

University of Vermont, Master of Science in Dietetics Program Required Activities & Assignments: Foodservice Management

General Information

Below is a list of all activities and assignments that must be completed in the foodservice management supervised practice experience concentration area. Students will be evaluated on each of these learning activities at the conclusion of their rotation experience.

In the event that a student is unable to complete one or more of the assignments at a particular rotation site, the student and or preceptor must contact the UVM MSD Program Director to discuss a comparable alternative activity or assignment.

Note that, at a minimum, students must complete these activities and assignments to satisfy MSD program requirements. Time permitting, preceptors may request or require that students participate in or complete additional activities and assignments. In this case, the appropriate CRDN must be added to the competency evaluation form.

Beyond the activities and assignments outlined here, students are expected to spend a significant portion of their time in these rotations shadowing and engaging with practicing dietetic professionals. Where possible and relevant, students are encouraged to observe and engage with other professionals at the facility. This may be in the form of shadowing staff, or attending talks, conferences, or other special events.

Required Activities & Assignments

1. Identify the food service program's existing objectives and the ways in which those objectives are being measured. Analyze available data to assess achievement of objectives. Provide recommendations where relevant. Identify several additional relevant objectives that could be added with appropriate assessment methods for each. If no program objectives exist and/or no data exists to analyze, create a proposal identifying potential objectives and outline how those objectives could be measured.
CRDN 1.1
2. Budgeting/cost analysis assignment: Create a budget for a program/service the food service organization is or could consider offering and conduct a cost analysis for an existing program or service.
CRDN 1.3
3. Research and create a proposal describing at least 3 options for improving the sustainability of the current foodservice operation. This may include new ways of sourcing food, reducing food waste, new equipment purchases, eliminating disposable food service items, etc. The proposal should be financially and operationally realistic and demonstrate consistency with the principles of a sustainable food system. The proposal must also demonstrate the benefits for the foodservice establishment/organization.

CRDN 1.4

4. Provide leadership for a foodservice function with minimal oversight. This may include serving as the lead contact for the person or group reserving the function, coordinating all details for the event (such as planning for food and staffing needs), delegating tasks as appropriate, and ensuring clear communication between all parties involved in the execution of the event. Prepare a written summary outlining all of the steps necessary to execute this type of event and lessons you learned throughout the experience.

CRDN 2.7

5. Develop, implement, and evaluate one or more in-service training sessions for employees on a current topic that relates to a priority area at the facility. In preparation for the in-service students should conduct research on the assigned topic, prepare a lesson plan identifying the training session goal, learning objectives, outline of planned content, and assessment method(s).

CRDN 3.4

6. Observe, perform, and oversee: food inventory and order placement, receiving and storage of food and non-food supplies, customer/patient food production, delivery and service. Participate in food cost meetings. Create a flow chart of the processes that happen between taking inventory and serving the food. Identify ways in which principles of a sustainable food system are currently being implemented and opportunities for additional application.

CRDN 3.9

7. Prepare a 3-day menu appropriate for the predominant population served with recommendations for common dietary restrictions including dairy-free, gluten-free, and vegan (or a minimum of 3 dietary restrictions as assigned by the preceptor). Menus should be feasible for the rotation site. Prepare a written summary describing the principles of menu planning that guided your process, challenges experienced, and other factors that influenced the menu planning process.

CRDN 3.10

8. Shadow with food/dining services supervisors with respect to management of personnel. Prepare a written report describing interpersonal roles, informational roles, and decisional roles of a food service supervisor.

CRDN 4.1

9. Conduct a food safety and sanitation/HACCP audit following the rotation site's standard evaluation protocol. Review results with preceptor or food service manager and prepare a written action plan based on results.

CRDN 4.2

10. Request a sample meal/tray from kitchen/cafeteria and assess for temp, taste, and presentation --and/or-- Review customer satisfaction online surveys and/or comment cards.

Interpret the results and prepare a written summary with suggestions for improvement and action steps.

CRDN 4.3

11. Conduct meal cost analysis between locally-sourced (or organic if locally sourced is unavailable) and conventionally-sourced foods. Prepare written summary of findings, plus opportunities and value for adopting more sustainable food systems approach, to share with management.

CRDN 4.5

12. Explore food waste reduction opportunities, analyze the results, prepare a written summary of your findings that includes recommendations for reducing waste.

CRDN 4.6

13. Using the organizations preferred tool or other approved [business planning tool](#), develop a detailed business plan for real or hypothetical product/service/program the facility would like to, or could potentially, offer. Specific project to be assigned by, or decided on with, the preceptor. Topics could include transitioning to room service for meals, creating a grab-n-go food kiosk, establishing a rooftop garden, etc.

CRDN 4.6, 4.7