



KITCHEN DIETETICS, FOOD SERVICE MANAGEMENT AND INSTITUTIONAL NUTRITION SPECIALIZATION COURSE

6 Month Comprehensive Virtual Course

A structured professional pathway for nutrition and dietetics students, graduates, kitchen dietitians, food service professionals and individuals interested in institutional food management. The course integrates nutrition, therapeutic food service, menu planning, recipe standardization, food safety, procurement, inventory, production, costing, staffing, quality assurance and complete institutional kitchen management.

Who This Course Is For	Nutrition and dietetics students, graduates, kitchen dietitians, food service professionals and individuals who want to work in hospitals, schools, care facilities, corporate food service, catering, institutional kitchens or food management systems.
Course Approach	The course begins with food service structure and kitchen workflow, then progresses into menu planning, standardized recipes, therapeutic diet production, food safety, procurement, inventory, production planning, costing, staffing, auditing, technology and complete food service management.
Two Connected Professional Roles	Kitchen dietitians focus strongly on nutritional adequacy, therapeutic diet accuracy, portion control, menu quality and communication with clinical teams. Food service managers focus more extensively on procurement, inventory, production, staffing, costing, workflow, suppliers and operational efficiency.
Overall Aim	To develop professionals who understand how nutrition, kitchen operations and food service management work together to deliver safe, nutritionally appropriate, consistent and efficiently managed institutional meals.



COURSE ROADMAP

Month	Primary Development Area	What the Participant Should Gain
Month 1	Foundations of Kitchen Dietetics and Food Service Management	Understand institutional food service models, kitchen workflow, professional roles and the relationship between nutrition and operations.
Month 2	Menu Planning, Recipe Standardization and Therapeutic Food Service	Learn how menus are designed, standardized, portioned and adapted for different nutritional and therapeutic needs.
Month 3	Food Safety, Hygiene, Storage and Quality Control	Build structured food safety, sanitation, allergen, storage, temperature control and quality assurance systems.
Month 4	Procurement, Inventory, Production and Cost Management	Learn how food is purchased, received, stored, issued, produced, costed and controlled within institutional food service.
Month 5	Kitchen Operations, Staff Management and Institutional Systems	Learn workflow design, staff supervision, training, communication, documentation, service monitoring and operational problem solving.
Month 6	Advanced Institutional Practice, Auditing and Food Service Development	Integrate nutrition, safety, quality, finance, technology and management into a complete institutional food service system.



MONTH 1: FOUNDATIONS OF KITCHEN DIETETICS AND FOOD SERVICE MANAGEMENT

Theme: Understand the complete food service system before managing one part of it.

Purpose: To introduce participants to professional kitchen environments and clarify how nutrition, food production and management responsibilities connect.

Week	Focus	Learning Content	Practical Application
1	Understanding Institutional Food Service	Hospitals, schools, universities, older adult care facilities, rehabilitation centers, corporate food services, catering operations and other institutional settings. Food service objectives, organizational structure and different food service models.	Participants compare three institutional food service settings and identify how their priorities and operational needs differ.
2	Role of the Kitchen Dietitian and Food Manager	Responsibilities of kitchen dietitians, food service managers, chefs, clinical dietitians, food safety teams, procurement staff and kitchen workers. Professional boundaries and multidisciplinary communication.	Participants create a responsibility map showing who is responsible for nutrition, production, food safety, procurement and service decisions.
3	Understanding Kitchen Workflow	Receiving, storage, preparation, cooking, holding, plating, distribution, service, dishwashing and waste disposal. Forward workflow and prevention of cross contamination.	Participants map the complete workflow of an institutional kitchen and identify possible operational bottlenecks.
4	Nutrition Within Food Service Operations	Nutritional adequacy, portion sizes, meal patterns, population requirements, patient or resident needs, cultural considerations, food preferences, service limitations and nutrition quality.	Participants review a sample institutional menu and identify both nutritional and operational concerns.

Development Outcome: Participants should understand that an institutional meal is the result of a complete system involving nutrition, procurement, production, safety, staffing, service and quality control.



