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### CULA 156.02: Store Room Procedures

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CULA 156 Store Room Procedure

**THE UNIVERSITY OF MONTANA—MISSOULA  
MISSOULA COLLEGE  
BUSINESS TECHNOLOGY DEPARTMENT**

**COURSE SYLLABUS**

**COURSE NUMBER AND TITLE:** CULA 156 Store Room Procedure

**DATE REVISED:** Spring 2015

**SEMESTER CREDITS:** 1.5

**PREREQUISITES:** CULA 101 and CULA 105, or consent of the instructor

**FACULTY:** Amy Nack, Chef Instructor

**E-Mail:** amy.nack@umontana.edu

**Phone:** 214-4068(cell), 243-7815 (kitchen)

**Office:** GH5

**Office Hours:** Mondays, 2pm – 3pm; or by appointment

**RELATIONSHIP TO PROGRAM(S):**

This course provides students with practical experience working on an store room situation realistic to large restaurant kitchens. Students become familiar with procedures that are used to ensure proper use and storage of products used in the industry.

**COURSE DESCRIPTION:**

This course will introduce the student to fundamentals in store room procedures, inventory, purchasing, and meat identification.

**STUDENT PERFORMANCE OUTCOMES:**

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

- ✓ Know the operation of a food service storeroom.
- ✓ Evaluate the effectiveness of formal storeroom procedures and paperwork.
- ✓ Compare/analyze the flow of goods in the correct order and identify correct supplier for each category of food supply.
- ✓ Operate a formal storeroom with limited supervision.
- ✓ Show an understanding of the importance of formal and informal storeroom procedures by completing weekly station objectives.
- ✓ Identify specifications of common store products.
- ✓ Identify specifications of meat and poultry.
- ✓ Maintain proper sanitation procedures throughout the Culinary Department.
- ✓ Prepare inventory sheets.
- ✓ Analyze income and expenditures.

**STUDENT PERFORMANCE ASSESSMENT METHODS AND GRADING PROCEDURES:**  
**Production and Testing**

- 1) Students will be required to demonstrate daily production assignments requiring pre-planning of methodology and recipes. Recipes must be read and understood by the student before attending class. Students will be evaluated on teamwork, professionalism, mise en place, production guide/timelines, plating diagrams, quality of finished product, sanitation and organizational skills.
- 2) All assignments, projects and tests will be assigned point values. It is the responsibility of the student to obtain quiz and production competency scores. Weekly tests will be tabulated and returned to the student for review in a timely fashion (usually within one day). Students are strongly encouraged to review their scores and grade sheets often. They can be reviewed by appointment during office hours.
- 3) The quiz schedule and dates are included in the weekly schedule posted in introductory content area of Moodle shell. Quizzes will be written and given during class time. Grading will take place immediately after the quiz is complete. Makeup for a missed test is not offered unless faculty is notified and guidelines are identified for the individual situation before each test. Students may be able to make up a missed test for emergency situations such as sickness or required work activities, but must submit documented excused absences such as a Doctor note identifying excused dates or mandatory work related travel dates in a timely manner.
- 4) It will be the student's responsibility to complete the assigned competencies. Upon completion, it will be the student's responsibility to have Chef Nack critique the assignment and give feedback to the student on what can be improved, quality standards, etc. At that point, it will be the student's responsibility to type the feedback and submit the feedback via Moodle Drop Box by the end of the rotation to receive a grade for the competencies.

Total points earned will be divided by points possible, and a letter grade will be assigned based on the following:

**Grading Scale:**

- 90 - 100 A
- 80 - 89 B
- 70 - 79 C
- 60 - 69 D

**Evaluation Criteria:**

Tests	40 percent
Notebook	10 percent
Final Project	5 percent
Sanitation	5 percent
Competencies	40 percent

**Total: 100 pts**

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### **ATTENDANCE POLICY:**

Attendance will be taken. Each unexcused missed class will result in a 5-point deduction from final points accumulated. Excused classes (provide doctor's note/emergency) will result in a 2-point deduction. Late students, or students that leave class early will result in a 3-point deduction from final points accumulated. No make-up is allowed for lab participation. If students are absent for any reason, they will be accountable for any information disseminated and be held responsible for class notes, announcements of tests, and assignments.

### **PARTICIPATION:**

Students must demonstrate teamwork as consistent with industry. This is necessary as students contribute to the learning environment and become active learners by attending class and participating. Students who read text assignments prior to class will be equipped to participate and will obtain the most from this course. Participation points will be granted or denied depending on how the student exhibits enthusiasm, interest, teamwork, organization, and preparedness.

### **BREAKS:**

One (1) each- ten (10) minute break per five (5) hour laboratory period, will be granted at the discretion of Chef Siegel and permission to leave the kitchen is required. This does not include lavatory visits.

### **DUE DATES:**

To receive full credit, assignments must be submitted by the stated due dates. Late assignments will be not be accepted.

### **TESTS:**

Tests will be given during the semester as announced. Assignments for makeup tests will be made only if faculty is notified by voice mail, e-mail, or personally prior to the test. A score of zero will be averaged into grade determination for any missed test.

