

University of Puerto Rico
Río Piedras Campus
College of Natural Sciences
Nutrition and Dietetics Program

Course title: Food Purchasing for Foodservice Systems

Semester: 1st 2018-2019

Course codification / Section NUTR 4055 / 0U1

Number of credits / Hours: Two (2) credits / Three (3) hours per week

Schedule / Classroom: Monday 8:30 a.m. - 11:20 a.m. / C-236

Pre-requisites: NUTR 4031 Food Science

Other requirements:

- a) Computer with access to the Internet
- b) Basic to intermediate computer skills
- c) Calculator
- d) White coat in optimal conditions
- e) Hairnet
- f) Closed shoes with rubber soles

Professor: Carmen M. Pérez-Velázquez, DrPH, MHSN, RDN, LND

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Office hours: Monday and Wednesday 1:00 p.m. – 4:00 p.m.

Office: EFAN 104

Description: Policies and procedures for selection, purchasing, receiving, storing, inventory and issuing of foods for foodservice systems use. Emphasis is given to trends, regulations and the factors that influence the distribution channel, specifications and quality standards.

Spanish description: Normas y procedimientos para la selección, compra, recibo, almacenamiento, inventario y requisición de abastos de alimentos para uso en los sistemas de servicios de alimentos. Énfasis en las tendencias, regulaciones y los factores que influyen en el canal de distribución, especificaciones y estándares de calidad.

Learning objectives: Upon completion of the course NUTR 4055, each student should have acquired the knowledge and skills to:

1. Explain the processes to buy foods and other grocery items for foodservice systems and their relationship with the food distribution channel.
2. Describe the principles, regulations, policies, procedures and techniques for the selection, purchasing, receiving, storage, inventory and issuing of foods and other grocery items according to the HACCP system.
3. Describe the factors / specifications for food selection: meat, poultry and eggs; fish and seafood; milk and dairy products; fresh and processed fruits and vegetables; breads, cereals and legumes.
4. Explain the use of technology in the selection, purchasing, receiving, storage, inventory, and issuing of foods and other grocery items for use in foodservice systems.
5. Discuss the negotiation techniques in the selection and purchase of food.

6. Have a reasonable accommodation for students with special needs and who request some type of assistance.

Knowledge requirements for registered dietitian nutritionists (KRDN) covered in this course:

1.3 Apply critical thinking skills.

2.2 Describe the governance of nutrition and dietetics practice, such as the Scope of Nutrition and Dietetics Practice and the Code of Ethics for the Profession of Nutrition and Dietetics; and describe interprofessional relationships in various practice settings.

2.5 Identify and describe the work of interprofessional teams and the roles of others with whom the registered dietitian nutritionist collaborates in the delivery of food and nutrition services.

3.4 Explain the processes involved in delivering quality food and nutrition services.

4.1 Apply management theories to the development of programs or services.

4.5 Describe safety principles related to food, personnel and consumers.

4.6 Analyze data for assessment and evaluate data to be used in decision-making for continuous quality improvement.

Outline of course content and time distribution:

| Session | Topic/Activity | Contact hours |
|---------|---|---------------|
| 1 | Course introduction + syllabus The concepts of selection and procurement | 3 |
| 2 | Technology applications in purchasing Distribution systems | 3 |
| 3 | Forces affecting the distribution system An overview of purchasing function | 3 |
| 4 | Exam #1 | 3 |
| 5 | Dairy products visit | 3 |
| 6 | The organization and administration of purchasing The buyer's relations with other company personnel | 3 |
| 7 | The purchase specification: an overall view The optimal amount | 3 |
| 8 | The optimal amount (cont.) The optimal price | 3 |
| 9 | Exam #2 | 3 |
| 10 | Meat products visit | 3 |
| 11 | Typical ordering, receiving and storage procedures Processed produce and other grocery items | 3 |
| 12 | Fresh produce visit | 3 |
| 13 | Eggs Poultry Free Topic | 3 |
| 14 | Fish Beverages Free Topic | 3 |
| 15 | Students' presentations | 3 |
| ---- | Exam #3 (final exams period) | 0 |
| | Total contact hours | 45 |

Instructional Strategies: conferences, discussions (higher-level questioning), cooperative learning, students' presentations, debates, document-based questions, field trips to food industry, and essays.

