

evolved management

MANAGERS & RESTAURATEURS

the magic world of hospitality
Magazine School Consulting

THE F&B MANAGER PROGRAMS

Introduction

1 MOD.

A Definition of Training
The Purpose of Training
The Training Program
Training Manuals
Standards and Performance
Monitoring Performance
Taking Corrective Action

Applying Principles of Evolutive Management

Concept of excellence
Kaizen management, Principles of Six sigma (B.S.C.)

Evolute management

State management
Communication
Verbal & Non Verbal Communication
Body language
Modeling
Selling: Principles of Hypnosis & Suggestions
Principles of Memo Training

Principles of Coaching

Focusing on Performance
Managing a Briefing
Managing Stress
Nutrition;
Cusine and Communication Over the Century
Variable Rate and Contribution Rate
Break-Even Point
Cost/ Volume/ Profit Analysis and Calculations
Menu Analysis

Analyzing Results Using The Income Statement

2 MOD.

Financial analysis
Uniform System of Accounts
Income Statement (USAR)
Analysis of Sales/Volume
Analysis of Food Expense
Analysis of Beverage Expense
Analysis of Labor Expense
Analysis of Other Expenses
Analysis of Profits

Budgeting

Creating a Budget
Developing the Budget
Monitoring the Budget
Establishing budget and monitoring performance to the budget

Controlling Other Expenses

Managing Other Expenses
Fixed, Variable, and Mixed Other Expenses
Controllable and Noncontrollable Other Expenses
Monitoring Other Expenses
Reducing Other Expenses

Forecasting sales

Sales History
Maintaining Sales Histories
Sales Variances
Predicting Future Sales
Developing a procedure to record current sales.
Developing a procedure to estimate future sales.
Computing percentage increases or decreases in sales over time.

Controlling the cost of Food and Sales

3 MOD.

The Control Process
Standing Orders
Purchasing and Receiving Controls
Developing Standards and Standard Procedures for Purchasing
Inventory Control
Monthly Inventory and Monthly Food Cost
Inventory Turnover
Reporting to Management
Standardizing Recipes
Establishing Standard Procedures for Receiving

Storage

Determining Stock Levels
Storage and Cellar Management
Storing Control: Establishing Standards and Standard Procedures for Storing
Issuing Control: Establishing Standards and Standard Procedures for Issuing
Food and Beverage Transfers
Determining Actual Food Expense
Computing the cost of food sold and food cost percentage

Food Production Control

Managing the Food Production Area
Food Production Equipment
Determining Production Quantities and Qualities
Determining Actual and Attainable Product Costs
Calculating Standard Portion Costs
Using Yield Percentages
Reducing Overall Product Cost Percentage

Monitoring Foodservice Operations

Daily Food Cost
Determining Daily Food Cost
Determining Standard Cost

Actual versus Standard Food Costs
Comparing Actual and Standard Costs
Periodic Comparison
Managing The Service Sequence
Timing

Managing the Food and Beverage Production Process

Managing the Food and Beverage Production Process
Product Issuing
Managing the Beverage Production Area
Determining Actual and Attainable Product Costs
Reducing Overall Product Cost Percentage
Use management techniques to control the costs associated with preparing food and beverages for guests.
Compute the actual cost of producing a menu item and compare that cost against the cost you should have achieved.
Apply various methods to reduce the cost of beverage

Managing Food and Beverage Pricing / Menu

Menu Engineering
Menu Analysis
Menu Formats
Factors Affecting Menu Pricing
Assigning Menu Prices
Special Pricing Situations
Using 100 Percent of the Average for Number Sold choosing
Applying the best menu type to an operation you manage.
Identifying the variables you must consider before establishing your menu prices
Assigning menu prices to menu items based on their cost, popularity and ultimate profitability

Beverage Cost Control

Serving Alcoholic Beverages
Forecasting Beverage Sales
Standardizing Drink Recipes and Portions

Beverage Purchasing Control

Controlling Process and Purchasing

Beverage Production Control

Objectives of Beverage Production Control
Establishing Standards and Standard Procedures for Production

Monitoring Beverage Operations

The Liquid Measure Approach
The Sales Value Approach
Inventory Turnover
Purchasing Beverage Products
Receiving Beverage Products
Storing Beverage Products
Bar Transfers
Computing Cost of Beverages
Special Features of Liquor Inventory
Sales Mix

Managing the Cost of labor

4 MOD.

Maintaining a Productive Workforce

Measuring Current Labor Productivity

Managing Payroll Costs

Reducing Labor-Related Costs

Developing appropriate labor standards and employee schedules for use in your foodservice operation.

Analyzing and evaluating actual labor utilization.

Organizing the Enterprise

Scheduling Employees

Preparing Job Descriptions

Standard Staffing Requirements

Establishing Performance Standards and Standard Procedures

Performance Standards Based on Test Period

Implementing Operational Manuals

Standarding Cost

Employee Compensation

Standard Work Hours

