

ASIGNATURA DE GESTIÓN DE COMPRAS Y ALMACÉN BIS

1. Competences	Coordinate the operation of the food and beverages area through planning, execution and evaluation of the development of gastronomic products, considering the procedures, standards and regulations, to contribute to the profitability of the organization and to strengthen the gastronomy industry and culture.
2. Four month term	Third
3. Theoretical hours	30
4. Practical hours	45
5. Total hours	75
6. Total hours per week	5
7. Learning objective	The student will manage the supply in food and beverage establishments through the techniques of storage and inventory control, purchase planning and evaluation to contribute to the profitability of the company.

Learning units	Hours		
	Theory	Practice	Total
I. Purchasing process	10	10	20
II. Purchase planning	10	15	25
III. Storeroom control	10	20	30
Total	30	45	75

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LEARNING UNIT

1. Learning unit	I. Purchasing process
2. Theoretical hours	10
3. Practical hours	10
4. Total hours	20
5. Learning unit objective	The student will develop the purchasing process in a Food and Beverage establishment to optimize costs.

Topics	Knowledge	Skills	Values
Introduction to purchasing management	<p>Identify the concept, objective and policies of the purchasing department.</p> <p>Describe the organic structure of the purchasing department.</p> <p>Describe the functions of the purchasing manager.</p>	Determine the policies of the purchasing department of food and beverage establishments.	Analytical Systematic Critical thinking Responsibility Discipline Organized Objective Respect Honest Ethical Assertive Punctual Self-control Self-motivation
Principles and types of purchasing.	<p>Identify the types of purchasing: decentralized and centralized.</p> <p>Identify the elements to make purchases in private companies and public entities.</p>	Determine the types of purchases according to the characteristics of food and beverage establishments.	Analytical Systematic Critical thinking Responsibility Discipline Organized Objective Respect Honest Ethical Assertive Punctual Self-control Self-motivation

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Topics	Knowledge	Skills	Values
Logistics of the purchasing process.	<p>Recognize forecasting methods.</p> <p>Identify the logistics stages of purchasing:</p> <ul style="list-style-type: none"> - Recognition of a need - Exact description of the merchandise - Selection of possible sources of supply. - Analysis of quotes - Preparation of the purchase order - Tracking and shipping. - Reception and inspection of items - Bill settlement and payment - Record keeping 	Perform the purchasing process in food and beverage establishments.	<p>Analytical</p> <p>Systematic</p> <p>Critical thinking</p> <p>Responsibility</p> <p>Discipline</p> <p>Organized</p> <p>Objective</p> <p>Respect</p> <p>Honest</p> <p>Ethical</p> <p>Assertive</p> <p>Punctual</p> <p>Self-control</p> <p>Self-motivation</p>

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ASSESSMENT PROCESS

Learning outcome	Learning sequence	Assessment instruments
<p>Based on a case study of a Food and Beverage establishment, the student will submit a report that includes:</p> <ul style="list-style-type: none"> - Structure of the purchasing department - Functions of the purchasing manager - Purchasing department policies - Proposal of the purchasing process. 	<ol style="list-style-type: none"> 1. Understand the concept, objectives, organic structure and policies of the purchasing department. 2. Analyze the functions of the purchasing manager. 3. Understand the types of purchases. 4. Analyze the purchasing process. 	<p>Case study Rubric</p>

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TEACHING LEARNING PROCESS

Methods and teaching techniques	Media and teaching materials
Research Case analysis Collaborative teams	Computer Multimedia equipment Printed material Internet

LEARNING SPACE

Classroom	Laboratory/workshop	Company
X		

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LEARNING UNITS

1. Learning unit	II. Purchase planning
2. Theoretical hours	10
3. Practical hours	15
4. Total hours	25
5. Learning unit objective	The student will perform the planning and selection of suppliers to meet the needs of food and beverage establishments.

Topics	Knowledge	Skills	Values
Requirements for a purchase.	Identify the requirements for a purchase: -Description of the supply (brands, presentations, quantities) -Seasonality -Offer -Demand -User -Rotation -Budget	Prepare supplies requisitions.	Analytical Systematic Critical thinking Responsibility Discipline Organized Proactive Objective Respect Honest Ethical Assertive Humble Teamwork Punctual Work under pressure Self-control Adaptation Efficient Self-motivation Leadership

