

COURSE NAME: FWS120 Food Preparation and Production

Credit Value: 3
Total Course Hours: 36
Prerequisite Course(s): None
Corequisite Course(s): None

COURSE DESCRIPTION

Food Preparation and Production is designed as an education and training experience that will assist students in gaining basic practical skills required in their work environment. The course provides students with an exposure to Menu Planning, Portion Control, Food Procurement, Quantity Food Preparation and Production, Role of Production Staff, Preparation Equipment and Quality Improvement.

LAND ACKNOWLEDGEMENT

Canadore College resides on the traditional territory of the Anishinaabeg and within lands protected by the Robinson Huron Treaty of 1850. This land is occupied by the people of Nipissing First Nation, Treaty #10 in the Robinson Huron Treaty of 1850 since time immemorial.

PLAR INFORMATION

This course is eligible for Prior Learning Assessment and Recognition. Students are advised to discuss options with their program coordinator.

COURSE LEARNING OUTCOMES

Upon completion of this course, the student will have reliably demonstrated the ability to:

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| <p>1.0 Demonstrate an understanding of the concepts of menu planning and development.</p> <ul style="list-style-type: none">1.1 Identify the purpose of a menu as the foundation of food preparation.1.2 Identify basic menu planning principles from preparation/production perspective.1.3 Determine how seasonal foods are incorporated into the menu.1.4 Recognize if there is a balance of ingredients, food items and preparation methods in the menu to avoid repetition of colour, shape, texture and taste. <p>2.0 Identify and describe how to interpret and apply the menu.</p> <ul style="list-style-type: none">2.1 Identify methods of cooking menu items.2.2 Identify the various pieces of equipment required for the menu and determine whether there is an appropriate balance in the use of food preparation and service equipment.2.3 Identify the importance of sequence and timing in preparation of menu items.2.4 Identify suitable menu accompaniments and garnishes. | <p>3.0 Demonstrate an understanding of the importance of portion control.</p> <ul style="list-style-type: none">3.1 Explain reasons for portion control of food.3.2 Describe the appropriate tools and equipment used to portion food.3.3 Identify the yields of raw products through the calculations of preparation and cooking loss.3.4 Explain the importance of plate checks and waste return surveys. <p>4.0 Identify and describe Meal Service Requirements.</p> <ul style="list-style-type: none">4.1 Identify different types of institutional food service (centralized, decentralized, tray, cafeteria, cook-chill, etc.).4.2 Compare advantages and disadvantages of different types of institutional food service. <p>5.0 Recognize the basic functions involved in the purchasing process.</p> <ul style="list-style-type: none">5.1 Identify the functions involved in the purchasing process for food and supplies (specifications, forecasting and ordering).5.2 Demonstrate an understanding of the importance of specifications. |
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- 5.3 Demonstrate an understanding of the internal and external factors that impact on ordering schedules.
- 5.4 Demonstrate an understanding of the various food purchasing methods.
- 5.5 Complete a purchase requisition and/or food order form.
- 5.6 Demonstrate an understanding of the importance of a positive relationship between vendor and buyer, including one stop shopping, competitive pricing and constraints of purchasing for long term care.
- 5.7 Discuss the purpose and methods of inventory control.
- 6.0 Recognize correct receiving/storage procedures.
- 6.1 Describe proper receiving procedures.
- 6.2 Identify proper storage of food and non-food items in appropriate locations, in proper containers and at the correct temperature.
- 6.3 Demonstrate an understanding of the principles and importance of rotating stock.
- 6.4 Be aware of current regulations and codes for storage methods (best before dates, FIFO, hierarchy of storage in refrigerators, etc.).
- 7.0 Demonstrate an understanding quantity food preparation and production.
- 7.1 Identify and demonstrate, as appropriate, various food pre-preparation, preparation and cooking methods.
- 7.2 Identify the various cooking utensils and pieces of equipment and their use related to cooking methods.
- 7.3 Describe basic food preparation and cooking terms.
- 7.4 Demonstrate how to correctly prepare coffee and tea.
- 8.0 Identify and explains the role of production staff.
- 8.1 Discuss the training requirements of the different classifications of cooks and chefs.
- 8.2 Discuss the roles and responsibilities of the different food production and service staff in long term care homes.
- 8.3 Review the specialized skills that cooking staff require for quantity food preparation and production, especially as it relates to the needs of residents in long term care.
- 9.0 Demonstrate an understanding for preparation of food items.
- 9.1 Demonstrate how to complete a production sheet post meal-service (recording leftovers, shortages, etc.).
- 9.2 Describe the importance of standardized recipes; demonstrate how to read and use these recipes according to HACCP standards.
- 9.3 Demonstrate ability to judge acceptable quality in finished product of food items prepared.
- 9.4 Identify and describe the importance of different textures and the expected results that exist for the preparation of each one.
- 9.5 Identify what information is included on a production sheet and explain the importance of a production sheet in the kitchen.
- 9.6 Demonstrate how to read and use a production sheet.
- 9.7 Demonstrate an understanding for the importance of having an organized method of defrosting/tempering in advance of production times.
- 9.8 Explain the importance of preparing attractive, tasty food items for residents.
- 9.9 Clean and prepare vegetables and fruit for side salads and salad plates following a production sheet.
- 9.10 Prepare sandwiches, sandwich plates, and desserts following a production sheet.
- 9.11 Explain the importance of reading manufacturer's labels and following instructions.
- 9.12 Complete a catering request following established departmental procedures.
- 10.0 Prepares special items.
- 10.1 Explain the importance of including special menu items on the production sheet for advance preparation.
- 10.2 Prepare special therapeutic diet items as required.
- 10.3 Prepare special snacks according to snack lists, labels, or requisitions. Note: Special items may include such things as: thickened fluids; high protein, high energy beverages or

