

# Lab Facility Sponsor's Information Packet

Food Production Management  
HRIMD 342

Kansas State University Distance Education

Dear Lab Facility Sponsor,

Thank you for agreeing to work with a K-State student for the HRIMD 342 Food Production Management course. This packet outlines your responsibilities as a facility sponsor. It previews and briefly describes the course assignments and includes student evaluation forms for you to complete. The student will be able to provide you a copy of the detailed lab manual after they have enrolled in the class. Do not hesitate to call or email me if you have questions or concerns.

Thank you again.

Sincerely,

Mary Molt and Melissa Schrader

**CONTACT INFORMATION**

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## **Lab Sponsor Responsibilities**

As the Lab Facility Sponsor, you are responsible, in part, for the student's overall laboratory learning experience. However, the student is **PRIMARILY** responsible. He/she will be given detailed instructions for each week of labs after enrolling in the class and he/she is responsible for communicating all necessary information to you and to your staff and for completing all lab assignments and requirements.

The student is required to spend a minimum of 4 hours in your lab facility each week. During this time period, the student should work along side production staff unless otherwise specified in the week's lab outline. Each week's lab will have a different focus such as communication, menu, and product flow. The student will be responsible for completing assignments from the lab manual related to the week's focus and submitting them to the **KSU lab instructor**. You will **not** be required to grade or score any student assignments.

Additionally, the student is required to provide Kansas State University with proof of medical insurance coverage and ServSafe certification. They should carry proof of this coverage with them to all laboratory sessions.

Below is a list of minimum requirements or involvement on your part.

1. Read through this packet of information and immediately return 3 forms to the Lab Instructor (regarding the laboratory uniform, laboratory attendance and conduct, and confirmation of your role in this learning experience).
2. Prior to the first day of class:  
The student is required to schedule an appointment with you (before the beginning of the semester) to discuss any concerns or answer questions either of you have about the lab experience. Additionally, the student should provide you with information regarding their prior food production experiences and a copy of the lab manual.
3. Lab #1 and #2  
Lab #1 outlines the dress code, attendance policy, lab objectives, and faculty expectations for the students. It also asks the student to complete an assignment describing the facility. Lab #2 is an orientation of your facility. We ask that the student receive an on-the-job orientation. This orientation should include, at a minimum, the following information:
  - \* Location of first aid kit
  - \* Location of eye wash station
  - \* Location of Material Safety Data Sheets (MSDS)
  - \* Tornado procedures
  - \* Fire procedures
  - \* Use and location of fire extinguishers
  - \* Evacuation procedures
  - \* CPR and Blood Pathogen training

### Lab #3: Equipment

This lab focuses on large equipment and operating it safely. The student is required to prove to you, or a qualified member of your staff, that they are able to safely and correctly use large equipment in your facility. Additionally, the student should learn the correct procedure for taking food temperatures.

#### 4. Lab #4 Safety and Sanitation

The student will be asked to visit with you or a designee about work related injuries.

#### 5. Special Event Planning

As a part of the lab experience, the student is required to select, plan, and carry out a special event at the end of April or beginning of May. You and the student will select an appropriate special event to work on. The student is responsible for communicating the selection to the KSU Lab Instructor. Your level of involvement will depend on the special event that you and the student select and on the student's abilities. Your involvement would include helping the student navigate through your foodservice organization during the planning process, being a liaison between the student and staff if needed, and providing insight and advice. The student will communicate with you about all phases of the special event. This will include menu planning, finding recipes, standardizing recipes, costing recipes, recipe testing, forecasting, production scheduling, adjusting recipes, procurement, and event service. At the end of project, you are responsible for evaluating the student's performance and for sharing that information with him/her in a constructive manner. (An evaluation form has been provided.)

#### 6. Throughout the course, the student will ask your opinion or questions about a food service related topic. Additionally, you will be asked to complete another evaluation form critiquing the student's performance over the entire semester. The evaluation form is included in this packet.

#### 7. Additionally, as lab sponsor, you will be responsible for communicating the goals and objectives of the course with the employees the student will be working with during lab, emphasizing to them their importance in the learning process. This will help assure the student is having a quality learning experience, rather than just being "free labor." At times, this may include helping remove any facility "road blocks" that might interfere with the student's ability to learn the process of quantity food production management.