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Topics	Knowledge	Skills	Values
Supplier selection process	<p>Identify the stages of the supplier selection process</p> <ul style="list-style-type: none"> - Request for quotes - Parameters of product quality and supplier - Price analysis. - Delivery time - Payment conditions - Guarantee and service - Discounts - Contract with supplier - Integration of suppliers to the philosophy of the company 	Select suppliers according to the needs of food and beverage establishments	<p>Analytical Systematic Critical thinking Responsibility Discipline Organized Proactive Objective Respect Honest Ethical Assertive Humble Teamwork Punctual Work under pressure Self-control Adaptation Efficient Self-motivation Leadership</p>
Supplier evaluation	<p>Identify the types of evaluation and periodic review of suppliers:</p> <ul style="list-style-type: none"> - Formal and informal <p>Identify evaluation criteria for suppliers.</p> <p>Identify the agreements in the purchase negotiation as an evaluation element.</p> <p>Identify the process of administration of the service contract:</p> <ul style="list-style-type: none"> - Tracking - Quality control and supplier evaluation - Payment - Record 	Evaluate food and beverage suppliers	<p>Analytical Systematic Critical thinking Responsibility Discipline Organized Proactive Objective Respect Honest Ethical Assertive Humble Teamwork Punctual Work under pressure Self-control Adaptation Efficient Self-motivation Leadership</p>

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ASSESSMENT PROCESS

Learning result	Learning sequence	Evaluation tools and instruments
<p>Based on a case study, the student will prepare a catalog of suppliers that includes:</p> <ul style="list-style-type: none"> - Requirements for the purchase - Selected providers and the justification of the choice - General supplier data - Seniority - Supplies provided - Terms of delivery and payment - Evaluation 	<ol style="list-style-type: none"> 1.- Understand the requirements of the purchase. 2.- Understand the process of selecting suppliers. 3.- Identify the types of supplier evaluation. 4.- Analyze the evaluation of the suppliers. 	<p>Case studies Practical exercises</p>

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TEACHING LEARNING PROCESS

Methods and teaching techniques	Media and teaching materials
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TRAINING FACILITIES

Classroom	Laboratory/workshop	Company
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LEARNING UNIT

1. Learning unit	III. Storeroom control
2. Theoretical hours	10
3. Practical hours	20
4. Total hours	30
5. Learning unit objectives	The student will propose storeroom organization through storage and control techniques.

Topics	Knowledge	Skills	Values
Storeroom fundamentals	Identify the concept and importance of the storeroom area and its relationship with the service and production areas of food and beverages.		Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect Service attitude
Organization of storeroom sections	Identify the processes for receiving food and beverage supplies. Identify order procedures, classification and rotation of inventories.	Graphically represent the reception, classification and delivery of supplies. Propose the organization of food and beverage storerooms.	Punctuality Teamwork Responsibility Neatness Honesty Proactivity Creativity Work under pressure Self-control Commitment Respect Service attitude

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Topics	Knowledge	Skills	Values
Storage and safekeeping of supplies	<p>Recognize the classification of perishable and non-perishable inputs.</p> <p>Describe the processes and characteristics of:</p> <ul style="list-style-type: none"> - Portioned -Packing - Labeling - Classification - Conservation 	Store supplies.	<p>Punctuality</p> <p>Teamwork</p> <p>Responsibility</p> <p>Neatness</p> <p>Honesty</p> <p>Proactivity</p> <p>Creativity</p> <p>Work under pressure</p> <p>Self-control</p> <p>Commitment</p> <p>Respect</p> <p>Service attitude</p>
Storeroom control techniques	<p>Distinguish the concepts of maximum, minimum and stock:</p> <p>Describe the food and beverage storage control techniques:</p> <ul style="list-style-type: none"> - Rotation of supplies - Maximum and minimum (stock pair) -Initial inventory -Final inventory - Physical inventory 	Determine maximum, minimum and stock of supplies from the storeroom, initial, final and physical inventory.	<p>Punctuality</p> <p>Teamwork</p> <p>Responsibility</p> <p>Neatness</p> <p>Honesty</p> <p>Proactivity</p> <p>Creativity</p> <p>Work under pressure</p> <p>Self-control</p> <p>Commitment</p> <p>Respect</p> <p>Service attitude</p>

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ASSESSMENT PROCESS

Learning result	Learning sequence	Evaluation tools and instruments
<p>From a practical case of a food and beverage storeroom, draft a report that includes:</p> <ul style="list-style-type: none"> - classification of inputs. - organization of storeroom sections and their justification - flow diagram of supply storage - storage method used and its justification - Entry and exit reports - Initial inventory - Final inventory 	<ol style="list-style-type: none"> 1. Understand the basic concepts of storeroom, perishable and non-perishable supplies 2. Analyze the interaction of the storeroom with other areas. 3. Understand the characteristics, sections and functions of a storeroom. 4. Analyze the storeroom supply diagram. 5.- Perform the process of supply and storage of a food and drink establishment. 	<p>Practical exercises Checklist</p>

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CAPABILITIES DERIVED FROM THE PROFESSIONAL COMPETENCES WHICH CONTRIBUTE TO THE SUBJECT

