

**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

**Course Objectives:**

Upon completing the course, the student will be able to:

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

**Major Topics to Be Included:**

- a. Management styles
- b. Employee training
- c. Characteristics of a good leader
- d. Performance reviews
- e. Incentive programs
- f. Conflict management
- g. Scheduling
- h. Payroll management
- i. Equipment maintenance and repairs
- j. SWOT
- k. Data tracking and filing
- l. Operational walk-throughs
- m. Front-of-the-house and back-of-the-house integration
- n. Professional development opportunities

**Effective Date of Course Content Summary:** September 4, 2014