Course Title	Management and expenditure control			
Course Code	IMGT-320			
Type of Course	Required			
Level	1st Cycle			
Year / Semester of study	Third / Spring			
Lecturer's Name	Yiannis Kouis			
ECTS	6	Lectures / week	13	Lectures / week	0
Course Objectives	The aim of the course is to teach students how to efficiently manage and control Food Unit expenses, always aiming at maximizing the profits of the unit, while maintaining the highest possible quality. Emphasis will be placed on the establishment of feasible and achievable budgets to better control the performance and efficiency of the business in terms of spending and thus sales, profits and achievement of targets based on the main products, namely food and beverages, and others. The course also includes the use of standards as well as the average in purchasing for more cost-effective control. At the same time, the constant application of standard recipes at the production stage is a key measure for controlling quantities, costs and quality.			
	The main part of the course covers the food distribution cycle, enhancing students' spending control at each stage of the cycle: Selection of supplier, receipt, storage, issue, production, quote, sale. In addition, the course covers the inventory process as a way of controlling supplies, avoiding excessive quantities and deficiencies, controlling and preventing losses (product expiration dates, thefts, etc.).			
	The course focuses on controlling food and drink costs in the business. It also covers the control of personnel costs (labour costs) as well as consumables. Appropriate examples and applications will outline the value and importance of effective cost control as a determining factor for proper pricing that ensures the unit's competitiveness and achieves the desired profitability. Among other things, CVP (cost-benefit) will be applied.			
	Through the course, students will understand the importance of constantly applying internal control procedures as a cost limiting measure. Further analysis of labour costs will determine ways of better staffing, staff interchangeability and overtime limitation.			
	Continuous analysis of food and drink costs combined with sales will lead to better implementation of the menu engineering.			
Learning Outcomes	After completing the training, trainees should be able to: • Contribute to the preparation of detailed business budgets.			

	• Ensure and use standards of cost levels and collect, analyze and utilize the average market expenditure. • Understand and enforce the uninterrupted application of standard recipes at the production stage. • Effectively and rigorously controlling the food and drink cycle, starting with the successful bidding process, for selecting the best suppliers (price, quality, availability, service) and sales promotion. • Regularly and effectively implement inventory process for food, beverage, consumables. • Apply rigorous labour cost control through a flexible use of staff while enhancing their knowledge and skills. • Successfully capitalizing on the cost, quantity, profitability (CVP) process to minimize costs and increase sales and thereby maximize profitability. • Undertake, exploit, understand and apply the internal control process in all parts of the unit and at all stages of processes and the food and beverage handling cycle. • Analyze data and effectively implement the linkage computerization method to maximize profits		
Pre-requisites	ICUL-250, IMGT-281, IMATH-105	Co-requisites	None
Course Content	**Budgets** • Historical data evaluation. • Exploiting and analyzing demand based on market forces, market forces, strengths / weaknesses / opportunities / threats (swot Analysis) to determine a possible sales target. • Determine Expected Expenditures to Achieve Expected Sales. **Market Research** • Data collection on competitors, average costs in industry, and international standards for spending levels. • Compare data with unit results by benchmarking. **Standard recipes** • Ensuring the implementation of standard recipes for each type of food and mixed drink. • Continuous update of base recipes and alternating raw materials and seasonality. • Strict control of quantity and quality of production. **Supply turnover cycle** • Integrated food and drink control.		

- Enhanced presentation and consolidation of the role and tasks of the Food & Beverage Controller.

Stock inventories
- Complete coding and computerization of all materials.
- Continuous and constant updating of the computer system for material handling (all forms such as requisition forms, orders forms etc.).
- Physical inventory counting of stock regularly.
- Compare physical counting results with data in the system.
- Avoid shortages or over supplies and prevent thefts.
- Ensure System Implementation (FIFO) first in - first out.

Labor costs
- Control and limitation of labour costs.
- Staff training in related / additional processes for cross-training.
- Employ staff with flexible schedules and limit the overtime.

Cost, quantity, profitability
- Continuous analysis, control and cost containment.
- Strict production planning to ensure quality and quantity.
- Successful sales promotion.
- Maximizing profitability.

Internal control
- Strict specifications for all stages of the supply cycle.
- Detailed control procedures and assignment of roles and responsibilities.
- Submitting written reports and immediate corrective actions to address deviations.

Library equipment
- Complete cost analysis of all kinds in the menu.
- Determine profitability of any kind.
- Analysis of demand (sales) of all kinds.
- Variations in sales prices of all kinds, aiming at maximizing sales and profits, by always having the cost of every product.

Teaching Methodology	Lectures, projects, examples and exercises
Bibliography	Required: • Food & Beverage Management- Διοίκηση & Έλεγχος - τιμολόγηση στον επισιτιστικό τομέα των ξενοδοχείων, Αθανάσιος Π. Μάρας, Interbooks, (τελευταία έκδοση) • Διοίκηση Επιχειρήσεων Τροφίμων και Ποτών- Food & Beverage Management- Ιωάννης Πατεστής, Les livres du Tourisme, (τελευταία έκδοση)

	• Σημειώσεις καθηγητή.
	Suggested:
	• Προμήθειες, Κοστολόγηση, Έλεγχος, Τζένος Χρήστος, Interbooks, (τελευταία έκδοση)
	• Green, EF et al , Profitable Food and Beverage Management: Operations, Jenks, Oklahoma, Williams books. (τελευταία έκδοση)
	• J. Ninemeier, Planning and Control for Food and Beverage Operations, Educ. Inst. Of AHMA, (τελευταία έκδοση)
	• J. Ninemeier, Management of Food & Beverage Operations, Educ. Inst. Of AHMA, (τελευταία έκδοση)
	• M. Coltman, Cost Control for the Hospitality Industry, John Wiley & Sons, (τελευταία έκδοση)
	• R. Schmidgall, Hospitality Industry Managerial S. Accounting, Educ. Inst. Of AHMA, (τελευταία έκδοση)
Evaluation	Projects and exercises, monitoring / participation, mid-term examination, final examination
Language	Greek