

Course Unit	Management and Administration in Dietetics and Feeding		Field of study	Therapy and Rehabilitation	
Bachelor in	Dietetics and Nutrition		School	School of Health	
Academic Year	2021/2022	Year of study	3	Level	1-3
Type	Semestral	Semester	2	ECTS credits	5.0
Code	8149-501-3202-00-21				
Workload (hours)	135	Contact hours	T -	TP 45	PL -
			TC -	S -	E -
			OT 15	O -	

T - Lectures; TP - Lectures and problem-solving; PL - Problem-solving, project or laboratory; TC - Fieldwork; S - Seminar; E - Placement; OT - Tutorial; O - Other

Name(s) of lecturer(s) Ana Maria Geraudes Rodrigues Pereira

Learning outcomes and competences

At the end of the course unit the learner is expected to be able to:

1. Apply the knowledge and tools of management of Food Services
2. Manage and administrate a food service
3. Control the costs of the service through adequate management of the human, material and financial resources
4. Identify and to correct causes of possible shunting lines to the foreseen budget
5. Elaborate documents of aid in the planning, organization, control and evaluation of Food Services

Prerequisites

Before the course unit the learner is expected to be able to:

Basic knowledge about dietetic in public and collective food services.

Course contents

1. History of the management/administration
2. Introduction to the management/administration
3. Nature of food services
4. Planning the functioning of a food service
5. Logistic of the supplying and production management
6. Management of costs or financier
7. Planning and management of human resources;
8. Environmental Management in Food Services.

Course contents (extended version)

1. History of the management/administration
 - Origin
 - Evolution
 - Main theories
2. Introduction to the management/administration
 - Basic concepts
 - Administrative proceeding (planning, organization, direction, control and time administration)
3. Nature of Food and Dietetic Services
 - Origin and evolution
 - Concept, objectives and goals
 - Characteristics and importance
 - Models of management (self management, concession, carried meals)
 - Organizational structures (organization charts and functiongrams)
4. Logistic of the supplying and production management
 - From materials and foodstuffs acquisition to service.
5. Management of costs or financier
 - Calculation of costs
 - Evaluation of the menu cost and of its components
 - Costs forecast-budget
 - Production evaluation
6. Planning and management of human resources
 - Admission; formation and performance and productivity evaluation; leadership and motivation
7. Productivity and productivity indicators in food and dietetics service.
8. Ethics in management and administration of food and dietetics service.
9. Quality control and quality management systems
10. Environmental Management in Food Services

Recommended reading

1. Bertachini D.F., Lemos A.C.G.(2019). Gestão de pessoas: abordagem estratégica em serviços de alimentação.
2. June P., Monica T.(2016).Foodservice Management: Principles and Practices, Global Edition, 13th edition
3. Abreu E.S., Spinelli M.G.N., Pinto M.A.S.(2019). Gestão de unidades de alimentação e nutrição: Um modo de fazer. Editora Metha.
4. Mezomo, I. B. (2015). Os serviços de Alimentação: Planeamento e Administração. 6ª. Ed. Manole.
5. Reis Silva, A. L. et al. (2021). Gestão Ambiental em Serviços de Alimentação: Importância e Desafios . RECIMA21 - Revista Científica Multidisciplinar

Teaching and learning methods

Theoretical-practical component - will be ministered by an expositive form with recourse to the multimedia instruments and also appealing to the active techniques as brainstorming, the debate of ideas and the spontaneous student participation; Tutorial orientation component - classes will be focused on offering students a tutorship for the presentations preparation.

Assessment methods

1. Regular Evaluation - (Regular, Student Worker) (Final)
 - Final Written Exam - 70%
 - Development Topics - 30%
2. Special evaluation - (Regular, Student Worker) (Supplementary, Special)
 - Final Written Exam - 100%

Language of instruction

Portuguese

Electronic validation			
Ana Maria Gerales Rodrigues Pereira	Juliana Almeida de Souza	Josiana Adelaide Vaz	Adília Maria Pires da Silva Fernandes
01-03-2022	05-04-2022	08-04-2022	09-04-2022