MONTH 2: MENU PLANNING, RECIPE STANDARDIZATION AND THERAPEUTIC FOOD SERVICE

Theme: A good institutional menu must be nutritionally appropriate, operationally practical and financially realistic.

Purpose: To develop professional menu planning and food production skills for both general and therapeutic food service.

Week	Focus	Learning Content	Practical Application
5	Institutional Menu Planning	Menu cycles, meal patterns, nutritional adequacy, variety, color, texture, cultural preferences, seasonal foods, availability, kitchen capacity, staffing and budget considerations.	Participants develop a short institutional menu cycle for a selected setting.
6	Standardized Recipes and Portion Control	Recipe standardization, ingredient quantities, yield, serving size, portion control, production quantity, cooking losses, consistency and nutrient implications.	Participants convert a household recipe into a standardized institutional recipe with defined yield and portion size.
7	Therapeutic Diet Production	Regular diet, texture modified diets, sodium modified diets, carbohydrate controlled meals, renal related modifications, allergy related diets and other therapeutic requirements. Translating diet orders into kitchen production.	Participants modify one standard meal into several therapeutic versions while maintaining practicality and food quality.
8	Diet Accuracy and Tray Service	Diet lists, diet codes, tray tickets, patient identification, meal assembly, tray checking, special diet requests, allergy alerts, meal distribution and error prevention.	Participants design a simulated tray line system and identify checkpoints that reduce diet errors.

Development Outcome: Participants should understand how nutritional requirements are translated into practical menus, standardized recipes, accurate portions and safe therapeutic meal service.

MONTH 3: FOOD SAFETY, HYGIENE, STORAGE AND QUALITY CONTROL

Theme: Food cannot provide nutrition if it is not safe to consume.

Purpose: To develop structured food safety and quality systems within institutional kitchens.

Week	Focus	Learning Content	Practical Application
9	Food Hazards and Foodborne Illness	Biological, chemical, physical and allergen hazards. High risk foods. Cross contamination. Vulnerable populations. Foodborne illness prevention within institutional settings.	Participants conduct a hazard identification exercise for a hospital or institutional kitchen.
10	Personal Hygiene, Cleaning and Sanitation	Hand hygiene, employee health, uniforms, cleaning schedules, sanitization, food contact surfaces, equipment cleaning, waste management, pest control and water safety.	Participants develop a cleaning and sanitation schedule for a kitchen department.
11	Time, Temperature and Storage Control	Receiving temperatures, cold storage, freezing, thawing, cooking, cooling, reheating, hot holding, cold holding, stock rotation and cold chain management.	Participants analyze temperature records and identify unsafe practices requiring corrective action.
12	HACCP and Quality Assurance	Hazard analysis, control points, critical limits, monitoring, corrective actions, verification, documentation, complaints and internal quality checks.	Participants develop a simplified HACCP plan for one institutional food product or process.

Development Outcome: Participants should be able to identify what can go wrong, how it can be prevented, how it should be monitored and what action is required when standards are not met.



MONTH 4: PROCUREMENT, INVENTORY, PRODUCTION AND COST MANAGEMENT

Theme: A kitchen cannot be managed effectively without controlling what enters, what is used and what is wasted.

Purpose: To teach participants the financial and operational systems behind institutional food production.

Week	Focus	Learning Content	Practical Application
13	Food Procurement and Supplier Management	Product specifications, supplier selection, quotations, quality requirements, purchasing schedules, approved suppliers, delivery requirements and supplier performance.	Participants prepare a basic food specification sheet for selected kitchen ingredients.
14	Receiving, Storage and Inventory	Receiving procedures, quantity verification, product quality, stock rotation, storage organization, inventory records, minimum and maximum stock levels and stock loss.	Participants build an inventory monitoring sheet and identify stock management problems in a simulated storage area.
15	Food Production Planning	Forecasting meal numbers, production schedules, ingredient requisitions, batch preparation, production timing, kitchen capacity and service deadlines.	Participants calculate approximate production needs for a simulated institutional meal service.
16	Food Costing and Waste Control	Recipe costing, portion cost, food cost percentage concepts, budget control, overproduction, plate waste, kitchen waste, spoilage and strategies for reducing unnecessary loss.	Participants calculate the cost per portion of a standardized recipe and identify possible areas for cost reduction without compromising nutrition or quality.

