



CUL 111 – Food Handling/Alcohol Service

Instructor:

Kyle Mitchell – Certified ServSafe Food Safety Manager Instructor and Proctor
Certified ServSafe Alcohol Safety Instructor and Proctor

Time and place:

05/19/2015-08/04/2015 Lecture Tuesday 06:00PM - 09:38PM, Jackson North Campus, Room 101

Email: Mitchelkylea@jccmi.edu (Emails will be replied within 24-36 hours)

Phone: 517-281-2669

Course materials:

1. Required Textbook: **ServeSafe Coursebook, 6th Edition (2014), with the FDA 2013 Food Code Revisions and Updates.** You must have a book with the enclosed exam answer sheet. ISBN # 978-0133-075-830. **No exceptions, since this is a new Coursebook with revised material WITH THE ENCLOSED EXAM ANSWER SHEET.**
2. Required Textbook: **Fundamentals of Responsible Alcohol Service Fundamentals, English, with exam answer sheet - FMX2**

JetNet:

This class uses JetNet (<http://jetnet.jccmi.edu/>). You may use JetNet to access assignments, download or print course materials, and check your grades.

Student Contact Info and E-Mail/Communication:

It is the student's responsibility to provide the college with their correct address and phone number. **Please be sure your correct email is setup in JetNet, as this will be how all my communication for the class is conducted.**

Course description:

Sanitation and safety principles in hospitality operations. Issues impacting consumers and operators. Characteristics of food, supplies, and equipment as related to quality, sanitation and safety. Application of HACCP. Preparation for national foodservice sanitation certification examination.

The Fundamentals of Responsible Alcohol Service textbook provides practical, yet comprehensive, knowledge that assists all front-of-the-house staff in learning what they need to know to serve alcohol responsibly. The ServSafe Alcohol program prepares bartenders, servers, hosts, bussers, valets, bouncers and all front-of-house staff to effectively and safely handle difficult situations in an operation. Alcohol service involves many risks. Failure to act responsibly could result in fines, imprisonment, losing your liquor license, increased insurance costs, or losing your business.

Department outcomes:

The Jackson College Culinary Arts program aspires to excellence in professional and leadership development, economic development, and food safety for the food service and lodging industries through education, research, and outreach with a mission of developing leaders in practice, education, and research for the food service and lodging industries. Educational experiences are planned to contribute to the graduate's effectiveness as a career professional and as a person, family member, and citizen. We are set with the mission to develop leaders in practice, education, and research for the foodservice and lodging industries. We are set with the vision of excellence in professional and leadership development, economic development, and food safety for the foodservice and lodging industries through education, research, and outreach.

Student Learning Outcomes:

1. Identify the causes of foodborne illness.
2. Identify the role of foods, people, personal hygiene, and facilities in the problem of foodborne illness, food handling, and preparation.
3. Identify the common foodborne diseases and their symptoms; how to control these illnesses; how food becomes contaminated; and the biological, chemical, and physical hazards to foods.
4. Explain the management of food stocks and methods of storing potentially hazardous foods; , the time-temperature principle of food protection. Explain and identify the critical control points in preparation, serving, cooling, re-serving, cross-contamination conditions; and identify temperatures for cooking, hot holding, and re-heating.
5. Explain and Identify the role of micro-organisms, viruses, molds, and yeasts in foodborne diseases, and the relationship between HACCP and micro-organisms.
6. Recognize the role of management in food protection, equipment, methods to safeguard foods and the health of the employee.
7. Understand and describe the "Active Managerial Control" program and the "Hazard Analysis Critical Control Point (HACCP)" food safety management systems and how to implement them to control food safety hazards and risk factors.
8. Develop a crisis management plan and evaluate such a plan.
9. Discuss pest control management and how to exclude pests.
10. Explain cleaning and sanitizing practices, materials; methods of use and precautions.
11. Explain the desirable physical characteristics for foodservice establishments with plan review, storage areas, plumbing, ventilation and garbage and waste disposal
12. Apply organizing and planning, cleaning and sanitizing schedules, including products and tools to be used.
13. Describe federal, state, and local regulations and standards of sanitation.
14. Develop and plan an employee sanitation training program; what methods provide the best learning situation for your employees.

