

**Kitchen Management II**

Code: 103730  
ECTS Credits: 6

| Degree                   | Type | Year | Semester |
|--------------------------|------|------|----------|
| 2502904 Hotel Management | OB   | 2    | 2        |

The proposed teaching and assessment methodology that appear in the guide may be subject to changes as a result of the restrictions to face-to-face class attendance imposed by the health authorities.

### Contact

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### Use of Languages

Principal working language: catalan (cat)  
Some groups entirely in English: No  
Some groups entirely in Catalan: Yes  
Some groups entirely in Spanish: Yes

### Prerequisites

There are no prerequisites.

### Objectives and Contextualisation

The course Kitchen Management II serves to establish the parameters of action for second-year students of the Bachelor's Degree in Hotel Management to be able to manage the kitchen department of a hotel establishment in practice. Accordingly, most of the course consists of moving from theoretical content to actual practice.

Students' entire workload involves practice in kitchen management and it includes a residency placement: supervised activities taking place in the Hotel Campus facilities, all related to culinary preparation and kitchen duties at the different points of sale, such as the cafeteria (one-course meals), the fixed-menu restaurant, the à la carte restaurant and the banquets department.

On completing the course, students should be able to do the following.

1. Perform the duties of a kitchen station effectively during service, handling each product in the best way.
2. Perform the basic preparations and pre-preparations in a kitchen.
3. Develop a systematic daily routine in a kitchen, spotting problems and solving them effectively.
4. Know how to use and maintain kitchen tools and machinery properly.
5. Apply systems for cleaning, disinfecting and keeping order in a kitchen, following the rules on hygiene and health.
6. Detect anomalies in merchandise deliveries and storage of raw materials, devising and implementing corrective measures.

### Competences

- Analyse, summarise and evaluate information.
- Apply concepts related to the creation setting up, acquisition, maintenance and conservation of equipment in hotel and catering premises which are energy-sustainable and economically viable.

- Apply health and safety rules in the establishments of the hotel and catering sector.
- Apply knowledge in practice
- Apply the technology and practice acquired in the laboratory in the departments of catering, cooking and accommodation to real cases.
- Be able to search efficiently for the necessary information.
- Demonstrate knowledge of the production system and operating procedures in the food preparation service.
- Demonstrate understanding of basic human nutrition and its repercussion on health and its application to food.
- Develop a capacity for independent learning.
- Identify and apply the basic measures of food hygiene and safety as well as the national and European regulations that have to be met by establishments and activities in the sector.
- Manage and organise time.
- Manage communication techniques at all levels.
- Work in teams.

## Learning Outcomes

1. Analyse, summarise and evaluate information.
2. Apply knowledge in practice.
3. Apply the technology and practices acquired in the practicals laboratory to department of catering, accommodations and back of house operations to real scenarios.
4. Be able to search efficiently for the necessary information.
5. Develop a capacity for independent learning.
6. Develop balanced menus for different groups.
7. Draw up small action plans for health and safety.
8. Identify and understand the different products and preparations of the back of house operations.
9. Identify health and safety systems in the hotel and catering sector.
10. Identify human nutritional requirements.
11. Manage and organise time.
12. Manage communication techniques at all levels.
13. Structure the different phases of opening of establishments.
14. Understand and apply the basic rules to be satisfied by hotel establishments in questions of food hygiene and safety.
15. Understand the essential steps for creating settings and promotion.
16. Understand the rules of hygiene, food handling and their application.
17. Understand the structure and management of the department as well as the competences and skills of the professional profiles which make up the back of house operations.
18. Work in teams.

## Content

### THEORY BLOCK

#### 1.- KITCHEN COSTS

Data sheets and pricing.

Shrinkage.

#### 2.- SERVICE COSTS

Breakfasts.

Lunches.

Cocktails and aperitifs.

Gala dinners.

### 3.- COST CONTROL

Purchasing.

Types of products.

State-of-the-art techniques.

### 4.- Control of stocks

Inventories

Minimum and maximum stock

### PRACTICAL BLOCK (Residency Placements/Tutored Practical Assignments)

1.- Kitchen costs. Pricing.

2. - Service costs. Breakfasts, buffets, fixed menus.

3. - Cost control. Analysis, purchasing management, seasonality, product ranges and management tools.

4. - Quality control. Feedback on consumption, reports and analyses.

5. - Safety in the kitchen. Allergens, clothing, tools and machinery.

## Methodology

The delivery of the theory-practice block (classroom teaching) takes place during the second semester and makes up 20% of the course. Clear, systematic delivery of the programme's theoretical content by the lecturer. (On the Campus Virtual platform, students will have a basic syllabus for the topics covered.) Student participation in the classroom will be encouraged at all times. Practical sessions will also be organised in which students carry out activities based on the theoretical content worked on in the lectures.

