KANSAS STATE UNIVERSITY
DISTANCE EDUCATION
FNDH 342
FOOD PRODUCTION MANAGEMENT
Lab Facility Sponsor’s Information Packet
Dear Lab Facility Sponsor,

Thank you for agreeing to work with a K-State student for the FNDH 342 Food Production Management course.

Below you will find the details of this course.

This packet outlines your responsibilities as a facility sponsor. It previews and briefly describes the course assignments and includes student evaluation forms for you to complete. The student will be able to provide you a copy of the detailed course manual about one month prior to the class beginning as it is updated each semester based on comments from the previous class. Do not hesitate to call or email if you have questions or concerns.

Thank you again.

Kelly Whitehair

Course Number and Title: - FNDH 342: Food Production Management (Distance)

Course description: - Application and principles of food production that includes procurement, quantity food production and controls, work simplification, food service systems, quality food; commercial equipment use and Hazard Analysis Critical Control Point (HACCP) system.

Credit hours: - 4 hours

Instructor(s): - Kelly Whitehair, PhD, RD, LD               Mary Molt, PhD, RD, LD

Contact Info: - stirtz@k-state.edu                      marymolt@k-state.edu
                  (785) 532-6100                        (785) 532-0324

Requirements - Before the class begins, students must locate a food service facility and secure permission from the facility to complete laboratory assignments while working approximately 3-4 hours per week in the operation. The food service facility must receive instructor approval prior to the first day of the course.

Prior to the start of the course, all students must provide proof ServSafe certification to their K-State instructor.
**Lab Sponsor Responsibilities**

As the Lab Facility Sponsor, you are responsible, in part, for the student’s overall laboratory learning experience. However, the student is PRIMARILY responsible. He/she will be given detailed instructions for each week of labs after enrolling in the class and he/she is responsible for communicating all necessary information to you and to your staff and for completing all lab assignments and requirements.

The student is required to spend a minimum of 3-4 hours in your lab facility each week. During this time period, the student should work alongside production staff unless otherwise specified in the week’s lab outline. We want them to experience your operation while learning various management topics. Each week’s lab will have a different focus such as communication, menu, and product flow. We hope they can touch food, experience service, communicate with managers, ask questions, and get a real feel for food production and the management of an operation. The student will be responsible for completing assignments from the lab manual related to the week’s focus and submitting them to the K-State instructor through the course website. You will not be required to grade or score student assignments. You will be asked to evaluate the student and their final meal management project at the end of the semester.

Below is a list of minimum requirements or involvement on your part. Please read through this packet of information. *If you are willing to allow the student to use your operation as their lab facility please complete and return the 3 forms found in this packet. They are the Uniform Agreement Form, the Lab Attendance and Conduct Agreement Form, and the Lab Facility Sponsor Agreement Form.*

**Specific requirements that will require involvement from you, as the lab sponsor, are listed below:**

**Before the Beginning of the semester**

The student is required to schedule an appointment with you (before the beginning of the semester) to discuss any concerns or answer questions either of you have about the lab experience. Additionally, the student should provide you with information regarding their prior food production experiences and a copy of the course manual if you wish. The updated version of the manual is generally available approximately 1 month prior to the beginning of the semester.

**Throughout the Semester - Communication**

As a lab sponsor, you will be responsible for communicating the goals and objectives of the course with the employees the student will be working with during lab, emphasizing to them their importance in the learning process. This will help assure the student is having a quality learning experience, rather than just being “free labor.” At times, this may include helping remove any facility “road blocks” that might interfere with the student’s ability to learn the process of quantity food production management.

**Week #1 Orientation**

This lab will take place in your laboratory facility. With your lab facility sponsor review the syllabus, the lab policies and procedures, emergency and chemical information, personal safety, and tour the foodservice facility. The student is assigned to describe the facility and how the systems approach to management is applied.
**Week #2 Equipment**

This labs continues the student’s orientation to your facility by focusing on large equipment and operating it safely. The student is asked to prove to you or a member of your team that they are able to safely and correctly use specific pieces of equipment. Additionally the student should learn to properly take food temperatures.

