

STUDENT WORK EXPERIENCE PROJECTS

FOOD SERVICE OPERATIONS PROJECTS:

Required hours = 70

1. FOOD SERVICE WORK EXPERIENCE = 1 HOUR FOR EVERY HOUR WORKED

Objectives:

- Learn the responsibilities of a food service employee.
- Experience the atmosphere of a food service operation.
- Learn the processes involved in transforming a received inventory item into a served product.
- Gain insight into customer contact and problem solving.

Tasks:

- Obtain a position in one of the following areas (*=max number of hours in this type of position you may use as experience):
- Food pre-prep (veg prep, ingredient room, storeroom, meat dept, produce dept., etc) (50 hours max)
- Food preparation (cook, cook=s helper, food assembly, etc) (50 hours max)
- Bakery (50 hours max)
- Cashier (25 hours max)
- Service of food (wait staff, bar tender, cafeteria line service) (35 hours max)
- Orient yourself with the policies and procedures of the position.
- Follow required schedule and job outline.
- Complete any assigned tasks.

Documentation:

- Verification statement of hours worked signed by your supervisor.
- Write a one page summary of each position and the knowledge you took away from the position experience.
- Keep documentation in application/professional portfolio.

2. FOOD SERVICE MANAGEMENT SHADOWING EXPERIENCE = 8 HOURS PER WORK DAY SHADOWED (**required course work hours cannot be used as a shadowing experience)

Objectives:

- Learn the responsibilities of a food service manager, director, or owner.
- Experience the atmosphere of a food service operation.
- Learn the processes involved from receiving food items to final service of a product to the customer.
- Visualize meal service in a food service operation
- Review the processes utilized to insure safe, quality food items.
- Observe customer contact and human resource interaction.

Tasks:

- Schedule a shadowing day with a food service manager.
- Follow the food service manager in the course of a normal work day.
- Obtain information on how the position fits into the entire process of the food

service operation.

- Obtain information on what other types of positions play a roll in this operation.
- Review the policies and procedures used for this position.
- Follow a food item from prep, through production, to service.
- Obtain information on how customer needs and desires are obtained.

Documentation:

- Verification statement of hours spent shadowing.
- Write a one-page summary of the learning experience and personal objectives of working in a food service operation.
- Keep documentation in your application/professional portfolio.

3. FOOD SERVICE MANAGEMENT RESEARCH PROJECT = 8 HOURS FOR EACH WORKDAY PROVIDED

Objectives:

- Investigate the management research being done at KSU.
- Identify research protocols.
- Understand/practice data collection.

Tasks:

- Locate a professor or graduate student working on management research.
- Assist with management research data collection.
- Assist in developing surveys.
- Assist in developing recording/verification/reporting materials.

Documentation:

- Verification statement of hours spent assisting.
- Write a one-page summary of the type of research you observed and your experience in the research process.
- Keep documentation in your application/professional portfolio.

4. RECIPE DEVELOPMENT PROJECT = 8 HOURS PER PROJECT (24 HOURS MAX)

Objectives:

- Learn the process of developing a new recipe.
- Experience the interaction between various food service personnel required to develop a new item.
- Review the testing of the item through to the evaluation of the prepared product.

Tasks:

- Locate a food service manager, supervisor, menu planner, etc who desires to add a new menu item to their selection.
- Determine the food item to be developed (will it be new, improving an existing item, etc).
- Determine the desires of the facility and customers.
- Evaluate the preparation and service capabilities of the operation.
- Decide on the item to be developed.
- Locate or develop a recipe.
- Investigate the cost of each ingredient and the time needed to prepare the item.

- Develop a standardized recipe, cost chart for the item, and service plan/style.
- Test, taste, and evaluate the new item.

Documentation:

- Verification statement of the hours spent developing.
- Write a one-page summary of your experience in the development process.
- Include a copy of the recipe, costing, and service plans for the new item.
- Keep documentation in application/professional portfolio.

5. SANITARIAN SHADOWING EXPERIENCE = 5 HOURS PER UNIT SHADOWED (20 HOURS MAX)

Objectives:

- Learn the process of a sanitation inspection
- Learn to recognize inappropriate sanitary practices in a food service operation
- Experience the communication process between and inspector and a food service operator

Tasks:

- Locate a sanitarian (facility, county, state, etc) that is willing to allow you to shadow them during a routine inspection .
- Schedule a time to shadow this sanitarian.
- Obtain information on how violations are documented and followed-up
- Review documentation materials used.
- Remain confidential about the location and findings of the inspection.
- Obtain a blank copy of the inspection forms used.

Documentation:

- Verification statement of hours spent shadowing.
- Write a one-page summary of learning experience and personal perceptions of doing a sanitation inspection and the confidentiality required.
- Keep documentation in application/professional portfolio.

6. INTERVIEW A HUMAN RESOURCES DIRECTOR/MANAGER = 2 HOURS PER INTERVIEW

(4 HOURS MAX)

Objectives:

- Become familiar with the importance of proper human resources practices.
- Become familiar with the responsibilities of a manager in the tasks of hiring, employing, and dismissing of personnel.
- Interview a resource manager and discuss the following:
- Advertising for a position/recruitment
- Interviewing for prospective employees/selection
- Orientation of new employees - facility and departmental

Documentation:

- Verification of interview.
- One-page summary of the interview.

6. INTERVIEW A FINANCIAL DEPARTMENT DIRECTOR/MANAGER = 2 HOURS PER INTERVIEW (4 HOURS MAX)

Objectives:

- Become familiar with the importance of financial knowledge in a management position.
- Become familiar with the responsibilities of a manager in developing a budget, maintaining a budget, and making needed financial decisions.

Tasks:

- Interview a financial manager and discuss the following:
- The importance of financial knowledge and not rely entirely on an accountant for the manager.
- Basic managerial knowledge of a budget and budgeting process?
- Managerial coordination with an accountant to make the process of maintaining a successful business easier.

Documentation:

- Verification of interview.
- One-page summary of the interview.