

SEMINAR: ORGANIZATION AND OPERATION OF FOOD AND BEVERAGE DEPARTMENT

PROGRAMME TITLE: Food and Beverage Department Organization and Operation			
1st Meeting –			
From	Until	(hours : minutes)	CONTENT ANALYSIS
09:00	10:00	1 hour	1. INTRODUCTION TO THE COURSE – Organization of a Department <ul style="list-style-type: none"> • Understand the importance of the course in the Hotel Industry • THEE need for the proper organisation and operation of food departments
10:00	11:00	1 hour	2. KITCHEN DESIGN – Design Team Names the people who make up the kitchen design team <ul style="list-style-type: none"> • It briefly mentions the factors that determine the design of the kitchen • Mentions the main stages of material trafficking/food flow
11:00	11:15	15 mins	COFFEE BREAK
11:15	12:00	1 hour	3. KITCHEN DESIGN – Hygiene and Safety <ul style="list-style-type: none"> • It mentions the factors that ensure hygiene and safety in the kitchen • It names the various security measures to be complied with in accordance with the legislation of the • It names the amenities that a kitchen must have to meet its needs • It mentions the factors that kitchen equipment should satisfy • Names the auxiliary spaces the kitchen needs to operate smoothly
12:00	13:00	1 hour	4. KITCHEN DESIGN - working environment <ul style="list-style-type: none"> • It reports and explains the factors that determine the working environment in the kitchen • It analyses the reasons for the use of comfortable handling • Explains the conditions that must exist for the kitchen to be able to extend or modify. • He finds out what position the kitchen should have and why.
13:00	14:00	1 hour	Break
14:00	15:00	1 hour	5. KITCHEN DESIGN – Auxiliary Spaces <ul style="list-style-type: none"> • It identifies the auxiliary areas of the kitchen as they evolve through the stages of handling of materials • Separates storage areas according to the type of supplies • Recognises the necessity of proper position for each part of the kitchen
15:00	16:00	1 hour	6. KITCHEN DESIGN – Workflow Unit <ul style="list-style-type: none"> • Defines and understands what a work unit is in a kitchen • Explains what a workflow is in a kitchen • Lists workflow types • Enumerates correct workflow rules
16:00	16:15	1 hour	Break
16:15	17:00	1 hour	7. KITCHEN DESIGN – Functional Kitchen Features <ul style="list-style-type: none"> • Mentions features that must have kitchen to function well • Sets what productivity is • Explains the factors taken into account for productivity growth • Lists the rules for the correct implementation of the task order

17:00	18:00	1 hour	8. KITCHEN DESIGN – Equipment <ul style="list-style-type: none"> Names the necessary equipment for each part of the kitchen Distinguishes the factors that determine the type of kitchen equipment It explains the importance of the location of the kitchen in relation to the other parts of a food unit Design small food unit kitchen with basic production sections and auxiliary spaces
18:00	19:00	1 hour	DISCUSSION – SEMINAR EVALUATION
PROGRAMME TITLE: Food Department Organization and Operation			
2nd Meeting –			
From	Until	(hours: minutes)	CONTENT ANALYSIS
09:00	10:00	1 hour	1. DINING ROOM DESIGN – Dining Room Layout <ul style="list-style-type: none"> Names floor selection requirements in dining room It mentions the types of floor that can be used Mentions the types of wall cladding Explains how the roof can be constructed Mentions table layout factors in dining room
10:00	11:00	1 hour	2. DINING ROOM DESIGN – Dining Room Position <ul style="list-style-type: none"> Names the factors that determine the correct location of the dining room Explains the factors that determine the correct location of the dining room
10:00	10:15	1 hour	COFFEE BREAK
10:15	11:00	1 hour	3. HACCP SYSTEM – Definition, Legislation <ul style="list-style-type: none"> Sets the HACCP system Mentions Cyprus and European haccp legislation Explains the acronyms of the word HACCP Records the history of HACCP Discovers potential risks: physical chemical and biological risks in the production process Analyzes food contamination sources.
11:15	12:00	1 hour	4. HACCP SYSTEM – System benefits <ul style="list-style-type: none"> Indicate the benefits that companies can derive and the place by implementing the HACCP SYSTEM. Be aware of the stages of system development. Name the people selected to develop the HACCP SYSTEM and what they need to know. Explain the purpose of setting up the HACCP team. Record information on a) raw materials for the manufacture of the product, b) for the final product. Know what a full flowchart should include.
12:00	13:00	1 hour	5. HACCP SYSTEM – Judging Checkpoints <ul style="list-style-type: none"> Define what is a risk and report the three categories of risks. Explain what preventive measures are and to cite a few examples. Report the three categories of danger. Define what is a critical checkpoint and indicate examples of critical checkpoints. Know how critical limits are set and what their categories are.