**Week #3 Safety and Sanitation**

This lab further orients the student to your facility and its policies. We ask that the student receive an on-the-job orientation. Topics that should be included are:

- Location of first aid kit
- Location of eye wash station
- Location of Material Safety Data Sheets (MSDS)
- Tornado/Fire/Disaster procedures
- Use and location of fire extinguishers
- Evacuation procedures
- CPR and Blood Pathogen training
- Procedure for work related injuries

**Throughout the Semester – Meal Management Project**

As part of the laboratory experience, the student is required to “manage” (plan, organize, and execute) a meal in your facility. You and the student will select an appropriate meal to work on. The student must be primarily responsible for the meal and it must involve a reasonable amount of food production. The student will be guided through the planning process as part of their lab work but may require additional supervision from you and your staff. *Please note this meal must allow them to assist in planning the menu, costing the meal, and complete a variety of production and service schedules for the event.*

Your level of involvement will depend on the meal that you and the student select and on the student’s abilities. Your involvement would include helping the student navigate through your foodservice organization during the planning process, being a liaison between the student and staff if needed, and providing insight and advice.

The student will communicate with you about all phases of the planning process. This will include menu planning, finding recipes, standardizing recipes, costing recipes, recipe testing, forecasting, production scheduling, adjusting recipes, procurement, and event service.

**At the end of project, you are responsible for evaluating the student’s performance and for sharing that information with him/her in a constructive manner. (An evaluation will be provided.)**

A wide range of meals are acceptable

- An ethnic theme meal. For example: Chinese, Cajun, Italian or Indian.
- A holiday/seasonal event.
- Celebration meal (for a resident or patient birthday, an employee’s retirement, a school sports team banquet, etc.) or a reception.

Updated 2018.07.10
The above events are simply a few suggestions, they could simply be managing a daily meal in your operation. If you have other ideas, please share them with the student. This project should be challenging for the student and should be an exercise in applying the quantity food production principles learned. The K-State Instructor must give final approval for the event and the event must be for a minimum of 30 people. Students are given adequate time during the scheduled lab period to plan for the event.

During Their Meal Management Project – Sanitation and Safety Spot Check

During preparations for their meal management you, or a member of your staff, are responsible for evaluating the student’s food safety practices during their event preparation by completing a check sheet (included in this document) by observing and talking to the student. This should be relatively unannounced (although each student will be expecting the spot check) and be completed while working on some aspect of food production during the last month of the semester.

Following completion of the food safety spot check and the project, the results should be shared with the student (don’t forget to have him/her sign the completed form). This form can be completed using any program or hand-written. However, it must be signed by both the evaluator and the student. The evaluation can then be given to the student to scan/photo and submit or you may submit it directly to the K-State instructor.

Note: The student has access to this document on their course page.

End of the Semester – Evaluations

Meal Management Project Evaluation:

You, or a responsible member of your staff, are responsible for evaluating the student’s performance on this project in a “de-briefing”. Following completion of the management project, the form should be completed, the results should be shared with the student (don’t forget to have him/her sign the completed form).

Student Semester Evaluation:

At the end of the semester we ask that the lab sponsor evaluate the performance of the student during their time in your facility. We ask that you be honest and share your thoughts with the student as this will allow them to learn, develop, and improve.

Note: The student has access to this documents on their course page.
DRESS CODE

Below describes the suggested laboratory uniform for the student. The student will receive a copy of this dress code in their lab manual. If this is appropriate for your facility please sign and date the form on the following page and return to the student. If this is inappropriate for your operation, alternative plans should be made between yourself and the student, and documented on the form.

Lab Student Dress Requirements

When working in the food service operation we ask that you dress accordingly as you will be representing Kansas State. Some suggestions follow, but please speak with your sponsor regarding their expectations for your dress while in their facility.