puddings, fibre enhanced cereals, muffins; special request menu items.

11.0 Identify and describe the use and operation of foodservice equipment.

11.1 Identify various types of equipment commonly used in institutional kitchens (including preparation and service, holding and storage, and warewashing) and the main functions of each.

11.2 Demonstrate efficient operating knowledge of this equipment as well as ability to dismantle (as necessary), properly clean/sanitize and reassemble (as necessary).

11.3 Identify safety measures to be observed in operating and cleaning equipment.

11.4 List appropriate uses of various equipment in the food service department.

11.5 Describe common personal safety equipment or equipment safety features for food service.

11.6 Demonstrate an understanding of Food Service Worker responsibilities under the Occupational Health and Safety Act (Ontario) and the Ministry of Labour regulations (lock out,

tag out).

12.0 Describe the process for forecasting production quantities and distribution to service areas.

12.1 Describe special menu and snack requirements typically required in LTC.

12.2 Discuss methods of forecasting menu item requirements including texture modified items and alternate choices.

13.0 Demonstrate an understanding of quality improvement in food preparation and production.

13.1 Describe the role of the FSW in Quality Improvement/Risk Management activities such as resident/family questionnaires, minutes from Resident's Council and Family Council.

13.2 Demonstrate an understanding for the importance of timely preparation of food for quality finished food products.

13.3 Demonstrate proper taste testing methods.

13.4 Explain the importance of communicating positive and negative meal/menu feedback.

GENERAL EDUCATION

This is not a General Education course.

PROGRAM OUTCOMES

This course contributes to the following Ministry of Colleges and Universities approved program learning outcomes (PLO):

Food Service Worker

1. Understand and apply nutritional concepts as they relate to food production, institutional policies and protocols in the health care food service environment.
4. Apply the principals and techniques in the assembly of therapeutic meals that adhere to the standards and principals of diet therapy in a health care food service department as they relate to industry work standards

ESSENTIAL EMPLOYABILITY SKILLS OUTCOMES

This course contributes to the following Ministry of Colleges and Universities approved essential employability skills (EES) outcomes:

1. Communicate clearly, concisely, and correctly in the written, spoken, and visual form that fulfils the purpose and meets the needs of the audience.
2. Respond to written, spoken, or visual messages in a manner that ensures effective communication

5. Use a variety of thinking skills to anticipate and solve problems
6. Locate, select, organize, and document information using appropriate technology and information systems.
7. Analyse, evaluate, and apply relevant information from a variety of sources.
8. Show respect for the diverse opinions, values, belief systems, and contributions of others
10. Manage the use of time and other resources to complete projects.
11. Take responsibility for one's own actions, decisions, and consequences.