Development Outcome: Participants should understand how procurement, inventory, production planning, costing and waste control influence both service quality and financial sustainability.



MONTH 5: KITCHEN OPERATIONS, STAFF MANAGEMENT AND INSTITUTIONAL SYSTEMS

Theme: A successful food service system depends on people as much as food.

Purpose: To teach participants how institutional kitchen teams are organized, trained, supervised and monitored.

Week	Focus	Learning Content	Practical Application
17	Kitchen Organization and Workflow Management	Kitchen zones, workstations, equipment placement, staff movement, production sequencing, tray line organization, service timing and workflow efficiency.	Participants review a fictional kitchen layout and redesign workflow to reduce unnecessary movement and contamination risk.
18	Staff Planning and Supervision	Staffing needs, duty allocation, shift planning, job descriptions, performance expectations, attendance, teamwork and supervision.	Participants create a staffing and duty allocation plan for a selected food service operation.
19	Staff Training and Professional Communication	Food safety training, therapeutic diet education, portion control, allergy awareness, communication between chefs, kitchen staff, dietitians, management and clinical teams.	Participants develop a short staff training session for one kitchen competency.
20	Documentation and Operational Monitoring	Production records, temperature logs, cleaning records, diet records, stock sheets, wastage records, complaint logs, staff training records and corrective actions.	Participants develop a daily operational documentation checklist for an institutional kitchen.

Development Outcome: Participants should understand that professional food service management requires clear systems, trained staff, accurate documentation and consistent supervision.



MONTH 6: ADVANCED INSTITUTIONAL PRACTICE, AUDITING AND FOOD SERVICE DEVELOPMENT

Theme: Bring nutrition and management together into one functioning system.

Purpose: To prepare participants to manage or contribute to a complete kitchen and institutional food service operation.

Week	Focus	Learning Content	Practical Application
21	Institutional Food Service Auditing	Kitchen inspection, hygiene audit, diet accuracy audit, storage audit, documentation review, food quality assessment, nonconformities and corrective action planning.	Participants conduct a complete simulated institutional kitchen audit.
22	Patient, Client and Consumer Satisfaction	Food acceptability, meal satisfaction, complaints, taste, temperature, appearance, portion size, cultural acceptance, menu feedback and service quality.	Participants design a meal satisfaction survey and develop an improvement plan from simulated responses.
23	Food Service Technology and Management Systems	Digital diet lists, electronic meal ordering, inventory software, recipe management, procurement systems, production tracking, waste monitoring and data based decision making.	Participants design how software could support the workflow of a modern institutional food service department.
24	Final Food Service Management Project	Integration of menu planning, therapeutic diets, procurement, inventory, food safety, staffing, costing, documentation, auditing and quality improvement.	Participants present a complete institutional food service management system for a hospital, school, care facility, corporate kitchen or other selected setting.

Development Outcome: Participants should finish the course understanding how nutrition, food safety, procurement, production, finance, staffing, quality and technology work together in professional institutional food service.



PROFESSIONAL ROLE INTEGRATION

Responsibility	Kitchen Dietitian Focus	Food Service Management Focus
Nutritional adequacy of menus	Major responsibility for nutritional appropriateness and menu quality.	Supports operational implementation and production feasibility.
Therapeutic diet accuracy	Major responsibility in collaboration with clinical dietetics and approved protocols.	Ensures production and service systems follow approved requirements.
Recipe standardization	Reviews nutrition, portion size and therapeutic requirements.	Oversees consistency, yield, production feasibility and operational control.
Procurement	Provides nutrition and product specifications where relevant.	Manages suppliers, purchasing systems, availability and operational requirements.
Inventory	Monitors items relevant to therapeutic and nutrition service needs.	Major responsibility for stock control, availability and storage systems.
Food safety	Participates actively in hazard control and diet related safety.	Oversees operational compliance, monitoring and management systems.
Kitchen staff training	Provides education related to diets, portions, allergies and nutrition requirements.	Provides operational, safety, workflow and performance training.
Cost control	Helps protect nutritional quality during cost decisions.	Major responsibility for food cost, purchasing, production efficiency and waste control.
Quality assurance	Evaluates food quality, portion consistency and diet accuracy.	Evaluates overall operational quality, compliance and service performance.
Patient or customer satisfaction	Reviews acceptability and nutrition related concerns.	Reviews service quality, complaint patterns and operational improvements.

