



BROWARD COLLEGE COURSE OUTLINE

LAST REVIEW: 2008-2009

(i.e. 2003-2004)

NEXT REVIEW: 2013-14

(i.e. 2008-2009)

STATUS: A

(A, I, D)

COURSE TITLE: FSS2205C

COMMON COURSE NUMBER: Quantity Food Production III

CREDIT HOURS:

CONTACT HOUR BREAKDOWN

(per 16 week term)

CLOCK HOURS:

(Voc. Course ONLY)

Lecture: 32

Lab: 32

Clinic:

Other:

PREREQUISITE(S): None

COREQUISITE(S): None

PRE/COREQUISITE(S):

COURSE DESCRIPTION *(750 characters, maximum):*

Students will focus on the knowledge and preparation of job descriptions. Students will utilize all commonly accepted methods of recruiting a successful staff. Menu selection, staffing, and balance will be studied. The course also emphasizes safety and sanitation procedures. Students will learn about common problems in hiring and supervising employees.

UNIT TITLES

- 1. Job Descriptions**
- 2. Recruiting a staff**
- 3. Developing employees**
- 4. Hiring and supervising employees**

EVALUATION:

Evaluation may include but is not limited to the following:

Exams, Quizzes, Presentations, Portfolios, Discussions, Class Participation, Attendance, Projects, Co-ops, Practicum, Internships, Externships, and Research Reports.

Common Course Number: FSS2205C

UNITS

Unit 1: Job Description

General Outcome:

- 1.0 The student shall learn to create and refine job descriptions that serve the goals of the business.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 1.1 Describe the function of a job description.**
- 1.2 Develop useful job descriptions.**
- 1.3 Distinguish exempt and non-exempt positions.**
- 1.4 Maintain job descriptions.**

Common Course Number:

Unit 2: Recruiting a Staff

General Outcome:

- 2.0 The student shall learn the importance of and methods used in recruiting a staff.**

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

- 2.1 Forecast staffing needs.**
- 2.2 Determine the skills needed by your business.**
- 2.3 Recruit from internal and external sources**
- 2.4 Conduct a screening process**
- 2.5 Manage the hiring and orientation process.**

Common Course Number:

Unit 3: Developing Employees

General Outcome:

3.0 The student shall be able to nurture the skills and abilities of employees.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

3.1 describe various employee motivational styles.

3.2 discipline employees.

3.3 perform daily motivation of employees.

3.4 create recognition and incentive plans.

3.5 create an employee development process.

Common Course Number:

Unit 4: Hiring and Supervising Employees

General Outcome:

4.0 The student shall utilize best practices in hiring and supervising employees.

Specific Measurable Learning Outcomes:

Upon successful completion of this unit, the student shall be able to:

4.1 Set shift goals.

4.2 Use checklists to ensure quality on opening shifts.

4.3 Evaluate shift performance.

4.4 Coordinate and communicate during shift change.

4.5 balance the need for food safety, employee rights, and legal compliance.