Minimal Resources Required:

| Resource (I = provided by the Institution, S = acquired by the Student) | In-class |
|---|-----------------|
| Basic to intermediate skills in computer use | S |
| Access to a computer or mobile device | S |
| Activated institutional e-mail (upr.edu) account | I |
| Microsoft Office or compatible equivalent software (Word, Excel, Powerpoint in particular) | S |
| Access to the distance education platform | I |
| Speakers, microphone for computer or mobile device | S |
| Web-cam | N/A |
| Skype or equivalent audio-video communication software | N/A |
| Access to broad-band (high velocity) Internet | N/A |

Evaluation Strategies:

| | |
|---|-----|
| Attendance, punctuality and class participation | 10% |
| Short exams (quizzes) | 15% |
| Assignments + oral/written presentation | 20% |
| Exams (3) | 55% |

Evaluative Grade Scale: Quantifiable with grades of A – F

| | |
|----------|-----|
| 90 – 100 | = A |
| 80 – 89 | = B |
| 70 – 79 | = C |
| 60 – 69 | = D |
| < 59 | = F |

Policies:

a) Sending emails to professor

All emails to professor via Moodle or via email providers should contain the following information in the subject line: Course ID (NUTR 4055), your name and last name. The email should have a salutation line and should have your full name and student number at the end of the email.

b) Class attendance/punctuality, participation, and expectations

Students are expected to attend timely all class meetings. Students should come to class having completed assigned readings and prepared to engage in a lively respectful discussion of key aspects of food purchasing for foodservices systems, as well as readings assigned for the class session. Throughout the semester students will be expected to actively participate in a variety of in-class projects involving debating, document-based questions, and other forms of creative interaction addressing a variety of topics regarded of food purchasing for institutions.

- Respect differences of opinion (classmates, professor, invited lecturers, local constituents, etc.). You are not expected to agree with everything you hear, but you are expected to listen across differences and consider other perspectives with respect.

c) Plagiarism

Your written assignments (printed educational materials and/or oral presentations and posters) should be your intellectual work. Plagiarism, or presenting the words or ideas of another person as your own, is a form of fraud and will not be tolerated. Papers containing plagiarism will automatically receive the grade of “F”. Other examples of plagiarism include cutting and pasting from the web – when you are specifically asked to state something in your own words. This is inappropriate even if you cite where you got the information. When you are requested to synthesize the information from a literature source – it must be in your own words and not a quote. The objective is to have the students demonstrate that they can understand the information to present in their own words and specifically designed to specific populations.

d) Academic Integrity

The University of Puerto Rico promotes the highest standards of academic and scientific integrity. Article 6.2 of the UPR Students General Bylaws (Board of Trustees Certification 13, 2009-2010) states that academic dishonesty includes, but is not limited to: fraudulent actions; obtaining grades or academic degrees by false or fraudulent simulations; copying the whole or part of the academic work of another person; plagiarizing totally or partially the work of another person; copying all or part of another person answers to the questions of an oral or written exam by taking or getting someone else to take the exam on his/her behalf; as well as enabling and facilitating another person to perform the aforementioned behavior. Any of these behaviors will be subject to disciplinary action in accordance with the disciplinary procedure laid down in the UPR Students General Bylaws.

-To ensure user data integrity and security, hybrid and distance education courses are offered through the institutional learning management system, which employs secure connection and authentication protocols. The system authenticates the users' identity with the username and password of their institutional accounts. Users are responsible for keeping their password secure and not sharing it with others.