Course Schedule:**Week 1 –**

Class Introduction

Chapter 1: Keeping Food Safe

- Foodborne Illnesses
- How Foodborne Illnesses Occur
- The Food Safety Responsibilities of a Manager

Chapter 2: Understanding the Micro world

- Pathogens, Bacteria, Viruses, Parasites, Fungi and Biological Toxins

Chapter Assignments

Week 2 –

Text Reading:

Chapter 3: Contamination, Food Allergens, and Foodborne Illness

- Physical and Chemical Contaminants
- The Deliberate Contamination of Food and Food Allergens

Chapter 4: The Safe Food Handler

- Personal Hygiene and Contamination
- A Good Personal Hygiene Program

Quiz **Chapter 1 & 2**

Chapter Assignments

Week 3 –

Text Reading:

Chapter 5: The Flow of Food: An Introduction

- Cross-Contamination
- Time-Temperature Control

Chapter 6: The Flow of Food: Purchasing and Receiving

- Purchasing and Receiving Considerations
- General Inspection Guidelines and Inspecting Specific Types of Food

Quiz: **Chapters 3 & 4**

Test # 1 (chapters 1-4)

Chapter Assignments

Week 4 –

Text Reading:

Chapter 7: The Flow of Food: Storage

- General Storage Guidelines
- Storing Specific Food

Chapter 8: The Flow of Food: Preparation

- Preparation, Cooking Food & Cooling and Reheating Food

Quiz: **Chapters 5 & 6**

Chapter Assignments

Week 5

Text Reading:

Chapter 9: The Flow of Food: Service

- Holding Food for Service, Serving Food Safely & Off-Site Service

Chapter 10: Food Safety Management Systems

- Food Safety Management Systems
- Active Managerial Control and Crisis Management

Quiz: **Chapters 7 & 8**

Test #2 (chapters 5-8)

Chapter Assignments

Week 6 –

Text Reading

Chapter 11: Safe Facilities and Equipment

- Designing a Safe Operation
- Considerations for Other Areas of the Facility
- Equipment Selection

- Installing and Maintaining Kitchen Equipment & Utilities

Chapter 12: Cleaning and Sanitizing

- Cleaning, Sanitizing, Dishwashing, Cleaning the Premises and Developing a Cleaning Program

Quiz: **Chapters 9 & 10**

Chapter Assignments

Week 7 –

Text Reading:

Chapter 13: Integrated Pest Management

- Integrated Pest Management (IPM) Programs & Identifying Pests
- Working with a Pest Control Operator (PCO), Treatment & Using and Storing Pesticides

Chapter 14: Food Safety Regulation and Standards

- Government Agencies Responsible for Preventing Foodborne Illness
- The Inspection Process, Self-Inspections & Voluntary Controls within the Industry

Quiz: **Chapters 11 & 12**

Test #3 (Chapters 9-12)

Chapter Assignments

Week 8 –

Text Reading:

Chapter 15: Staff Food Safety Training

- Training Staff
- Ways of Training

Quiz: **Chapters 13 & 14**

Chapter Assignments

Week 9 –

Quiz: **Chapters 15**

Final Review for ServSafe Exam

Test #4 (Chapters 13-15)

Chapter Assignments

Week 10 –

Food Borne Illness Outbreak research project presentations

NATIONAL SERVSAFE CERTIFICATION EXAM – Must have Driver's License and Exam Sheet

Week 11 –

Text Reading:

ServSafe Alcohol Book

ServSafe Alcohol Videos

Michigan Liquor Control Commission Guide

- Review for ServSafe Alcohol Test

Chapter Assignments

Week 12 –

ServSafe Alcohol Homework Due

ServSafe Alcohol Test – Must have State Issued Photo ID and Exam Answer Sheet

Grade Scale:

Attendance/participation: 12 classes at 20 points each	240 points
ServSafe Food Assignments (8 @ 20 points)	160 points
ServSafe Alcohol Homework	80 points
Quizzes: (8 quizzes at 15 points each)	120 points
Tests: 4 tests at 25 points each	100 points
Food Borne Illness Research Paper	100 points
Food Borne Illness Presentation	100 points
ServSafe Alcohol Exam	200 points
ServSafe National Exam	400 points
Total Points	1500 points

FINAL GRADE SCALE

- 4.0 = 94-100
- 3.5= 89-93
- 3.0= 84-88
- 2.5= 78-83
- 2.0= 72-77
- 1.5= 66-71
- 1.0= 60-65
- 0.5= 55-59
- 0.0= 0-54

Textbook Reading Assignments:

Each student will read the chapter/s assigned in the textbook and any additional readings according to instructions given.

