

Management Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Effective Management

1. Communication: _____
2. Time Management: _____
3. Resource Management: _____
4. Leadership: _____

Management Structures

1. Employees: _____
2. First-Line Managers: _____
3. Middle Managers: _____
4. Top Managers: _____

Maintaining Profitability

1. Managing Time: _____

2. Effective Record-Keeping Systems: _____
3. Controlling Costs: _____
4. Profit and Loss Statements: _____
5. Purchasing Procedures: _____

6. Inspecting Food: _____

7. Inventory Control: _____
8. Portion Control: _____
9. Waste Control: _____

Managing People and Facilities

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Facility Design

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

WORK AREA	SPACE
Receiving and Storage	_____ %
Food Preparation	_____ %
Dishwashing	_____ %
Traffic Paths	_____ %
Employee Facilities	_____ %
Total	100 %

Loss Prevention Factors

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____

Foodservice Marketing

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Marketing Strategies

1. _____
2. _____
3. _____
4. _____

Marketing Plan

1. Marketing Plan: _____
2. Promotion: _____

Positioning

1. Positioning: _____
2. Atmosphere: _____

Public Relations

1. Publicity: _____

2. Advertising: _____

3. Direct Marketing: _____
