

Managing Catering Costs for Councils

Public sector catering for schools, café's, leisure outlets and events

Debra Adams, APSE Associate



Course Brochure

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Course details

Are rising costs adding pressure to your existing targets? Do you need to increase your capacity and capability to balance the books? Reduced portion sizes, less choice and inferior quality often stem from the challenge of meeting financial targets with rising costs.

APSE is offering this **newly revised** online skills development workshop for all those within public sector catering that need to manage and control food, payroll and other operational costs in a variety of settings and for catering events. The course will focus on the current issues faced by catering providers during these challenging times for the service sector, including strategies for managing food and packaging waste.

Balancing nutritional value with effective resource management can help to achieve the council's objectives. This course will provide you with the knowledge, skills and techniques to manage the income and expenditure to meet your budget targets.

Who should attend?

Those who are responsible for controlling food and beverage cost in busy operations aiming to cover costs or deliver a surplus.

- Food service managers and supervisors in public sector catering operations
- Budget holders
- Supervisors in catering with responsibility for costs
- Catering staff new to finance
- Catering operations expanding into new markets such as conferences and events
- Procurement officers

Learning Outcomes

On completion of the course participants will be able to:

- Apply best practice techniques to purchase, receive and store food and retail products effectively and efficiently to minimise waste and cost
- Implement strategies to manage the cost of sales and gross profit percentage to meet business targets
- Understand the sales mix and the impact on cost and profitability
- Use menu engineering techniques to optimise revenues
- Develop strategies for managing and monitoring payroll and energy costs
- Reduce food and packaging waste via measuring and reporting
- Develop costing models for meetings and events to ensure business objectives are achieved
- Ensure compliance and effective monitoring
- Take away action plans to improve business performance

Trainer Profile

Debra Adams is the founder of the training consultancy – arena4finance, a Chartered Management Accountant (CIMA) and a leading practitioner in developing courses for improving financial know how and commercial acumen in the hospitality sector. She is the author of the highly acclaimed textbook 'Management Accounting for the Hospitality, Tourism and Leisure Industries 3rd edition: A Strategic Approach'. Debra is a well-known personality in the hospitality sector having delivered courses and training for numerous companies across the industry.

Debra is currently Trustee and Member of the Supervisory Board for the Institute of Hospitality, and she was formerly Head of Professional Development at HOSPA and a Council member of the British Association of Hospitality Accountants. Debra holds a visiting teaching post at Les Roches Hotel School, Switzerland.

NEW MUNICIPALISM

Delivering for local people and local economies

Managing Costs for Councils

Public sector catering for schools, café's, leisure outlets and events

Course programme

For further information, please contact training@apse.org.uk

Part 1

09:30 - 09:50	REGISTRATION (and Tech Check)
09:50 - 11:15	UNIT 1: Overview of Catering for Councils <ul style="list-style-type: none"><input type="checkbox"/> What do councils do - scope of services?<input type="checkbox"/> Key issues for the sector - opportunities and threats<input type="checkbox"/> Legislative framework and performance standards
11:15 - 11:30	COMFORT BREAK
11:30 - 13:00	UNIT 2: Managing Resources <ul style="list-style-type: none"><input type="checkbox"/> Legal compliance (Food standards/allergens)<input type="checkbox"/> Managing waste and sustainability<input type="checkbox"/> Procurement and supplier management<input type="checkbox"/> Reflection and action planning

Part 2

09:30 - 09:50	REGISTRATION (and Tech Check)
09:50 - 11:15	UNIT 3: Managing Costs <ul style="list-style-type: none"><input type="checkbox"/> Managing budget constraints<input type="checkbox"/> Cost management - food, staffing and energy<input type="checkbox"/> Key performance indicators (KPI's)
11:15 - 11:30	COMFORT BREAK
11:30 - 12:45	UNIT 4: Budgeting, Estimating and Tendering <ul style="list-style-type: none"><input type="checkbox"/> Budget tracking and reporting<input type="checkbox"/> Tendering for work<input type="checkbox"/> SLAs and contracts - compliance and monitoring<input type="checkbox"/> Reflection and action planning
12:45 - 13:00	Plenary, feedback and close

In-house - tailored training to meet your needs.

The package includes:

-  A pre-course consultation so we can tailor the course to meet your needs.
-  Trainee Needs Analysis.
-  Customisation of the slide pack.
-  Delivery of the course on a mutually convenient date and time to meet your authority's needs and working patterns.
-  Analysis of trainee feedback, which we share with you.
-  Trainer feedback, if required.
-  Post-course materials on password-protected hidden webpage.

If delivered online, the course is suitable for up to 15 participants and over two half-days or one full day, via Microsoft Teams

If delivered onsite, it is suitable for up to 20 participants. Trainer travel, subsistence and accommodation is charged at cost.

What do participants have to say?

"Great knowledge of the area backed up by experience"

"Lovely trainer - gave time for candidates to talk and discuss different working practices, which will help when putting information learnt into practice."

"Really enjoyed the whole course."

About APSE Training

APSE (Association for Public Service Excellence) is a not-for-profit local government think tank, working with over 300 councils throughout the UK, promoting excellence in public services.

APSE is the foremost specialist in local authority front line services, hosting a network for front line service providers in areas such as waste and refuse collection, parks and environmental services, leisure, school meals, cleaning, housing, and building maintenance.

APSE Training aims to provide inspiring and impactful lifelong learning and development opportunities, nurturing talent and enabling growth. A broad range of courses are available via the APSE website and as bespoke in-house courses.

APSE Training is compliant with APSE's Quality Assurance processes under ISO 9001, ISO 14001, ISO 27001 and GDPR. We are also a Platinum Carbon Literate Organisation, which demonstrates our commitment to raising awareness of the climate crisis.

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Contact us

The team is ready to help.

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