#### 8. Below describes the suggested laboratory uniform for the student. The student will receive a copy of this dress code in their lab manual. If this is inappropriate for your operation, alternative plans should be made between yourself and the student.

### **Laboratory Uniform**

**Khaki (tan, beige, etc.) OR black pants/slacks** (no jeans, corduroys, leggings, shorts, or sweats). Must be clean and pressed.

**White shirt with a collar** (no t-shirts, patterns, or stripes). Short sleeves and a pocket are preferred. Something with a small logo is o.k. Must be clean and pressed.

**Shoes** may be any color (but not too bright!). They must be clean, comfortable, all leather (that is, no canvas), low heeled, and be closed toe - closed heel.

**Hairnet.** A hairnet is required for everyone in labs which request full uniform and when otherwise specified. All hair must be pulled back away from the face and must not be below the collar. The hairnet must cover all hair (including ponytails and bangs). Hairnets can be purchased at Wal-Mart or at grocery stores.

**Nametag.** Only if provided or required by the Lab Facility Sponsor.

**Apron.** Only if provided or required by the Lab Facility Sponsor.

**Thermometer.** You must have a bi-metallic stemmed thermometer. They can be purchased in the kitchen section of Wal-Mart or any kitchen store and cost approximately \$8. The thermometer must be kept calibrated so be careful to purchase one that has the ability to be calibrated.

**Facial Hair.** Beards are not allowed in most food service facilities. Neatly trimmed moustaches are generally permissible. Follow the guidelines for your facility.

**Fingernails.** Must be well cared for and of a conservative length. Nail polish (including clear polish) is not permitted.

**Jewelry.** Jewelry must be limited to a watch, a wedding/engagement ring, and up to two small earrings in each ear. Earrings must be smaller than a dime and dangling earrings (of any size) are not permitted. (Necklaces and bracelets are a safety hazard and may therefore not be worn). Make sure that you remove all necessary jewelry prior to lab.

**Gum.** Gum is not permitted in food service facilities for sanitation reasons.

**Eating/Drinking.** Eating and drinking in production areas is not allowed, except for purposes of taste-testing a product. Drinking fountains will be available in your facility.

**Proof of insurance and ServSafe Certification.** The student must carry proof of insurance and ServSafe certification during each lab.

**Uniform Agreement Form**

1. Please read the Laboratory Uniform description on the previous page.
2. Sign on the appropriate line below.
3. Return this form as soon as possible to the lab instructor by fax or by mail.

I have read the Laboratory Uniform description and it is acceptable for this operation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the Laboratory Uniform description and it is not acceptable for this operation. I would like to make the following changes:  
(please describe any and all changes in the space below.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Below is a copy of the of the attendance policy given to the student.

### **Laboratory Attendance and Conduct**

You must attend and complete all scheduled lab sessions. If you fail to do this for any lab, read and follow the instructions below.

**1. If you miss lab for a valid reason:**

**The only valid reasons are illness (doctor's note required), a death in the family, or an extremely serious emergency.**

\* Contact the Lab Facility Sponsor and the Lab Instructor within one day of the lab to explain your absence, provide verification of a valid reason, and arrange a way to make up the lab work.

**2. If you miss lab unexcused:**

**No points will be earned for the missed lab but the work must be made up.**

\* Contact the Lab Facility Sponsor and the Lab Instructor within one day of the missed lab to explain your absence and arrange a way to make up for the lost experience.

**3. If you are late to lab (less than 30 minutes):**

\* Call the Lab Facility Sponsor or other relevant person to let them know that you are on your way.

\* Get to lab as quickly as possible.

\* Contact the Lab Instructor within one day of the lab to explain your reason for being late and to schedule make-up work if needed. Points may be deducted.

**4. If you have to leave lab suddenly:**

\* Notify the Lab Facility Sponsor or other relevant person.

\* Note the time at which you left.

\* Contact the Lab Instructor within one day to explain and to schedule make-up work if needed.

\* Points may be deducted.

**5. If you are injured during lab:**

\* Notify the Lab Facility Sponsor IMMEDIATELY and follow their instructions.

\* Contact the Lab Instructor within one day to describe the incident.

