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### CUL162T.01: Storeroom Procedures

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**THE UNIVERSITY OF MONTANA—MISSOULA  
COLLEGE OF TECHNOLOGY  
BUSINESS TECHNOLOGY**

**COURSE SYLLABUS**

**COURSE NUMBER AND TITLE: CUL162T Storeroom Procedures**

**CREDITS: 3**

**PREREQUISITES CUL151T, CUL175T**

**FACULTY:**

**Chef Ross Lodahl, culinary arts instructor**

**[Ross.lodahl@mso.umt.edu](mailto:Ross.lodahl@mso.umt.edu)**

**243-7816**

**Office: Culinary Trailer**

**Hours: 7a.m.-3p.m.**

**COURSE DESCRIPTION:**

Introduction to various storeroom functions and procedures as they relate to the kitchen and management controls.

This course includes proper use of this procedures and necessary recording forms with hands on methods.

The principles, standards, and practices involved in professional storeroom management will be utilized.

**STUDENT PERFORMANCE OUTCOMES:**

Upon completion of this course, the student will be able to :

1. Know the operation of a food service storeroom
2. Evaluate the effectiveness of formal storeroom procedures and paperwork
3. Compare/analyze the flow of goods in the correct order and identify correct supplier for each category of food supply.
4. Operate a formal storeroom with limited supervision.
5. Show an understanding of the importance of formal and informal storeroom procedures by completing weekly station objectives.

## **STUDENT PERFORMANCE ASSESMENT METHODS AND GRADING PROCEDURES**

Students will be required to demonstrate daily production assignments requiring pre-planning of methodology and recipes. Students will be evaluated on teamwork, professionalism, mise en place, quality of finished product, sanitation and organizational skills. All assignments projects and tests will be assigned point values. Total points earned will be divided by points possible, and a letter grade will be assigned based on the following:

<b>Evaluation Criteria</b>		<b>Grade Scale</b>	
Tests	20 percent	100-90	A
Projects	20 percent	89-80	B
Daily Production	60 percent	79-70	C

## **ATTENDANCE POLICY**

Attendance will be taken. Students may miss two class sessions during the semester with no negative impact on grade. Upon the third absents the students grade will be lowered on full grade point. If students are absent for any reason, they will be accountable for any information disseminated and be held responsible for class notes, announcements of tests, and assignments. In the event of a fourth absence the student will fail the station.

## **PARTICIPATION**

Students must demonstrate teamwork as consistent with Industry. This is necessary as students contribute to the learning environment and become active learners by attending class and participating. Students who read text assignments prior to class will be equipped to participate and will obtain the most from this course.

## **DUE DATES**

To receive full credit, assignments must be submitted by stated due dates. No late assignments will be accepted.

## **COURSE OUTLINE**

- I. Learn procedures for running the formal storeroom.
  - a. Inventories
  - b. Receiving
  - c. Storing
  - d. Issuing
  - e. Costing
  - f. Sanitation

- II. Learn necessary considerations of storage and rotation of products.
  - a. Proper temperatures
  - b. Proper humidity
  - c. F.I.F.O.
  
- III. Learn to compute all paperwork involved.
  - a. Daily Running List
  - b. Issues: weekly menu 1, 2, 3, 4, & 5
  - c. Want List
  - d. Perpetual Inventory
  - e. Daily Station Temperatures
  - f. Daily Sanitation Inspection
  - g. Physical Inventory
  - h. Requisition Food Cost Analysis
  
- IV. Steward
  - a. Oversees and assists in storeroom procedures
  - b. Performs sanitation inspection in work stations at least two times a day.  
(9:00 a.m. and 11:30 a.m.)
  - c. Complete daily temperature log early evaluation  
(coolers: walk-in, reach-in, and storeroom temperature)
  - d. Records any abnormal reading discrepancy or equipments malfunction  
(notify instructor)
  - e. Assists in ordering goods
  - f. Assists in selecting goods for next day production
  - g. Assists in filling cook's requisition
  
- V. Receiving Clerk
  - a. Assist in filling cook's requisition
  - b. Purveyor invoice  
Check in quality and quantity of all perishable and non-perishable goods  
Check the want list with invoices
  - c. FIFO (first in first out)  
Mark each received item with code number, date and current price on each item  
Store items at the proper locations (using FIFO method)
  - d. Perpetual inventory  
A purveyor invoice B enter date, purveyor, amount of goods received, unit price and total cost of each item.
  
- VI. Issue Clerk
  - a. Cook's requisition  
Fills cook's requisition  
Writes down any items that are out or low in stock on the want list  
Records food or non-food items by weight and/or count, also price

Delivers goods to stations

Prices and totals on each cook's requisition

Lists total quantity of each item from cook's requisition and daily running list (weight and count), on daily goods issue log

b. Perpetual inventory

Enters each item total quantity (weight and count) in the computer, from the daily goods issue log

c. Records stations total food cost on requisition cost analysis form (food cost)

d. Daily food cost form

Enters snack bar food cost, also any labs, or special functions on the requisition cost analysis form