

DIET-1590: PURCHASING PROCEDURES

Cuyahoga Community College

Viewing: DIET-1590 : Purchasing Procedures

Board of Trustees:

2018-01-25

Academic Term:

2018-01-16

Subject Code

DIET - Dietetic Technology

Course Number:

1590

Title:

Purchasing Procedures

Catalog Description:

Applied Management principles required to deliver food and nutrition programs and services including continuous quality management of food and nutrition services. Topics include: food specifications, procurement systems, and receiving and inventory processes.

Credit Hour(s):

1

Lecture Hour(s):

1

Lab Hour(s):

0

Other Hour(s):

0

Requisites

Prerequisite and Corequisite

MATH-1100 Mathematical Explorations or higher, or MATH-1240 Contemporary Mathematics.

Outcomes

Course Outcome(s):

Demonstrate competency in purchasing, including knowledge and implementation of inventory and ordering activities, as a part of practical supervisory functions.

Objective(s):

1. Define the roles and responsibilities of a purchaser.
2. Describe the procedures, requirements, and ethics of purchasing.
3. Demonstrate the use of quality assurance processes with regard to food purchasing including implementation of continuous quality improvements. (CQI) and Quality Assurance (QA)
4. Appropriately use terminology commonly used in food purchasing procedures.
5. Demonstrate methods used in purchasing: bids and other methods of ordering, product comparison, market reports and trends, seasonal expectations.
6. Prepare purchase orders based on various menus food preferences for cultural or religious reasons and portions expected.
7. Apply appropriate receiving, storage, and inventory procedures and management practices.
8. Introduce nutrition information technology relating to purchasing, receiving and inventory.

Course Outcome(s):

Collect performance improvement, financial, productivity or outcomes data and compare it to established criteria. CNDT 1.3

Objective(s):

1. Define the roles and responsibilities of a purchaser.
 2. Demonstrate the use of quality assurance processes with regard to food purchasing including implementation of continuous quality improvements. (CQI) and Quality Assurance (QA)
 3. Demonstrate methods used in purchasing: bids and other methods of ordering, product comparison, market reports and trends, seasonal expectations.
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Course Outcome(s):

Perform supervisory functions for purchasing, production, and service of food that meets nutrition guidelines, cost parameters and health needs. CNDT 3.6

Objective(s):

1. Define the roles and responsibilities of a purchaser.
 2. Describe the procedures, requirements, and ethics of purchasing.
 3. Demonstrate the use of quality assurance processes with regard to food purchasing including implementation of continuous quality improvements. (CQI) and Quality Assurance (QA)
 4. Demonstrate methods used in purchasing: bids and other methods of ordering, product comparison, market reports and trends, seasonal expectations.
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Course Outcome(s):

Perform supervisory, education and training functions. KNDT 4.2

Objective(s):

1. Define the roles and responsibilities of a purchaser.
 2. Demonstrate the use of quality assurance processes with regard to food purchasing including implementation of continuous quality improvements. (CQI) and Quality Assurance (QA)
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Course Outcome(s):

Use current nutrition informatics technology to develop, store, retrieve and disseminate information and data. CNDT 4.3

Objective(s):

1. Define the roles and responsibilities of a purchaser.
 2. Demonstrate methods used in purchasing: bids and other methods of ordering, product comparison, market reports and trends, seasonal expectations.
 3. Introduce nutrition information technology relating to purchasing, receiving and inventory.
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Course Outcome(s):

Implement and adhere to budgets. CNDT 4.5

Objective(s):

1. Define the roles and responsibilities of a purchaser.
 2. Describe the procedures, requirements, and ethics of purchasing.
 3. Demonstrate methods used in purchasing: bids and other methods of ordering, product comparison, market reports and trends, seasonal expectations.
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Methods of Evaluation:

1. Quizzes
2. Examinations
3. Student assignments

Course Content Outline:

1. Introduction to purchasing; Principles of Procurement, production, distribution and service of food.
 - a. Responsibilities of purchaser
 - b. Terminology
2. Purchasing procedures
 - a. Forms and methods
 - b. Determining the right quantity
 - c. Determining the right quality

- i. specifications
- d. Determining the right source
- e. Ordering process
- f. Ethical issues
- g. Equipment
- 3. Effective receiving procedures
 - a. Job description
 - b. Forms and methods
- 4. Effective storage procedures
 - a. Storage requirements
 - b. Inventory control
 - c. Security measures
- 5. Nutrition information technology role in purchasing process
- 6. Quality Management of food and nutrition services

Resources

Holt, Mary. *Food for Fifty*. 13th ed. Pearson/Prentice Hall, 2010.

Ruby Puckett. *Food Service Manual for Health Care Institutions*. 4. Wiley, 2012.

Puckett, Ruby Parker. *Foodservice Manual for Health Care Institutions*. 4th ed. Sanfrancisco, CA: John Wiley and Sons, 2013.

Payne-Palacio, June. *Foodservice Management Principles and Practices*. 13th edition. Boston, MA: Pearson, 2016.

Resources Other

1. Association of Nutrition & Foodservice Professionals, 2016. <http://www.anfponline.org/>

Top of page

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