Clothing: Khaki (tan, beige, etc.) OR black pants/slacks. No jeans, corduroys, leggings, shorts, or sweats. Must be clean. White shirt with a collar (no t-shirts, patterns, or stripes). Short sleeves and pockets are preferred. Something with a small logo is acceptable.

Shoes: Shoes may be any color (but not too bright!). They must be clean, comfortable, all leather (that is, no canvas), low heeled, and be closed toe-closed heal.

Hairnet: A hairnet is generally required for everyone working in food production and food service areas. All hair must be pulled back away from the face and must not be below the collar. The hairnet must cover all hair (including ponytails and bangs).

Nametag: Only if provided or required by the lab facility sponsor.

Apron: Only if provided or required by the lab facility sponsor.

Thermometer: It is generally recommended that you have a bi-metallic stemmed thermometer or a digital-read thermometer. They can be purchased in the kitchen section of most stores. The food-stem thermometer must be kept calibrated so be careful to purchase one that has the ability to be calibrated. The digital thermometers are not able to be manually calibrated.

Facial Hair: Follow the guidelines of your facility.

Fingernails: Must be well cared for and of conservative length. Nail polish (including clear polish) and nail enhancements are not recommended.

Jewelry: Jewelry should be limited to a watch, a wedding/engagement ring, and up to two small earrings in each ear.

Gum: Gum is not permitted in food service facilities for sanitation reasons.

Eating/Drinking: Eating and drinking in production areas is not allowed, except for purposes of taste-testing a product.
Kansas State University -
FNDH 342 Distance Food Production Management -
Uniform Agreement Form -

I have read the Lab Student Dress Requirements for FNDH 342 and they are acceptable for this operation.

Signature: _______________________________ Date: ________________

I have read the Lab Student Dress Requirements for FNDH 342 and they are not acceptable for this operation. I would like to make the following changes:

Signature: ______________________________________ Date: ________________

Please sign and date the form. The form may be returned to the student or submitted directly to Dr. Whitehair. You may scan/photo and e-mail (stirtz@k-state.edu).
STUDENT CONDUCT

Below you are provided with the attendance policy for the FNDH 342 students. The student will receive a copy of this policy in their lab manual. If this is appropriate for your facility please sign and date the form on the following page and return to the student. If this is inappropriate for your operation, alternative plans should be made between yourself and the student, and documented on the form.

Lab Student Attendance and Conduct
You must attend and complete all scheduled lab sessions. Read the instructions below.

If you miss lab for any reason - call lab facility sponsor before the lab is to to explain your absence and arrange a way to make up for the lost experience. Do not make missing lab or re-arranging your lab time a habit. Please try to stick to the schedule you arranged with your lab sponsor.

If you are late to lab (less than 30 minutes) - call the lab facility sponsor or other relevant person to let them know that you are on your way. Get to the lab as quickly as possible.

If you have to leave a lab suddenly - notify the lab facility sponsor or other relevant person. Note the time at which you left and schedule make-up work if needed.

Professionalism

In the Food Production Management Laboratory, you are representing Kansas State University and the manner in which you conduct yourself is important for maintaining the excellent reputation built by those who have preceded you. The degree of professionalism that you exhibit will be related to your success. The laboratory sessions will give you direct exposure to real world situations in food service. You will interact with full-time food service professionals at all levels. Students are expected to conduct themselves in a manner that will reflect favorably upon themselves and the university.
# Kansas State University -

## FNDH 342 Distance Food Production Management -

### Lab Attendance and Conduct Agreement Form -

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<th>I have read the Lab Attendance and Conduct Expectations for FNDH 342 and they are acceptable for this operation.</th>
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Kansas State University -
FNDH 342 Distance Food Production Management -
Lab Facility Sponsor Agreement Form -

I have read the information in this packet and I understand it. I agree to serve as the
Lab Facility Sponsor for ___________________ (name of the student) for
Kansas State University FNDH342 Food Production Management course laboratory
during the time period of _________________________. I agree to perform my
duties as outlined in this packet.

Signature: __________________________ Date: ____________

Lab Facility Sponsor Contact Information -

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