

UV21079

Catering operations, costs and menu planning

The aim of this unit is to develop your knowledge and understanding of kitchen organisation and the principles of menu planning. You will learn about staffing structures, roles and responsibilities within in a kitchen hierarchy, and the reasons why teamwork is a vital element in food production and service.

You will examine the basic costs associated with the catering industry and the factors that must be monitored to control them. You will carry out basic calculations to determine the cost and the selling price of food dishes, and you will investigate how agreed net profit can be achieved.

Level

2

Credit value

6

GLH

40

Observation(s)

0

External paper(s)

0



memor

Catering operations, costs and menu planning

Learning outcomes

On completion of this unit you will:

1. Understand the organisation of kitchens
2. Be able to plan and prepare menus for catering operations
3. Understand basic costs associated with the catering industry
4. Be able to apply basic calculations used in catering operations

Evidence requirements

1. *Knowledge outcomes*
There must be evidence that you possess all the knowledge and understanding listed in the Knowledge section of this unit. In most cases this can be done by professional discussion and/or oral questioning. Other methods, such as projects, assignments and/or reflective accounts may also be used.
2. *Tutor/Assessor guidance*
You will be guided by your tutor/assessor on how to achieve learning outcomes in this unit. All outcomes must be achieved.
3. *External paper*
There is no external paper requirement for this unit.

Developing knowledge

Achieving knowledge outcomes

You will be guided by your tutor and assessor on the evidence that needs to be produced. Your knowledge and understanding will be assessed using the assessment methods listed below*:

- Projects
- Observed work
- Witness statements
- Audio-visual media
- Evidence of prior learning or attainment
- Written questions
- Oral questions
- Assignments
- Case studies
- Professional discussion

Where applicable your assessor will integrate knowledge outcomes into practical observations through professional discussion and/or oral questioning.

When a criterion has been orally questioned and achieved, your assessor will record this evidence in written form or by other appropriate means. There is no need for you to produce additional evidence as this criterion has already been achieved.

Some knowledge and understanding outcomes may require you to show that you know and understand how to do something. If you have practical evidence from your own work that meets knowledge criteria, then there is no requirement for you to be questioned again on the same topic.

**This is not an exhaustive list.*

Knowledge



Learning outcome 1

Understand the organisation of kitchens

You can:	Portfolio reference
a. Describe the structure of a 'partie system'	
b. Identify current trends in food production operations	
c. Explain the importance of kitchen layout to promote good workflow in relation to food production systems	
d. Describe the importance of correct workflow in catering operations	
e. Outline the staffing hierarchy in a traditional kitchen	
f. Describe the responsibilities of specific job roles in a traditional kitchen organisation	
g. State the reasons for good working relationships within the kitchen and food service department	



Learning outcome 2

Be able to plan and prepare menus for catering operations

You can:	Portfolio reference
a. Describe menus for different types of meal occasions	
b. Interpret menus for food production	
c. Explain the importance of the menu for food production and food service	
d. Discuss the factors to be considered in the planning of menus	
e. Identify the technical terminology used in menu planning	



Learning outcome 3

Understand basic costs associated with the catering industry

You can:	Portfolio reference
a. Calculate costs and quantities relevant to simple activities in catering operations	
b. Display basic numeracy skills using a calculator and manual methods based on metric measurements	
c. Calculate percentages to achieve a set gross profit	
d. Explain the importance of food costs within catering operations	
e. Describe the factors which must be monitored to control food costs and profit	



Learning outcome 4

Be able to apply basic calculations used in catering operations

You can:	Portfolio reference
a. Calculate the food cost of dishes and determine the food cost per portion of dishes	
b. Determine the selling price of different types of dish and menu at specific percentages of gross and net profit	
c. Describe the elements of cost associated with catering operations	
d. Explain the terms 'gross profit' and 'net profit'	
e. Discuss factors to be considered to ensure that agreed net profit is achieved	

Unit content



This section provides guidance on the recommended knowledge and skills required to enable you to achieve each of the learning outcomes in this unit. Your tutor/assessor will ensure you have the opportunity to cover all of the unit content.