Other Expectations:

This course requires a great deal of reading. The reading isn't difficult but students are responsible for being prepared to participate in every class. Remember that this is a 3 credit college course. Keep track of due dates and do not fall behind.

Project:

The final project will be a 3 -5 page research paper on a food borne illness outbreak, of the students choosing, accompanied by a 3 -5 minute presentation. The research paper must be written in MLA format. The presentation may be given in PowerPoint, could be a demonstration and other presentation styles may be appropriate.

SERVS SAFE EXAM:

The **FINAL EXAM(S)** are worth **40% of the student's grade** and will be the ServSafe Certification exams administered by the National Restaurant Association Educational Foundation Instructor/Proctor located at Jackson College. The **food exam** is comprised of 90 multiple choice questions. Students must achieve a 75% or higher in order to pass the exam. The **alcohol exam** is comprised of 50 multiple choice questions. Students must achieve a

75% or higher in order to pass the exam. The final exam(s) is a closed exam; no one will be permitted to enter the classroom once the exam(s) has begun.

- ❖ ***To pass this course you will need to pass the National Restaurant Association ServSafe Certification Exam. If the student does not pass the ServSafe exam(s) the student will not receive any points for the exam in the class.***
- ❖ If a student needs additional assistance, please inform the instructor immediately at the beginning of the semester, so that proper accommodations can be made, if applicable.

Attendance/Participation Policy

Your participation and attendance are expected in each class session. Your success will depend greatly on the time spent reviewing the material and the completion of assigned work. Attendance will be taken during each class and reported periodically to the Registrar's Office. Students are allowed 3 absences, after the 3rd absence the student will fail the class. It should be noted that students will not receive attendance points for any class that they miss despite the reason. If a student is more than 10 minutes late it will be counted as a half absence.

Definitions include:

"H" - the student is not doing acceptable work and needs help to be successful

"Q" - the student has not participated/attended and the instructor believes they have unofficially withdrawn

"V" - the instructor verifies that the student is participating/attending and doing acceptable work.

It is ultimately the responsibility of the student to withdraw from the course. You will be able to verify your attendance reporting via e-services at our JCC homepage. You should also contact your instructor when considering a withdrawal.

Withdrawal

See Academic Calendar for the withdrawal date. Students who stop attending class without completing a withdrawal form will receive a grade of 0.0. It is the student's responsibility to withdraw from a course. I cannot issue a drop from this course for you. You should initiate a withdrawal at the main campus Registrar's Office or at any Jackson College center if you cannot complete the course. You should also contact me when considering a withdrawal.

Incompletes

No incomplete grades will be given in this class except under extenuating circumstances and only if the student has completed at least 75% of the work and has at least 2.0 in the course. The grade of "I" is not awarded to students who did not attend, or seldom attended, or to those who simply are not pleased with their final grades. Students receiving an "I" submit only the remaining work that had not been completed at the end of the semester. Students do not redo work that had already been graded.

Extra Help

Tutors (plus additional services for academic success) can be accessed by calling 796-8415 or by stopping by the Center for Student Success, Bert Walker Hall Room 123.

Students requiring special assistance (including those affected by the Americans with Disabilities Act) should contact the Center for Student Success. This is the first step in acquiring the appropriate accommodations to facilitate your learning.

Student Responsibilities

The student is responsible to complete the material covered each week and submit when it's due.

The student is also responsible to initiate a withdrawal from the course if the work cannot be completed and the student does not qualify for an incomplete. Finally, the student is responsible to notify his/her instructor if he/she is going to miss class.