FINAL COURSE PORTFOLIO

Portfolio Component	Final Output
Institutional Food Service Map	Complete flow from procurement and receiving to meal production, distribution and service.
Menu Cycle	A structured menu for a selected institutional population.
Standardized Recipe	Recipe including quantities, yield, portion size and production instructions.
Therapeutic Menu Exercise	Adaptation of a standard meal to different diet requirements.
Tray Service System	Diet identification and meal accuracy workflow.
Food Safety Plan	Hazard control, hygiene, sanitation and temperature monitoring framework.
HACCP Exercise	Simplified HACCP plan for a selected kitchen process.
Procurement Specification	Product and supplier requirement document.
Inventory System	Stock monitoring and control framework.
Costing Exercise	Recipe and portion cost analysis.
Waste Management Plan	Strategy for reducing food loss, overproduction and plate waste.
Staff Training Plan	Structured training activity for kitchen employees.
Kitchen Audit	Food safety, quality, diet accuracy and operational audit framework.
Documentation System	Daily and periodic food service records.
Satisfaction Survey	Meal service feedback tool.
Final Management Project	Complete institutional food service management system.

EXPECTED COURSE TRANSFORMATION

At Entry	At Completion
A kitchen dietitian mainly prepares diets.	I understand the kitchen dietitian role across menus, therapeutic diet production, food quality, portion control, safety and institutional operations.
Food management means managing kitchen staff.	I understand procurement, inventory, production, costing, staffing, quality and complete food service systems.
I can make a menu.	I can build an institutional menu that considers nutrition, population needs, production capacity, service realities and budget.
I know recipes.	I can standardize recipes for consistent yield, portion size, cost and nutritional quality.
Therapeutic diets are simply separate menus.	I understand how diet requirements are translated safely into kitchen production and tray service.
Food safety means keeping the kitchen clean.	I understand hazards, preventive control, HACCP, temperature monitoring and documentation.
Inventory is only the storekeeper responsibility.	I understand how inventory, purchasing and production affect food quality, cost and service continuity.
Food waste is unavoidable.	I can identify production, storage and service factors that contribute to avoidable waste.
I do not know how to manage kitchen teams.	I understand staff planning, training, supervision and operational communication.
I want to work in an institutional kitchen but do not know how the department functions.	I understand how nutrition, food safety, procurement, production, finance, staffing, technology and quality work together within institutional food service.

FINAL LEARNING PATHWAY

Stage	Learning Progression
Stage 1	Understand institutional food service models and professional roles.
Stage 2	Map kitchen workflow from receiving to service.
Stage 3	Plan nutritionally appropriate and operationally practical menus.
Stage 4	Standardize recipes and control portion size.
Stage 5	Translate therapeutic diet requirements into safe kitchen production.
Stage 6	Build food safety, sanitation and HACCP systems.
Stage 7	Manage procurement, suppliers, receiving and inventory.
Stage 8	Plan production according to meal numbers, capacity and service timing.
Stage 9	Calculate costs and reduce avoidable waste.
Stage 10	Organize staff, duties, supervision and training.
Stage 11	Maintain operational records and monitor performance.
Stage 12	Audit kitchen quality, food safety and diet accuracy.
Stage 13	Use food service technology to improve coordination and control.
Stage 14	Integrate nutrition and management into a complete institutional food service system.



COURSE PHILOSOPHY

This course is designed to connect nutrition knowledge with the realities of professional food service operations. The goal is not only to teach participants how to prepare menus or manage a kitchen, but to help them understand the complete system that determines whether institutional meals are nutritionally appropriate, therapeutically accurate, safe, consistent, financially manageable and acceptable to the people receiving them.