**e) Law of Integrated Educational Services for People with Impediments
(Law 51, June 7, 1996)**

Students who receive Vocational Rehabilitation should communicate with the professor at the beginning of the semester in order to plan for reasonable accommodation and/or acquisition of needed special equipment, according to the recommendations of the Office for Persons with Impediments of the Deanship of Student Affairs (Oficina de Asuntos para las Personas con Impedimentos, OAPI, Decanato de Estudiantes; Circular #9, 2002-2003, DAA).

f) Reasonable Accommodation

The University of Puerto Rico complies with all state and federal laws and regulations related to discrimination, including “The American Disabilities Act” (ADA law) and Law #51 from the Puerto Rico Commonwealth (Estado Libre Asociado de Puerto Rico). Every student has the right to request and receive reasonable accommodation and Vocational Rehabilitation Services (VRS). Those students with special needs that require some type of particular assistance or accommodation shall explicitly communicate it directly to the professor. Students who are receiving VRS services shall communicate it to the professor at the beginning of the semester so that appropriate planning and the necessary equipment may be requested according to the Disabilities Persons Affairs Office (Oficina de Asuntos para las Personas con Impedimentos (OAPI)) from the Students’ Deanship office. Any other student requiring assistance or special accommodation shall also communicate directly with the professor. Reasonable accommodations requests or services DO NOT exempt the student from complying and fulfilling academic and course related requirements and responsibilities.

g) Alternative Methods of Teaching

La Certificación Núm. 112 (2014-2015) de la Junta de Gobierno define un curso presencial como un curso en el cual 75% o más de las horas de instrucción requieren la presencia física del estudiante y el profesor en el salón de clases. Esto quiere decir que 25% de un curso presencial, pudiera ofrecerse sin requerir la presencia física de los estudiantes y el profesor en el salón de clases. En caso de ser necesario, este curso podrá completar hasta 25% de las horas contacto (11.25 horas) de forma no presencial por métodos alternos como por ejemplo: Video-conferencias, módulos instruccionales, foros de discusión y cibercharlas entre otros. De ser así, se modificará el calendario/temario para incluir los temas que serán cubiertos por métodos alternos.

Required text

Feinstein, A.H. & Stefanelli, J.M. (2017). *Purchasing, Selection and Procurement for the Hospitality Industry*, 9th ed. New York: John Wiley & Sons.
ISBN for E-Text: 978-1-119-19415-6
ISBN for Paperback: 978-1-119-14851-7

Bibliography

- American Psychological Association. (2009). *Publication Manual of the American Psychological Association*, 6th ed. Washington: American Psychological Association.
- Feinstein, A. & Stefanelli, J. (2007). *Purchasing for Chefs*. New Jersey: John Wiley & Sons.
- Knight, J. & Kotschevar, L. (2000). *Quantity Food Production, Planning and Management*, 3rd ed. New York: John Wiley & Sons.
- Labensky, S. (2004). *Applied Math for Food Service*, 2nd ed. New Jersey: Prentice Hall.
- National Restaurant Association. (2007). *Inventory and Purchasing*. Chicago: National Restaurant Educational Foundation.
- Torres, L. (2002). Asistencia Tecnológica derecho de todos. Facultad de Educación
www.uprrp.edu/registrador/suplemento_5.pdf

USDA. (November 24, 2003). Food Safety and Security: What consumers need to know.
www.fsis.usda.gov/oa/topics/foodsec_cons2.htm

USDA. (December 14, 2004). Animal and Egg Production Food Safety.
www.fsis.usda.gov/PDF/PHVt-Animal_Prod-Food_safety.pdf

Journals / Magazines

Equilibrium, Colegio de Nutricionistas y Dietistas de Puerto Rico
Food & Hospitality World, magazine
Food & Wine, online magazine
Food Management, online magazine
International Journal of Food and Beverage Manufacturing and Business Models
Journal of Agribusiness Marketing
Journal of Food Products Marketing
Journal of Food Protection
Journal of Foodservice Business Research
Journal of International Food & Agribusiness Marketing
Journal of the Academy of Nutrition and Dietetics
Journal of Purchasing & Supply Management
LCBO Food and Drink, magazine
Restaurants and Institutions, magazine (last issue was in April 2010)
Restaurant Business, online magazine
Today's Dietitian