Capability	Performance criteria
<p>Develop dishes from a standard recipe, selection of supplies, culinary bases, assembly techniques and applicable regulations, to contribute to customer satisfaction and the optimization of resources.</p>	<p>Demonstrate and present the preparation and assembly of a three-course menu with the following specifications:</p> <p>A) PREPARATION</p> <ul style="list-style-type: none"> - Hygienic handling of supplies - techniques and methods of culinary bases - organization of work in the kitchen: <i>mise en place</i> preparation time and delivery time. <p>B) ASSEMBLY AND PRESENTATION</p> <ul style="list-style-type: none"> - cleaning - organoleptic characteristics according to the standard recipe: smell, color, taste, texture and temperature - serving size according to the standard recipe - aesthetics: balance, unit, flow of dish and focus of attention (BUFF) <p>C) STANDARD RECIPE:</p> <ul style="list-style-type: none"> - ingredients - procedures according to regulations - cutting methods - Cooking methods - cooking and service temperatures - Photograph of the final presentation - costs, portions and yields - conservation time - nutritional contribution - suggestion of the pairing and justification

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Capability	Performance criteria
<p>Develop bakery products based on a standard recipe, selection of supplies, basic baking methods, and the applicable regulations, to complement food service.</p>	<p>Demonstrate and present the preparation of a selection of breads, with the following specifications:</p> <p>A) PREPARATION</p> <ul style="list-style-type: none"> - Hygienic handling of supplies - basic bakery techniques and methods - Organization of work in bakery: <i>mise en place</i> preparation time and conservation. <p>B) PRESENTATION</p> <ul style="list-style-type: none"> - cleaning - organoleptic characteristics according to the standard recipe: smell, color, taste, texture and temperature - serving size according to the standard recipe - aesthetic according to the standard recipe <p>C) STANDARD RECIPE:</p> <ul style="list-style-type: none"> - ingredients - procedures according to the regulations - Cooking methods - cooking temperatures - Photograph of the final presentation - costs, portions and yields - conservation time - nutritional contribution

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Capability	Performance criteria
<p>Develop pastry and confectionery products based on the standard recipe, and selection of supplies, through basic methods of pastry and confectionery, and the applicable regulations, to complement the food service.</p>	<p>Demonstrate and present the preparation of a dessert menu, with the following specifications:</p> <p>A) PREPARATION</p> <ul style="list-style-type: none"> - Hygienic handling of supplies - basic techniques and methods of pastry and confectionery - organization of pastry work: <i>mise en place</i> preparation time and conservation. <p>B) PRESENTATION</p> <ul style="list-style-type: none"> - cleaning - organoleptic characteristics according to the standard recipe: smell, color, taste, texture and temperature - serving size according to the standard recipe - aesthetic according to the standard recipe <p>C) STANDARD RECIPE:</p> <ul style="list-style-type: none"> - ingredients - procedures according to the regulations - preparation methods - Photograph of the final presentation - costs, portions and yields - conservation time - nutritional contribution
<p>Plan the operation of a food and beverage preparation area considering the times and movements, the supply and demand, the available resources, planning techniques and the policies of the organization, to meet goals and optimize resources.</p>	<p>Prepare a work plan according to the operating characteristics and policies of the organization:</p> <ul style="list-style-type: none"> - menu to prepare - type of service - number of guests - supplies requisitions: raw material, equipment, furniture and utensils - personnel requisitions - Activities Schedule with times and who is responsible - Personnel roles - Control forms: requisitions of kitchen stock - standard recipe - operation area budget - performance indicators

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Capability	Performance criteria
Supervise the operation of a food and beverage preparation area through supervision tools and quality standards, to comply with established planning and contribute to the profitability of the organization.	Compile a supervision report on the operation of the food and beverages area that includes: <ul style="list-style-type: none"> - supervision instruments: observation guide, logs, monitoring formats - verification of operation planning - results of supervision - proposals for correction and improvement
Verify the hygienic handling of food and beverages considering the applicable regulations, audit procedures and the type of establishment, to ensure food and beverages safety and security.	Conduct a verification and draft a report on the hygienic handling of food and beverages that includes: <ul style="list-style-type: none"> - verified areas - involved personnel - reference standards - verification list - processes of the verified areas - Evidence: logs, temperature control records, inputs and outputs - findings - results - recommendations

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REFERENCES

Author	Year	Title	City	Country	Publisher
José Luis Armendáriz Sanz	(2009)	<i>Procesos de Cocina</i>	Barcelona	Spain	Thompson Paraninfo
Francisco José Cuevas	(2004)	<i>Control de Costos y Gastos en Restaurantes</i>	Mexico City	Mexico	Limusa
Francisco Bravo	(2004)	<i>El Manejo Higiénico de los Alimentos</i>	Mexico City	Mexico	Limusa
Jose Luis Sesmero Carrasco	(2008)	<i>Jefe de Cocina</i>	Barcelona	Spain	Vértice
Irene Llolet, Eduardo Montes	(2005)	<i>Diseño y Gestión de Cocinas</i>	Barcelona	Spain	Díaz de Santos

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