EXTERNAL COURSE ACCREDITATIONS AND CONDITIONS

There are no external accreditations or conditions identified for this course.

COURSE EVALUATION

Discussion Activities: 21%

Assignments: 50%

Major Assignment: 29%

PROGRAM SPECIFIC GRADING

Per College Grading Policy

GRADING SYSTEM

A+:	90-100%	B+:	77-79%	C+:	65-69%	D:	50-54%	S - Satisfactory
A:	85-89%	B:	73-76%	C:	60-64%	F:	0-49%	I - Incomplete
A-:	80-84%	B-:	70-72%	D+:	55-59%			F- Repeat Course, included in GPA
								FS- Failure Supplemental
								FR- Repeat course, excluded from GPA

*For a complete chart of grades and descriptions, please see the Grading Policy.

LEARNING RESOURCES

No textbooks have been identified for this course.

Other Resources:

Required: Payne-Palacio, June and Monica Theis. Foodservice Management Principles and Practices. 13th Ed. Pearson.

Resources listed on the course outline support the achievement of learning outcomes, and may be used

throughout the course to varying degrees depending on the instructor's teaching methodology and the nature of the resource.

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Technology requirements - <https://www.canadorecollege.ca/BYOD>

The Harris Learning Library's staff can help you find resources to support your learning - www.eclibrary.ca

LEARNING ACTIVITIES

Discussions

Assignments

DELIVERY MODE

This course may be delivered, in whole or in part, in a number of modalities, including in class, online, hybrid, in a synchronous or asynchronous manner or a combination thereof, as per accreditation and/or regulatory standards where appropriate.

RECORDING GUIDELINES

This class may be recorded by faculty of the College. Faculty will inform students when recording of the class commences and ceases. 'Recorded' means that the audio-visual and chat portions of the class will be recorded and then be stored on the College or vendor provider server. They will be made available to students, but only for the express and sole use of those registered in this course. If you have any questions or concerns about this recording, please contact your instructor or the College's privacy officer at privacy.officer@canadorecollege.ca. Full recording guidelines can be found at: <https://cdn.agilitycms.com/canadore-college/academic-centre-of-excellence/Canadore%20Recording%20Guidelines.pdf>

ACADEMIC POLICIES

Canadore College is committed to the highest standards of academic integrity, and expects students to adhere to these standards as part of the learning process in all environments. The College's Academic Integrity policy seeks to ensure that all students understand their rights and responsibilities in upholding academic integrity and that students receive an accurate and fair assessment of their work. Please review the Academic Integrity policy (A-18) and other academic policies found on our website: <https://www.canadorecollege.ca/about/policies>.

COLLEGE POLICIES

- Protecting human rights in support of a respectful college community

For college policies please see: <http://www.canadorecollege.ca/about-us/college-policies>.

STUDENT SUCCESS SERVICES - Your Success Matters!

Student Success Services provides student-focused services to facilitate students' success in their studies. Staff provide support by reducing and/or removing educational-related barriers through individualized accommodations and supports to students with disabilities.

Please visit our webpage to learn more: <https://www.canadorecollege.ca/support/student-success-services> or look for our events on social media.

To connect with Student Success Services email studentsuccessnow@canadorecollege.ca or call 705.474.7600 ext 5205.

FIRST PEOPLES' CENTRE:

A culturally safe environment offering CONFIDENTIAL student focused services, drop in or make an appointment to access:

- One on one counselling
- Elder in residence program
- Peer tutoring
- Peer mentorship
- Lunch & learn workshops on study skills, self-care, life skills
- Learning Resource Centre

Drop by our offices at C254 College Drive, E101 Commerce Court or call 705 474 7600 Ext. 5961 College Drive / 5647 Commerce Court.

<https://www.canadorecollege.ca/experience/indigenous-student-experience>

WAIVER OF RESPONSIBILITY

Every attempt is made to ensure the accuracy of this information as of the date of publication. The college reserves the right to modify, change, add, or delete content.

HISTORICAL COURSE OUTLINES

Students use course outlines to support their learning. Students are responsible for retaining course outlines for future use in applications for transfer of credit to other educational institutions.