### **ACADEMIC INTEGRITY:**

All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University. All students need to be familiar with the Student Conduct Code. The Code is available for review online at [http://life.umt.edu/vpsa/student\\_conduct.php](http://life.umt.edu/vpsa/student_conduct.php).

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### **DISABILITY ACCOMMODATION:**

Eligible students with disabilities will receive appropriate accommodations in this course when requested in a timely way. Please contact me after class or in my office. Please be prepared to provide a letter from your DSS Coordinator. For more information, visit the Disability Services website at <http://www.umt.edu/dss/> or call 406.243.2243 (Voice/Text) or <http://www.umt.edu/dss>.

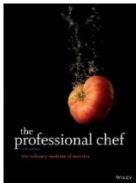
### **CULINARIAN CODE:**

All students are expected to uphold all teachings of the American Culinary Federation's Culinarian Code:

As a proud member of the American Culinary Federation, I pledge to share my professional knowledge and skill with all culinarians. I will place honor, fairness, cooperation and consideration first when dealing with my colleagues. I will keep all comments professional and respectful when dealing with my colleagues. I will protect all members from the use of unfair means, unnecessary risks and unethical behavior when used against them for another's personal gain. I will support the success, growth, and future of my colleagues and this great federation.

### **REQUIRED TEXTBOOK:**

The Professional Chef (9th Edition), (2011). The Culinary Institute of America, Wiley. (ISBN: 978-0470421352)



The Book of Yields, 8<sup>th</sup> Edition, John Wiley & Sons, Inc.  
ISBN 978-0-470-19749-3

## CULA 156 Store Room Procedure

**SUPPLIES:** Knife kit, Camera

**CELL PHONE POLICY:** Cell phones are allowed in class only as a means to record photos for the final notebook. Text messaging during class or lab is not allowed. Unexcused departures from the kitchen to use cell phones will be treated as an unexcused absence and participation points will be deducted. It is advisable to direct emergency (only) phone messages to the kitchen phone (243-7815).

**UNIFORM POLICY:** Students will be required to be in full Culinary Uniform to be accepted into class. Daily line-ups will take place and any student that is not in full uniform will be sent home and will lose participation points for the day.

**MEAL POLICY:** It is the students' responsibility to read and understand the meal policy. Abuse of the meal policy will be reflected on the grade sheet.

## CULA 156 Store Room Procedure

### **COURSE OUTLINE:**

All weekly plans, reading assignments, project due dates, and testing dates are to be delivered and explained the first day of class. Final comprehensive written exam date will be announced at this time.

- I. Learn procedures for running the formal storeroom.
  - a. Inventories
  - b. Receiving
  - c. Storing
  - d. Issuing
  - e. Costing
  - f. Sanitation
  
- II. Learn necessary considerations of storage and rotation of products.
  - a. Proper temperatures
  - b. Proper humidity
  - c. F.I.F.O.
  
- III. Learn to compute all paperwork involved.
  - a. Daily Running List
  - b. Issues: weekly menu 1, 2, 3, 4, & 5
  - c. Want List
  - d. Perpetual Inventory
  - e. Daily Station Temperatures
  - f. Daily Sanitation Inspection
  - g. Physical Inventory
  - h. Requisition Food Cost Analysis
  
- IV. Steward
  - a. Oversees and assists in storeroom procedures
  - b. Performs sanitation inspection in work stations at least two times a day. (9:00 a.m. and 11:30 a.m.)
  - c. Complete daily temperature log early evaluation (Coolers: walk-in, reach-in, and storeroom temperature)
  - d. Records any abnormal reading discrepancy or equipments malfunction (notify instructor)
  - e. Assists in ordering goods
  - f. Assists in selecting goods for next day production
  - g. Assists in filling cook's requisition

- V. Receiving Clerk
  - a. Assist in filling cook's requisition
  - b. Purveyor invoice
    - Check in quality and quantity of all perishable and non-perishable goods
    - Check the want list with invoices
  - c. FIFO (first in first out)
    - Mark each received item with code number, date and current price on each item
    - Store items at the proper locations (using FIFO method)
  - d. Perpetual inventory A purveyor invoice B enter date, purveyor, amount of goods received, unit price and total cost of each item.
  
- VI. Issue Clerk
  - a. Cook's requisition
    - Fills cook's requisition
    - Writes down any items that are out or low in stock on the want list
    - Records food or non-food items by weight and/or count, also price
    - Delivers goods to stations
    - Prices and totals on each cook's requisition
    - Lists total quantity of each item from cook's requisition and daily running list (weight and count), on daily goods issue log
  - b. Perpetual inventory
    - Enters each item total quantity (weight and count) in the computer, from the daily goods issue log
  - c. Records stations total food cost on requisition cost analysis form (food cost)
  - d. Daily food cost form
    - Enters snack bar food cost, also any labs, or special functions on the requisition cost analysis form
    - All students must practice academic honesty. Academic misconduct is subject to an academic penalty by the course instructor and/or a disciplinary sanction by the University.