

**J. Sargeant Reynolds Community College  
Course Content Summary**

**Course Prefix and Number:** HRI 226      **Credits:** 2

**Course Title:** Leadership and Kitchen Management

**Course Description:**

Presents advanced principles of the foodservice industry by exploring modern leadership techniques, effective management routines, characteristics of strong leadership, employee selection and hiring, performance reviews, and career development. Lecture 2 hours per week.

**General Course Purpose:**

This course is designed to complement technical skills of culinary arts students with leadership and management lessons and skill building.

**Course Prerequisites and Co-requisites:**

None

**Student Learning Outcomes:**

Upon completing the course, the student will be able to

- Identify various management styles and techniques;
- Identify personal and professional attributes of management style and how it works within the dynamics of a team;
- Assess employee performance based on employee work files;
- Write standard job descriptions for positions within the modern Brigade organizational chart;
- Develop and institute effective training and orientation programs;
- Create and implement an incentive program;
- Prepare SWOT analyses;
- Apply techniques for conflict management and resolution;
- Describe the day-to-day operations of a foodservice operation, including opening and closing duties and shift changeover management;
- Conduct daily and shift site walk-throughs;
- Explain the concept and execution of effective scheduling and payroll management;
- Practice equipment monitoring routines and initiate maintenance as needed;
- Describe essentials of optimal food product utilization;
- Prepare prep sheets, orders, and traffic forecasts;
- Develop forms for data, tracking, and other systems, including file organization and management;
- Discuss the need for kitchen staff and service staff to work toward one goal; and
- Identify various learning, training, and continuing education opportunities.
- 

**Major Topics to Be Included:**

- Management styles
- Employee training

- Characteristics of a good leader
- Performance reviews
- Incentive programs
- Conflict management
- Scheduling
- Payroll management
- Equipment maintenance and repairs
- SWOT
- Data tracking and filing
- Operational walk-throughs
- Front-of-the-house and back-of-the-house integration
- Professional development opportunities

**Effective Date/Updated:** January 14, 2019