Management Assignments
(See Blackboard Learn for details)

I. MYSTERY PROJECT (TEAM ASSIGNMENT)

II. ASSIGNMENTS

Safety/Sanitation
- Safety/Sanitation checklist
- Cleaning Procedure
- Review/discuss disaster plan in facility
- Read one trade journal article on topic of Safety/Sanitation

Human Resources
- Effective communication
- Review policy/procedure manual and employee orientation procedures.
- Review steps for hiring from position opening through orientation: consider barriers, hiring restrictions, policies, interview issues, legal issues, potential delays
- Read one trade journal article on topic of Human Resources

Budget
- Prepare bid for new or replacement equipment OR redesign workspace
- Identify customers of department's services
- Observe/evaluate effectiveness of business/operating plans of department; Review YTD budget: discuss discrepancies
- Discuss budget development, planning, implementation, evaluation
- Discuss development of business plan
- Discuss recommended goal/organizational change for facility
- Review vending and cash handling procedures
- Read one trade journal article on topic of budget/financial issues

Food Production, Product Procurement, Service
- Menu Planning OR Recipe Development (Choose 1 to complete)
- Plan, implement, evaluate special function or promotion
- Perform Tray Accuracy Audit
- Perform Test Tray Evaluation
- Review procurement procedures and cycle menus/room service used in facility.
- Compare/contrast methods of food production: cook/serve hot; cook/chill; cook/freeze.
- Function as production supervisor as assigned.
- Read one trade journal article on topic related to production, procurement, service

Quality Assurance/Process Improvement
- Participate in quality assurance/Process Improvement procedures as detailed in Process Improvement Assignment
- Complete the Process Improvement Assignment and Report

Inservice
- Plan, implement, evaluate departmental inservice; coordinate with preceptor
Other management assignments
____ CDR Professional Development Portfolio Plan

School Food Service Assignments
____ Nutrition-related lesson for classroom.
____ Compare/contrast school food service management with other experiences.
____ Review menu plans
____ Factors influencing food purchasing

III. ASSESSMENTS:
____ Mystery Project Quiz
____ Management Assessment
____ RD Exam #2

IV. EVALUATIONS:
____ Leadership and Professional Practice Evaluation (FSM facility and School FSM facility)

V. Reflections/Journaling (Weekly to instructor following weekly reflection questions and readings).

VI. Discussion Posting