Outcome 1: Understand the organisation of kitchens

Partie system and staffing hierarchy:

Definition, positions in the kitchen (head chef, sous chef, chef de partie, commis chef), organisation of kitchen brigade.

Current trends: Food technology developments (fusion cooking), ethics and the environment, fair trade, local sourcing, food miles, social changes (increased spending power), increase in proportion of working women, growth in single households, pressure on time, eating habits (healthy eating), desire to experience new flavours, personalisation of menu, traditional cooking.

Importance of kitchen layout: To comply with legislation (health and safety, food safety), efficiency, cost-effectiveness, workflow.

Responsibilities of specific job roles:

Head chef (supervision of kitchen brigade, menu planning, implementation and monitoring of food safety and health and safety legislation and practices, costing, stock control, recruitment and training, maintaining budgetary targets and gross profit), sous chef (supervision of day-to-day production in the kitchen, deputising in the absence of the head chef, supervising health/safety/hygiene practices, staff training), chef de partie and commis chef (preparing, cooking, and presenting food to given standards, implementing health and hygiene standards).

Reasons for good working relationships:

Keep up staff morale, ensure effective communication, maintain standards, improve efficiency, provide a good service for customers, share the workload.



Outcome 2: Be able to plan and prepare menus for catering operations

Meal occasion: Breakfast, lunch, afternoon tea, dinner, reason for eating out (business lunch, celebration, meeting friends, during a shopping trip).

Interpret menus: Product knowledge, understanding the preparation and cooking requirements (timing, cooking methods), portion size, presentation, nutritional value.

Explain the importance of the menu: As a marketing tool, means of communicating with the customer, planning tool (assists ordering, planning, organisation of staff), legal requirement to inform customer about prices and VAT.

Factors to be considered in the planning of menus: Balance (variety of ingredients, light vs heavy, variety of textures, nutritional value), balance of colour, staff skills, variable needs of the customer, price being charged, equipment and space available, availability and cost of ingredients, type of organisation, season, promoting profitability.

Technical terminology used in menu planning: Type of menu (à la carte, table d'hôte), menu terminology (appetisers, hors d'oeuvres, petit fours, amuse-bouche, entrée, plat du jour).

Outcome 3: Understand basic costs associated with the catering industry

Costs and quantities: Costs of resources (ingredients, staff, overheads), portion size, yield.

Catering operations: Hotels, restaurants, pubs and bars, schools, hospitals, contract catering.

Basic numeracy skills: Addition, subtraction, multiplication, division, calculating percentages, estimating.

Importance of food costs: Maintain gross profit, achieve targets, need for efficient use of resources, minimise waste, judge effectiveness of department.

Factors which must be monitored to control food costs and profit: Source of food, price of food, ordering and delivery systems, quality of food, control of stock, security of storage, accurate weighing and measuring, control of waste, preparation and cooking losses, portion size, maintenance of standards.



Outcome 4: Be able to apply basic calculations used in catering operations

Different types of dish: Starters and soups, meat and fish dishes, pasta, pulse and rice dishes, vegetable dishes, desserts, petit fours, canapés.

Different types of menu: Meal (breakfast, lunch, afternoon tea, dinner), type of menu (table d'hôte, à la carte), style of service (plated, buffet, silver service, cafeteria).

Elements of cost: Food costs, staff costs (wages and salaries, staff food, uniform), overheads (rent, gas, electricity).

Gross profit and net profit: Definition of both.

Factors to be considered to ensure that agreed net profit is achieved: Control of costs (food, staff, overheads), relationship between costs/sales/selling price, systems of work (purchasing and receiving, storage and issuing, preparation and service).

Notes

Use this area for notes and diagrams