**6. Professionalism:**

\* Webster defines professionalism as the conduct, aims, or qualities that characterize or mark a professional person. In the Food Production Management Laboratory, you are representing Kansas State University and Kansas State students, and the manner in which you conduct yourself is important for maintaining the excellent reputation built by those who have preceded you. The degree of professionalism that you exhibit will be related to your success. The laboratory sessions will give you direct exposure to real-life situations in food service. You will interact with full-time food service professionals at all levels. Students are expected to conduct themselves in a manner that will reflect favorably upon themselves and the university.

**Laboratory Attendance and Conduct Agreement Form**

1. Please read the Laboratory Attendance and Conduct description on the previous page.
2. Sign on the appropriate line below.
3. Return this form as soon as possible to the lab instructor by fax or by mail.

I have read the Laboratory Attendance and Conduct description and it is acceptable for this operation.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

I have read the Laboratory Attendance and Conduct description and it is not acceptable for this operation. I would like to make the following changes:  
(please describe any and all changes in the space below.)

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Description of the Special Event Project**

As part of the laboratory experience, the student is required to plan, organize, and execute a special event in your facility. The student must be primarily responsible for the event and it must involve a reasonable amount of food production. The student will be guided through the planning process as part of their lab work but may require additional involvement and supervision from you and your staff.

**Special event projects must be executed within the two week time period specified in the lab manual (typically the last week in April and first week in May).**

A wide range of events are acceptable. Suggestions include:

1. An ethnic theme meal (breakfast, lunch, or dinner). For example: Chinese, Cajun, Italian.
2. A holiday meal (breakfast, lunch, or dinner).
3. Seasonal events.
4. Celebration meal (for a resident or patient birthday, an employee's retirement, a school sports team banquet, etc.)
5. A reception

The above events are simply a few suggestions. If you have other ideas, please share them with the student. The student is required to discuss ideas with you and work with you to select an appropriate event. This project should be challenging for the student and should be an exercise in applying the quantity food production principles learned. The KSU Lab Instructor must give final approval for the event and the event must be for a minimum of 30 people. Students are given adequate time during the scheduled lab period to plan for the event.

## **Evaluation**

You, or a responsible member of your staff, are responsible for evaluating the student's performance on this project. An evaluation form is provided on the next page. Following completion of the special event project, the form should be completed, the results should be shared with the student (don't forget to have him/her sign the completed form), and the form should then be faxed or mailed to the lab instructor for final grading.

## Special Event Evaluation

<b>Student's Name</b>	
<b>Evaluator's Name</b>	

Using a scale of 1 - 5, with 1=unacceptable, 3=satisfactory, and 5=excellent, rate the student s behavior and performance over the course of the project (from the early planning stages, through the event itself, to their last responsibility).

**Score: (Low) 1 – 5 (High)**

- \_\_\_\_\_ **Ability to plan and organize** - kept track of details, completed all required tasks, and stayed on track.
- \_\_\_\_\_ **Dependability** - took initiative, reliable, punctual, and responsible.
- \_\_\_\_\_ **Adaptability** - adjusted rapidly, performed well under pressure, identified problems and took appropriate action.
- \_\_\_\_\_ **Positive attitude** - courteous, cheerful, cooperative, accepted supervision, displayed self-confidence, enthusiastic.
- \_\_\_\_\_ **Application of knowledge** - demonstrated knowledge of food production management, evidence of proficiency and technical competence.
- \_\_\_\_\_ **Communication skills** - expressed ideas well, demonstrated ability to listen effectively, written work well organized, neat, and accurate.
- \_\_\_\_\_ **Sound judgement** - made logical decisions, considered full impact of decisions, weighed alternatives, demonstrated ability to think critically.
- \_\_\_\_\_ **Professional appearance and conduct** - well-groomed appearance, demonstrated maturity.
- \_\_\_\_\_ **Total Points** (40 possible)

### Additional Comments:

Evaluator's Signature: \_\_\_\_\_

Date:

Student's Signature: \_\_\_\_\_

Date:

**HRIMD 342 FOOD PRODUCTION MANAGEMENT  
STUDENT SEMESTER EVALUATION FORM**

**STUDENT NAME:**

<b>CRITERIA</b>	<b>POSSIBLE POINTS</b>	<b>ACTUAL</b>
<p><b>Promptness</b></p> <ul style="list-style-type: none"> <li>▪ Student report on time to lab</li> <li>▪ Assigned tasks are finished within the specified laboratory time period</li> </ul> <p>Comments:</p>	<b>2</b>	
<p><b>Dependability</b></p> <ul style="list-style-type: none"> <li>▪ Student works without close supervision</li> <li>▪ Responsible for work area and assignment</li> <li>▪ Good team player</li> </ul> <p>Comments:</p>	<b>3</b>	
<p><b>Adaptability</b></p> <ul style="list-style-type: none"> <li>▪ Adjusts as need in changing work conditions</li> <li>▪ Works well under pressure</li> <li>▪ Able to think on their feet</li> <li>▪ Performs within scope of responsibility</li> </ul> <p>Comments:</p>	<b>4</b>	
<p><b>Plans and Organizes time/resources</b></p> <ul style="list-style-type: none"> <li>▪ Uses time wisely</li> <li>▪ Organizes workflow appropriately</li> <li>▪ Avoids wasting materials</li> </ul> <p>Comments:</p>	<b>4</b>	
<p><b>Ability to take initiative</b></p> <ul style="list-style-type: none"> <li>▪ Self-starts consistently</li> <li>▪ Asks appropriate questions</li> <li>▪ Investigates unanswered questions</li> <li>▪ Participates in activities that enhance learning</li> <li>▪ Exhibits inner drive and curiosity</li> </ul> <p>Comments:</p>	<b>4</b>	
<p><b>Positive Attitude</b></p> <ul style="list-style-type: none"> <li>▪ Courteous to superiors and co-workers</li> <li>▪ Cheerful, cooperative, enthusiastic</li> <li>▪ Respects authority and accepts supervision</li> <li>▪ Uses tact when interacting with others</li> </ul>	<b>3</b>	

<ul style="list-style-type: none"> <li>▪ Consistent growth and self-confidence in completion of tasks</li> </ul>		
<p><b>Ability to Apply Knowledge</b></p> <ul style="list-style-type: none"> <li>▪ Uses information from course text and prior courses</li> </ul> <p>Comments:</p>	<b>4</b>	
<p><b>Exhibits Sound Judgment</b></p> <ul style="list-style-type: none"> <li>▪ Makes logical decisions</li> <li>▪ Considers impact of decisions on self/others</li> <li>▪ Able to weight alternatives</li> <li>▪ Thinks critically</li> </ul> <p>Comments:</p>	<b>4</b>	
<p><b>Preparedness</b></p> <ul style="list-style-type: none"> <li>▪ Reads lab assignment before coming to work</li> </ul> <p>Comments:</p>	<b>3</b>	
<p><b>Ability to Self-Evaluate</b></p> <ul style="list-style-type: none"> <li>▪ Knows strengths and utilizes them</li> <li>▪ Able to identify weaknesses</li> <li>▪ Plans to maximize strengths and work on areas of improvement</li> </ul> <p>Comments:</p>	<b>4</b>	
<p><b>Professional Appearance</b></p> <ul style="list-style-type: none"> <li>▪ Wears required uniform</li> <li>▪ Comes to work clean and neat in appearance</li> </ul> <p>Comments:</p>	<b>2</b>	
<p><b>Oral Communication Skills</b></p> <ul style="list-style-type: none"> <li>▪ Able to provide answers/directions to others</li> <li>▪ Uses correct grammar</li> </ul> <p>Comments:</p>	<b>3</b>	
<p><b>Additional Comments:</b></p>		
<p><b>Total Possible Points</b></p>	<b>40</b>	

## **Lab Facility Sponsor Agreement Form**

Please complete the form below and return it to the Lab Instructor by fax or by mail as soon as possible.

I have read the information in this packet and I understand it. I agree to serve as the Lab Facility Sponsor for \_\_\_\_\_ (*please fill in the name of the student*) for Food Production Management during the spring semester of 2007. I agree to perform my duties as outlined in this packet.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Lab Facility Sponsor Contact Information**

Name	
Title	
Organization/Facility Name	
Type of Organization (hospital, school food service, etc.)	
Mailing Address	
Telephone Number	
Fax Number	
E-Mail Address	