L. Assist in the Purchasing Process

 1. Identify purchasing policies and procedures of department

 2. Review vendor product/selection (including group purchasing organizations)

 3. Establish purchasing specifications

 4. Use the ordering and bidding process

 5. Evaluate facility needs, budget restrictions, and products available

6. Evaluate product information

7. Utilize computer software effectively to manage the purchasing process

8. Check inventory to identify purchase needs

9. Complete purchase order requisition forms

10. Maintain inventory records

11. Recognize inventory management practices (FIFO, par stock, physical, perpetual)

M. Manage Revenue Generating Services

 1. Supervise cash activities and reports

 2. Calculate cost to set prices for catered events

 3. Plan foodservice and menus for catered events

 4. Estimate price per unit serving for catered events

 5. Use cost control techniques to balance revenue budget

 6. Research revenue generating opportunities

 7. Analyze revenue generating opportunities

 8. Prepare business plan and justification for new revenue generating programs

 9. Promote existing and new revenue generating programs

N. Implement Cost Effective Procedures

 1. Recommend cost saving purchasing practices

 2. Recommend cost saving department practices

 3. Implement cost effective inventory control practices

 4. Implement variance report of actual costs vs budget

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**