

Mercer County Community College
Hotel, Restaurant and Institution Management Program

Course Outline

Course Number: **HM 108** Credit Hours: 3 Length of Semester: 15 weeks
 Division: Business and Technology

Required Textbooks:

- 1) **ServeSafe (Certification Coursebook)**
 Educational Foundation, National Restaurant Association
 4th Edition
- 2) **HACCP (Certification Coursebook)**
 Educational Foundation, National Restaurant Association
 1999

Course Description:

This course will study the principles and applications of sanitation and safety within the foodservice industry. Topics to be reviewed:

- a) Foodborne Disease
- b) Food Protection
- c) Personal Hygiene
- d) Food Preparation Practices
- e) Sanitary Facilities
- f) Cleaning and Sanitizing
- g) Non-Food Supplies
- h) Equipment
- i) Physical Building Construction
- j) New Jersey State Sanitary Codes
- k) Self Inspection
- l) Motivation and Planning
- m) Personnel Training
 - a) HACCP
 - b) Identifying Critical Control Points
 - c) Identify Potential Food Safety Hazards
 - d) Establishing Control Procedures
 - e) Establishing Monitoring Procedures
 - f) Establishing Corrective Action
 - g) Establishing Effective Record Keeping Procedures
 - h) Establishing Procedures for Verification

This course will culminate with an examination which will lead to certification by the National Restaurant Association in Safety and Sanitation and the New Jersey State Department of Health Foodservice Managers Sanitation Certificate and a certification examination in Hazard Analysis Critical Control Point, sponsored by the Educational Foundation of the National Restaurant Association.

Prerequisites: None

Instructor: Douglas Fee

Office: Business Science Building, Room 120

Telephone: 609-586-4800 ext. 3447

Email: feed@mccc.edu

Office Hours: Monday 10:00am to 12:00pm
 Tuesday 10:00am to 12:00pm
 Wednesday 2:00pm to 3:00pm

Objective:

- 1) Understand the importance of sanitation and safety procedures.
- 2) Apply safety and sanitation procedures to food handling functions from purchasing, storing, to preparing and serving customers.
- 3) Train employees on proper sanitation and safety practices.
- 4) Understand the development of a sanitation and safety program.
- 5) Implement an HACCP program in a variety of Foodservice operations
- 6) Improve the opportunity to prevent Foodborne illness
- 7) Improve the results of health inspections
- 8) Enhance guest satisfaction

Method of Instruction:

This class is given in 3 lecture hours session per week. The lecture utilizes a slide presentation and video and overhead format designed specifically for this certification course. Case studies and demonstrations will be provided.

Method of Evaluation

- 1) Tests: a) There will be **Six Tests** covering the safety and sanitation textbook: Each test will be worth 100 points each.
 Total: 600 points.
 - b) There will be **two progress examinations** covering the **HACCP** part of the course. Each test will be worth 100 points
 Total: 200 points
- 2) **Participation** and Attendance: 22 points per class x 14 sessions:
 Total 308 points
- 3) **Written report and presentation:** Students will prepare a written presentation and give an oral presentation to the class on an assigned topic in safety and sanitation. The report must be a minimum of 1000 words. (about 2 ¼ pages single space). The topics must be related to safety and sanitation and approved by the instructor by the third session of class. Topics can include any subject area outlined in the textbook. The material used in your report and presentation must be sourced. 30% of your grade will be based on your oral presentation of the material. Visual aides may be utilized.
 Total 200 points

Grading Scale

1178 - 1308 points = A
1048 - 1177 points = B
918 - 1047 points = C
788-917 points= D
787 or less= F

Make-up Work and Tests:

Students must be present for all test dates; to make up an exam, the student must have communicated an absence before the start of the class and must make it up before the start of the next class. Please Note: The final examination cannot be made up; if missed the student will have to wait until the next exam offering.

Any student who a) knowingly represents work of others as his/her own. b) uses or obtains unauthorized assistance in the execution of any academic work, or c) gives fraudulent assistance to another student is guilty of cheating. Violators will be penalized in accordance with established college policies and procedures.

Class Outline

Session 1: **Introduction to Safety and Sanitation: Providing Safe Food**

Readings: Chapter 1

The Micro world

Readings: Chapter 2

Session 2: **Contamination and Foodborne Illness**

Readings: Chapter 3

The Safe Foodhandler

Readings: Chapter 4

Session 3: **Establishing the Foodservice Safety System**

Test 1: Chapter 1 -4

Readings: Chapter 5 **Purchasing and Receiving Safe Food**

Readings: Chapter 6 **Keeping Food safe in Storage**

Session 4: **Keeping Food Safe in Storage**

Test 2: Chapter 5 - 6

Readings: Chapter 7 and 8 **Protecting Food in Preparation and Serving**

Read Appendix A through E

Session 5: **Sanitary Facilities and Equipment**

Test 3: chapter 7 - 8

Readings: Chapter 10 and 11 **Safe Facilities and Equipment**
and **Cleaning and Sanitizing**

Session 6: **Cleaning and Sanitizing**

Readings: Chapter 11

Integrated Pest Management

Readings: Chapter 12

Session 7: **Crisis Management**

Readings: Chapter 13 **Food Safety Regulations and Standards**

Test 4: chapter 10 - 11

Session 8: **Employee Food Safety Training**

Readings: Chapter 14

Test 5: chapter 12 - 13

Session 9: **New Jersey Sanitary Code, Chapter XII**

Readings: Handouts

Test 6: chapter 14

Session 10: **New Jersey Sanitary Code, Chapter XII**

Readings: Handouts

Review of Course Materials on Safety and Sanitation segment

Project Presentations

Session 11: **HACCP Chapter 9**

Introduction to HACCP

Readings: Handouts

Food Safety Hazards

Establishing a HACCP Food Safety System

Session 12: **HACCP**

Developing Standard Operating Procedures

Readings: Handouts

HACCP Systems for a Sample Operation

TEST: Introduction to HACCP

Session 13: **Review of Serv Safe and HACCP**

TEST: HACCP charting

Session 14: **Certification Examination**