The delivery of the practical block (Residency Placements/Tutored Practical Assignments) takes place throughout the academic year in the facilities of the Hotel-Escuela Campus, and makes up 80% of the course. Due to the characteristics of these placements, their work periods and schedules are different to those used in classroom teaching.

- Residency Placement Sessions.

Over a period of several weeks, the students are placed in groups to carry out various planned activities from Monday to Friday, both in the morning and in the afternoon. They prepare and deliver the different kitchen services in the Hotel Campus, to consolidate their knowledge of the culinary and managerial activities that take place in a hotel establishment. During the first of these weeks certain days are set aside for introductory purposes, to foster an ideal learning environment. On these days all activities are simulated, and there is no contact with real clients.

- Sessions for preparation and provision of kitchen service. With the monitor always present, the students rotate to perform a series of activities at different locations in the hotel kitchen areas.

- Feedback sessions. Monitor and students together reflect on the tasks and activities that have taken place during the day. The students recount their experiences and sensations, while the monitor offers any explanations needed and comments on adjustments to be made.

- Sessions on Tutored Practical Assignments.

First, the monitor presents and demonstrates the theoretical content and then the students themselves carry out the previously developed activity. These sessions are held outside the hotel premises, in the School's special-purpose classrooms, which are equipped for these types of activities (demonstration classroom).

- External visits (where appropriate).

The students visit companies in this sector and/or attend talks or demonstrations given by professionals. They will then be given assignments based on these activities.

## Activities

| Title   | Hours | ECTS | Learning Outcomes                                  |
|---|-------|------|--|
| Type: Directed                                      |       |      |  |
| Lectures  | 11.25 | 0.45 | 14, 16, 15, 17, 13, 9, 8, 10                       |
| Problem solving                                     | 3.75  | 0.15 | 14, 16, 17, 6, 8                                   |
| Type: Supervised                                    |       |      |  |
| Residency placement / Tutored practical assignments | 63.2  | 2.53 | 1, 2, 14, 16, 15, 17, 6, 7, 5, 12, 11, 9, 8, 4, 18 |
| Tutorials   | 2     | 0.08 | 14, 16, 17, 6, 8                                   |
| Type: Autonomous                                    |       |      |  |
| Coursework assignments                              | 4     | 0.16 |  |
| Study   | 4     | 0.16 | 16, 15, 6, 7, 13, 9, 10                            |

## Assessment

Continuous assessment. The continuous assessment system used is the following:

### THEORY BLOCK (classroom teaching) (20% OF THE FINAL GRADE)

- Practical case (7%)
- Practical activity (1%)
- Integrative test on all material presented in the lectures (12%)

### PRACTICAL BLOCK (Residency Placements and annual Tutored Practical Assignments) (80% OF THE FINAL GRADE)

The residency placements are assessed daily by the monitor(s). The following factors are scored, each with its own percentage weight in the final 80%: positive attitude and interest in the service, skills and abilities, aptitude for learning, ability to work in a team, initiative, and respect shown to the monitor and classmates.

Great importance is attached to attendance and a smart appearance to the extent that a fail grade may be awarded for any practice session in which these are regarded as inadequate. (Please refer to the rules on this point).

Single assessment. Final exam (on the whole subject area)

Day and time as per the academic calendar, which is included in the School's official schedules (EUTDH).

There is only one format for the final exam, with no difference between students who failed the continuous assessment and those who did not take it.

### Reassessment.

Day and time as per the academic calendar, which is included in the School's official schedules (EUTDH).

Available to students who obtain a final grade of 3.5 or above, but below 5. The maximum final grade that can be awarded for this reassessment is 5.

The format of the exam is to be established by the teaching staff of the subject.

## **Assessment Activities**

| Title                         | Weighting | Hours | ECTS | Learning Outcomes               |
|-------------------------------|-----------|-------|------|---------------------------------|
| Evaluation test               | 1%        | 0.04  | 0    | 17, 6, 7, 9, 8, 10              |
| Practical activity            | 1.5%      | 0.06  | 0    | 14, 16, 15, 17, 7, 13, 9, 8     |
| Practical case                | 7%        | 0.45  | 0.02 | 14, 16, 15, 17, 7, 13, 9, 8     |
| Residency placement practices | 80%       | 61.25 | 2.45 | 1, 2, 3, 7, 5, 12, 11, 9, 4, 18 |

## **Bibliography**

- Cerra, Javier; Dorado, José A.; Jara, Diego; Garcia, Pedro E. (1997): " Gestión de Producción de Alojamientos Turísticos " - Colección "Gestión Turística"; Ed. Síntesis; 552 páginas.
- Dorado, José Antonio (1996): " Organización y Control de Empresas en Hostelería y Turismo " ; - Colección "Ciclos Formativos FP Grado Superior Hostelería"; Ed. Síntesis; 252 páginas.