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| |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | | **Dersin Adı** | | **Kodu** | **Yarıyıl** | **T+U** | **Kredi** | **AKTS** | | **Mutfak Organizasyonu** | |  | I | 4+0 | 4 | 4 | | Ön koşul Dersler |  | | | | | | | Dersin Dili | Türkçe | | | | | | | Dersin Türü | Zorunlu | | | | | | | Dersin Koordinatörü |  | | | | | | | Dersi Veren |  | | | | | | | Dersin Yardımcıları |  | | | | | | | Dersin Amacı | Bu derste, mutfağı ve mutfağın bölümlerini tanıtma, personel ihtiyacını belirleyip mutfakta verimli iş organizasyonu yapma yeterliliğini kazandırma amaçlanmaktadır. | | | | | | | Dersin Öğrenme Çıktıları | Bu dersin sonunda öğrenci;  1. Ticari mutfak çeşitlerini ve mutfak bölümlerini bilir.  2. Mutfak personelinin uluslararası isimlerini ve görevlerini bilir.  3. Personel ihtiyacını belirlemeyi ve personel seçimini bilir.  4. İş organizasyonunu planlar ve yönetir.  5. Personel performansını değerlendirir.  6. Atık ve artık organizasyonunu yönetir. | | | | | | | Dersin İçeriği | Mutfağın tanımı, ticari mutfakların sınıflandırılması, mutfak personelinin uluslararası isimleri ve görev tanımları, mutfağın bölümleri (Sıcak Mutfak, Soğuk Mutfak, Pastane, Alakart, Kasaphane, Banket, Bulaşıkhane, Depolar, personel ihtiyacını belirleme, personel görüşmesi ve seçimi, ekstra personel alımı, çalışanların iş paylaşımını yapma, meeting, diğer departmanlar ile iletişim, iş ve zaman etüdü, yiyecek-içecek üretim ve servisinde araç gereçlerin kontrolü, personel performansını değerlendirme, atık ayrıştırma sistemleri, mutfakta atık ve artıkların ayrıştırılması, atık ve artıkların değerlendirilmesi, mutfak personeline kalite yönetim sürecinde rehberlik etme. | | | | | | | **Haftalar** | **Konular** | | | | | | | 1 | Mutfağın tanımı, ticari mutfakların sınıflandırılması. | | | | | | | 2 | Mutfak personelinin uluslararası isimleri,görev tanımları ve kişisel ve personel hijyeni. | | | | | | | 3 | Mutfağın bölümleri (Sıcak Mutfak, Soğuk Mutfak). | | | | | | | 4 | Mutfağın bölümleri (Pastane, Alakart, Kasaphane). | | | | | | | 5 | Mutfağın bölümleri (Banket, Bulaşıkhane, Depolar). | | | | | | | 6 | Personel ihtiyacını belirleme. | | | | | | | 7 | Personel görüşmesi ve seçimi, ekstra personel alımı. | | | | | | | 8 | Çalışanların iş paylaşımını yapma. | | | | | | | 9 | Meeting, diğer departmanlar ile iletişim. | | | | | | | 10 | İş ve zaman etüdü, yiyecek-içecek üretim ve servisinde araç gereçlerin kontrolü. | | | | | | | 11 | Personel performansını değerlendirme. | | | | | | | 12 | Atık ayrıştırma sistemleri, mutfakta atık ve artıkların ayrıştırılması. | | | | | | | 13 | Atık ve artıkların değerlendirilmesi. | | | | | | | 14 | Mutfak personeline kalite yönetim sürecinde rehberlik etme. | | | | | |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | **Genel Yeterlilikler** | | | | | | | | | | | | | | | | | | | Öğrencilerden bu dersin ana konularını anlamaları ve alanları ile uygulamalarında kullanmaları beklenir. | | | | | | | | | | | | | | | | | | | **Kaynaklar** | | | | | | | | | | | | | | | | | | | Aktaş, A. Özdemir, B. (2007). Otel İşletmelerinde Mutfak Yönetimi. Ankara: Detay Yayıncılık  Türkan, C. (2010). Mutfak Teknolojisi, Ankara: Cemal Türkan Yayınları | | | | | | | | | | | | | | | | | | | **Değerlendirme Sistemi** | | | | | | | | | | | | | | | | | | | Dönem başında ders izlencelerinde belirtilir. | | | | | | | | | | | | | | | | | | | **PROGRAM ÖĞRENME ÇIKTILARI İLE**  **DERS ÖĞRENİM ÇIKTILARI İLİŞKİSİ TABLOSU** | | | | | | | | | | | | | | | | | | |  | **PÇ1** | **PÇ2** | | **PÇ3** | **PÇ4** | | **PÇ5** | **PÇ6** | | **PÇ7** | **PÇ8** | | **PÇ9** | **PÇ10** | | **PÇ11** | **PÇ12** | | **ÖÇ1** | 5 | - | | - | - | | - | 5 | | - | - | | 5 | - | | - | 3 | | **ÖÇ2** | 5 | - | | - | - | | - | 5 | | - | - | | 5 | - | | - |  | | **ÖÇ3** | 5 | - | | 3 | - | | - | 5 | | - | - | | 5 | - | | - | - | | **ÖÇ4** | 5 | 4 | | 3 | - | | - | 5 | | - | - | | 5 | - | | 5 | - | | **ÖÇ5** | 5 | 4 | | 3 | - | | - | 5 | | - | - | | - | - | | -- | 3 | | **ÖÇ6** | 5 | - | | 3 | - | | 3 | 5 | | - | - | | - | 5 | | - | - | | **ÖÇ: Öğrenme Çıktıları PÇ: Program Çıktıları** | | | | | | | | | | | | | | | | | | |  | | | | | | | | | | | | | | | | | | | **Katkı Düzeyi** | | | **1 Çok Düşük** | | | **2 Düşük** | | | **3 Orta** | | | **4 Yüksek** | | | **5 Çok Yüksek** | | |   Program Çıktıları ve İlgili Dersin İlişkisi   |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | |  | | | | | | | | | | | | | |  | **PÇ1** | **PÇ2** | **PÇ3** | **PÇ4** | **PÇ5** | **PÇ6** | **PÇ7** | **PÇ8** | **PÇ9** | **PÇ10** | **PÇ11** | **PÇ12** | | Mutfak Organizasyonu | 5 | 1 | 2 | - | - | 5 | - | - | 3 | - | - | 1 | |