Academic Honest Policy

Academic honesty is expected of all students. It is the ethical behavior that includes producing their own work and not representing others' work as their own, either by plagiarism, by cheating, or by helping others to do so. While JCC encourages students to collaborate in study groups, work teams, and with lab partners, each student should take responsibility for accurately representing his/her own contribution.

Plagiarism

Plagiarism is the failure to give credit for the use of material from outside sources. Cheating includes obtaining answers/material from an outside source without authorization. Faculty members who suspect a student of academic dishonesty may penalize the student by taking appropriate action up to and including lowering the final grade by .5 and assigning a failing grade for the paper, project, report, exam, or the course itself. Instructors will document instances of academic dishonesty in writing to the Dean of Faculty.

In the event of a student dispute, both student(s) and faculty should follow the Conflict Resolution Policy. This policy is presented in Student Rights and Responsibilities (student handbook) and the faculty Master Agreement

Quality of Writing:

Throughout your career as a manager or leader, you will be called upon to express yourself in writing. Whether your words appear on paper or on a screen, they will represent you. Please consider the following expectations when completing this CUL 111 assignment:

1. Overall Organization

- ✓ Clarity of the paper's point or thesis (proper introduction)
- ✓ Division into logical sections (clearly labeled)
- ✓ Logical flow of ideas and information
- ✓ Use of appropriate examples
- ✓ Appropriate content that complies with the assignment
- ✓ Suitable concluding paragraph(s)

2. Mechanics and Style

- ✓ Clear and precise language
- ✓ Freedom from grammatical, punctuation and spelling errors
- ✓ Clear and concise sentence structure; no sentence fragments
- ✓ Smooth transitions

3. Use of Sources of Information

- ✓ Clear recognition/citation of the use of others' ideas and information within text of paper
- ✓ Proper APA format bibliography reflecting all sources cited within the text of the paper (and no sources NOT cited within the text of the paper)

How Can I get an "A"?

The "A" Paper

This paper clearly demonstrates hard work, as well as an appreciation for the complexities of the issue. The excellence of a paper is established in a variety of ways. Overall, ideas are presented in a meaningful sequence. In addition, the writer provides substantial support for her ideas through the use of relevant, cited references, and other evidence and logic. The writer uses appropriate and relevant examples where needed and furnishes the reader with definitions of terminology as deemed appropriate. Overall, the prose of an excellent paper is quite readable. The writer also proposes ideas that challenge the reader to think about the topic. Specifically and properly complies with all the various specifics of the assignment.

The "B" Paper

The author of a “B” level paper also goes beyond the basic expectations of the assignment. The basic thesis of the paper is clear and the organization is sound. The writer uses multiple citations from different sources. In addition, the paper is devoid of too many errors in grammar, punctuation and spelling. Complies with all of the various specifics of the assignment.

The “C” Paper

The “C” paper conforms to the basic expectations established in an assignment. An overall thesis or topic is readily apparent. References are cited, and the paper is readable. However, the level of quality in the paper is not equal to those with higher grades. For examples, some flaws in the overall organization or mechanics may be present. The paper often appears to meet only the bare minimum requirements. Complies with nearly all of the specifics of the assignment.

The “D” Paper

In a paper that receives a grade of D, the overall quality of writing is determined to be poor. In many cases, parts of the assignment may not be completed. A “D” paper will often lack a central theme or thesis, however, it is apparent that an attempt was made to satisfactorily complete the assignment. References in a “D” paper may also be inadequate or inappropriate. Finally, the basic reasoning of a “D” paper may be flawed. Failure to comply with aspects of the assignment.

The “F” Paper

The writer of an “F” paper has missed important elements of the assignment. The paper may also be plagiarized. The writing quality is poor and may contain a substantial amount of errors in grammar, punctuation and spelling, or may ignore the basic formatting expectations for assignments (e.g. typed, numbered pages, etc).

STUDENTS ARE RESPONSIBLE FOR RETAINING COPIES OF ALL SUBMITTED AND RETURNED WORK UNTIL THEY RECEIVE THEIR COURSE GRADES FROM THE UNIVERSITY.