

# Management Skills for Commercial Kitchens

**Length:** 6 weeks  
**Tuition:** \$600 per course  
**Delivery:** Online



## The Program

This certificate prepares learners to manage a professional kitchen in a variety of settings, such as long-term care and supportive living facilities, seniors housing, institutional settings, and full-service restaurants. Designed for individuals who are working in or strive to work in professional kitchens, this certificate develops practical skills to implement when managing in these environments. Studying in an interactive online environment, learners gain a broad understanding of topics such as human resource management, inventory control, menu planning and marketing.

## Program Structure

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The Management Skills for Commercial Kitchens courses are offered online where learners work at their own learning pace over the period of 6 weeks. Students have access to an instructor who provides guidance and answer questions.

## Program Modules

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Modules	Total Course Hours
Introduction to Professional Kitchen Management	15
Professional Kitchen Management Operations	15
Menu Planning in Professional Kitchens	15
Human Resource Management in Professional Kitchens	15

## Module Overviews

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### Introduction to Professional Kitchen Management

In this course, you will explore the regulatory environment to ensure a safe and effective professional kitchen. You will gain an understanding of inventory and budgetary controls, while exploring nutritional and health strategies to support healthy workplaces.

#### Learning Outcomes:

- Explain role of employer and employee in regard to Occupational Health and Safety Regulations, Worksite Hazard Materials Information Systems, and Fire Regulations
- Recall Employment Standards
- Explain Workers Compensation Board regulations
- Describe regulatory environment
- Interpret regulatory environment and compliance
- Create a time management plan
- Interpret effective budget and inventory control processes
- Discuss proper nutrition and how it affects wellness
- Interpret effective budget and inventory control process
- Recognize diversity in the workplace
- Examine effective mental health strategies

## **Professional Kitchen Management Operations**

In this course, you will examine safe food storage methods, food labelling, and product branding. You will gain an understanding of working budgets, scheduling, labour costing, and kitchen layouts, to maximize efficiency and profitability in a professional kitchen.

### **Learning Outcomes:**

- Illustrate components of a professional kitchen budget
- Analyze food labelling terminology
- Develop a working budget
- Solve questions using standard Kitchen Math
- Design purchasing and receiving activities
- Interpret food labelling terminology
- Recognize product branding
- Develop kitchen management and staff schedules
- Analyze kitchen layout
- Compute labour costing of schedules
- Restate FIFO systems to rotate stock
- Analyze food storage safety

## **Menu Planning in Professional Kitchens**

In this course, you will examine menu types, recipe conversion, waste management, price points and volume costing. You will gain an understanding of customer preferences, as well as cultural and dietary needs, while exploring the visual impact of food presentation in professional kitchens.

### **Learning Outcomes:**

- Apply volume costing principles
- Explain waste management
- Practice recipe conversion
- Differentiate customer needs, challenges, choices
- Recognize cultural and dietary factors
- Differentiate visual impact of food presentation
- Explain menu types
- Determine price point by balancing costs
- Restate recipes in professional kitchen environment

## **Human Resource Management in Professional Kitchens**

In this course, you will examine recruitment, retention, and performance management in professional kitchens. You will gain an understanding of the importance of managing a business brand, while exploring social media marketing techniques.

### **Learning Outcomes:**

- Identify effective recruitment and retention strategies
- Practice performance management skills
- Describe collaborative work environments
- Explain labour standards
- Demonstrate writing skills
- Analyze conflict resolution
- Develop satisfaction surveys
- Analyze social media presence
- Identify social media marketing goals

## **Program Supplies**

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All course materials are included with the tuition.

## **Admission Requirements**

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There are no admission requirements.

## **Prior Learning/Approved Equivalencies**

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No Prior Learning Equivalencies exist for this program.

## Program Schedule

	Module	Class Schedule	Module Dates
<i>Fall 2021</i>	Introduction to Professional Kitchen Management	Friday 8:30 am - 4:30 pm	Oct 18, 2021 – Nov 26, 2021
	Professional Kitchen Management Operations	Friday 8:30 am - 4:30 pm	Oct 18, 2021 – Nov 26, 2021
	Menu Planning in Professional Kitchens	Friday 8:30 am - 4:30 pm	Oct 18, 2021 – Nov 26, 2021
	Human Resource Management in Professional Kitchens	Friday 8:30 am - 4:30 pm	Oct 18, 2021 – Nov 26, 2021

	Module	Class Schedule	Module Dates
<i>Winter Offering I 2022</i>	Introduction to Professional Kitchen Management	Friday 8:30 am - 4:30 pm	Jan 18, 2022 – Feb 11, 2022
	Professional Kitchen Management Operations	Friday 8:30 am - 4:30 pm	Jan 18, 2022 – Feb 11, 2022
	Menu Planning in Professional Kitchens	Friday 8:30 am - 4:30 pm	Jan 18, 2022 – Feb 11, 2022
	Human Resource Management in Professional Kitchens	Friday 8:30 am - 4:30 pm	Jan 18, 2022 – Feb 11, 2022

	Module	Class Schedule	Module Dates
<i>Winter Offering II 2022</i>	Introduction to Professional Kitchen Management	Tuesday 6:30 pm – 8:30 pm	Feb 28, 2022 – Apr 8, 2022
	Professional Kitchen Management Operations	Tuesday 6:30 pm – 8:30 pm	Feb 28, 2022 – Apr 8, 2022
	Menu Planning in Professional Kitchens	Tuesday 6:30 pm – 8:30 pm	Feb 28, 2022 – Apr 8, 2022
	Human Resource Management in Professional Kitchens	Tuesday 6:30 pm – 8:30 pm	Feb 28, 2022 – Apr 8, 2022

## Program Completion Requirements

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Learners must satisfactorily complete the assessments for the courses as presented in the course outlines.

## Registration Information

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Registration is available online 24/7. Both Visa and Mastercard payments are accepted.

1. Visit [rdc.ab.ca/continuingeducation](http://rdc.ab.ca/continuingeducation)
2. Click "Register Now"
3. Create an account
4. Choose your course and "add to cart"
5. Click "Checkout"
6. Pay online with a credit card – Payment Plan available! Reach out to us after step 2 at [ce@rdc.ab.ca](mailto:ce@rdc.ab.ca) or at 403.356.4900 to register with this option.

## Contact Us

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[rdc.ab.ca/continuingeducation](http://rdc.ab.ca/continuingeducation)

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