13:00	14:00	1 hour	Break
14:00	15:00	1 hour	6. HACCP system – System applications <ul style="list-style-type: none"> • Know the purpose of installing system boundary monitoring • Report critical boundary tracking types and give some examples. • Know when corrective measures and actions are specified in HACCP system PRINCIPLE5. • Explain the reasons for determining corrective actions. • Explain why it is necessary to archive and record the BEGINNING 6 of the HACCP project. • Record the information that the files must contain. • Explain the verification process of THE BEGINNING 7 of the HACCP project.
15:00	16:00	1 hour	7. FOOD PRODUCTION PROGRAM <ul style="list-style-type: none"> • It defines food production planning and mentions its usefulness. • He knows the process and the food production planning points. • To report and explain the basic elements of proper food production planning.
16:00	16:15	15 Minutes	Break
16:10	17:00	1 hour	8. FOOD PRODUCTION CONTROL <ul style="list-style-type: none"> • Define what food production control is. • Be aware of the food production cycle in the kitchen. • To explain why food production control is of great importance for a food plant. • Know the five stages of food production control.
17:00	18:00	1 hour	9. FOOD COST RATE <ul style="list-style-type: none"> • Define what the percentage of food costs is. • Be aware of the mathematical acts needed to calculate: <ul style="list-style-type: none"> - (a) the cost of food - (b) the cost rate of food % - (c) the gross profit rate %

PROGRAMME TITLE: Food Department Organization and Operation

3rd Meeting –

From	Until	(hours : minutes)	CONTENT ANALYSIS
09:00	10:00	1 hour	FOOD PRODUCTION PAPER <ul style="list-style-type: none"> • Define what the food production bulletin is. • Indicate the reasons for using the production card. • Name the two types of production sheet and know the information that the two species contain. • Complete on his/her own: <ul style="list-style-type: none"> - a) the simple production sheet - b) the composite production sheet.
10:00	11:00	1 hour	FOOD SYSTEMS – Name of Various Systems <ul style="list-style-type: none"> • Describes the various food systems used for preparing and quoting meals • It reports and analyses the different stages of these systems • It mentions the advantages and disadvantages that characterise each system • Compares the different food systems with each other and selects the most appropriate according to the given needs

11:00	11:15	15 Minutes	Break
11:15	12:00	1 hour	FOOD SYSTEMS – Processed Foods <ul style="list-style-type: none"> • Define what processed foods are and give some examples of processed foods. • Naming easy-to-use food conservation methods. • Be aware of the advantages and disadvantages of using processed foods. • Indicate the points of attention when purchasing processed foods. • Explain what automation and equipment improvement offer.
12:00	13:00	1 hour	TRENDS IN THE FOOD INDUSTRY <ul style="list-style-type: none"> • Define what trends are in the food industry • To indicate the factors that determine the new trends in the food industry. • Explain how the entrepreneur can predict the market and increase his sales. • Define what productivity is. • To indicate the various ways that can be applied to improve productivity.
13:00	14:00	1 hour	Break
14:00	15:00	1 hour	TRENDS IN THE FOOD INDUSTRY- easy-to-use foods <ul style="list-style-type: none"> • Sets easy-to-use foods • Categories for easy-to-use foods, according to the degree of processing they have received and cites examples • Justifies the necessity of easy-to-use foods • It mentions and explains the advantages and disadvantages of easy-to-use foods • It mentions and explains instructions for their proper use • Names the additional equipment necessary in a kitchen that uses easy-to-use foods • Compares the nutritional value of fresh foods with that of easy-to-use foods
15:00	16:00	1 hour	TRENDS IN THE FOOD INDUSTRY – Fast food <ul style="list-style-type: none"> • Defines what is "fast food" • Explains the necessity of using fast food restaurants in today's era • He cites examples of fast food restaurants • Reports food items served in fast food restaurants • Explains the pros and cons of fast food restaurants
16:00	16:15	15 mins	COFFEE BREAK
16:15	17:00	1 hour	TRENDS IN THE FOOD INDUSTRY – Outside catering <ul style="list-style-type: none"> • Defines what external events are "outside catering" • Mentions event venues • Reports types of events • Describes the process for organizing external events • Names the basic equipment for an outdoor event
17:00	18:00	1 hour	TRENDS IN THE FOOD INDUSTRY – Vending Machines <ul style="list-style-type: none"> • Lists examples of equipment for automation in the kitchen • Sets what vending machines are • Cites examples of the use of vending machines • Explains the benefits of using vending machines
18:00	19:00	1 hour	DISCUSSION – EVALUATION OF SEMINARS