

Food & Beverage Service Syllabus

(For One-year Certificate Course)

Under Code of Regulations for Industrial Schools

Is Approved by

**Department of Employment & Training,
Chepauk, Chennai – 600 005.**

_____ 2004.



List of Committee Members For the Trade of F&B Service

- | | | | |
|------------------------|---|----|--|
| 1. Members and Experts | - | 1. | Mr. S. Subbiah
Regional Joint Director
of Training, Trichy |
| | | 2. | Mr. G. Muralidhara
Principal
SRM Industrial School of
Catering & Hotel
Management, Trichy |
| | | 3. | Mr. M. Muthuraman
Faculty (F&B Service)
Valluvar Institute of
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| | | 4. | |
| | | 5. | |
| | | 6. | |
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COURSE DETAILS

Name of Trade : **FOOD AND BEVERAGE SERVICE**

Qualification : **10TH PASS / FAIL**

Age : **14-40 Years**

Duration : **1 Year**

Number of Trainees : **20**

Number of Practical hours : **32 hrs. per week**

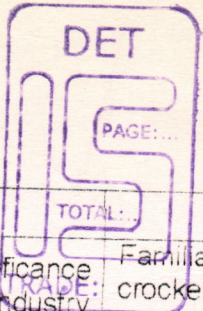
Number of Theory Hours : **12 hrs. per week**

Space Required

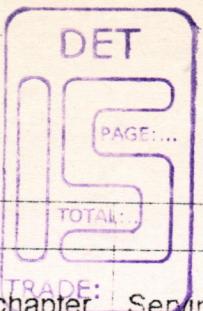
Workshop : **500 sq. feet**

ClassRoom : **200 sq. feet**

Power Required in KW : **3 k.w.**



WEEKS	THEORY	PRACTICAL
1 st	Catering Industry Significance Evaluation of the Hotel Industry Opportunities in the Hotel Industry	Familiarization of F&B cutlery, crockery. Glassware, Other equipments and Special table equipments
2 nd	Categorization of Hotels, Influence of Tourism on Hotel Industry	Hotel induction program – Batch wise, Handling of cutlery, crockery and glassware
3 rd	Enumeration of Service equipments, cutleries, crockery, glassware, table equipments other service equipments and linen	Method of cleaning and up keeping of cutleries, crockery and glassware.
4 th	Organization of food & beverage department: Restaurant, speciality restaurant, coffee shop, bar, room service, banquets and barbeque	Arranging of side boards, refilling of cruet set, restocking cutlery, crockery, glassware and getting ready for service
5 th	Rules for laying table: About the table, use of baize, types of table cloth, about cutlery, crockery and glassware and other things	Laying the tablecloth and relaying the tablecloth while guests are there in the restaurant.
6 th	Attitude and attributes of service personnel. Rules for waiting at the table: Before the guest arrives, as soon as the guest arrives, during service and after service	Lying up of table for various meals and menus.
7 th	14 course French classical menu: Hors d' oeuvres, Potage, Oeuf and pasta, Poisson, entrée, relieve, sorbet	Different types of Napkins folding: Breakfast, Lunch and Dinner.
8 th	French Menu Continue: Roti, Legumes, Entremets, Savories, Formage dessert and café.	Guest receiving procedure. Receiving the guest, dealing with the guest, seating them and serving the water.
9 th	Restaurant Staff & their duties: Organization chart of food & beverage staff and their duties, Director-de-restaurant, maitred, Hostess, Chef-de-rang, Commis-de- rang, Commis de wagon, commis de brasseur, sommelier and steward.	Offering the menu card, explain the guest, carte-de-jour, soup-de-jour, dish-de-jour and taking the order.
10 th	Recapitulation of Previous chapters	Recapitulation of previous exercise




WEEKS	THEORY	PRACTICAL
11 th	Model Test I: Test on first seven chapter, Personal grooming, conduct, language and presentation, courteousness, honest and punctuality	Serving Hors d' oeuvres, Potage, Oeuf and Pasta, Poisson to the guest with all their accompaniments and Garnish
12 th	Essential Qualities of Good Waiter: Cooperative, Ability to remember the names and faces,	Serving Entrée, Relieve, Sorbet, Roti and Legumes to the guest.
13 th	Physical fitness, technical skills and knowledge, sales ability and negative attitude	Explain the food and serving them with correct cutlery and crockery and with the accompaniments and garnish
14 th	Restaurant Mis-en-place and Mis- en-Scene, Dusting, cleaning the carpets, floor, table tops, flower arrangements, changing linen and linen register maintaining	Serving Entremets, Savories, Formage Dessert with all their accompaniments and their cutlery and crockery and crumbling of tables.
15 th	Care of Equipments, Table layout, Buffet layout, stocking the dummy waiter, making the check list and briefing	Serving tea, coffee as the last course,
16 th	Introduction about menu planning and stating different kinds of menu with their advantages	Clearing the plates course by course, carrying the fresh plates and clearing the used plates from the tables
17 th	Types of Menu: Who makes the menu, uses of menu card, who makes menu, making the menu for a-la-carte, table-de-hote, making the menu but let wise, cuisine wise and meal wise	Carrying the food plates by hand and by tray, American service and serving procedure. Practical test on laying and service procedure
18 th	Different types of Service: American service, French Service, Russian service, English service, Guerdon service, Flambé Service. Advantages and disadvantages of all service	Russian Service: Serving procedure and serving sequence



WEEKS	THEORY	PRACTICAL
19 th	Meal Sequence: Seating the guest, dealing with the guest, taking the order, placing the order, assembling the order, quality and quantity check, serving the guest and seeing the guest	Service of Tea, Coffee and non-alcoholic beverage in the different outlets and different meal.
20 th	Types of Breakfast & their service: Continental breakfast, American breakfast, English breakfast, Indian breakfast	Serving different types of breakfast by course by course with their cutlery and crockery
21 st	Room Service: Taking the orders, Placing the order, Picking up the food & service, after service, VIP formalities, breakfast orders, pick up orders, standing orders	Setting up room service, trays for breakfast, lunch, dinner, high tea and setting up tea, coffee trays.
22 nd	Banquets: Formal banquet, informal banquet, organization of banquet department, taking the banquet booking, planning for a party, check list for outdoor party.	Setting up different shape of banquet setting, center piece, and buffet setup for different types of function.
23 rd	Recapitulation of Previous chapter	Recapitulation of Previous Exercise
24 th	Model Test on previous chapter. Tobacco: Fermentative method, non fermentative method, pipe smoking, cigar smoking, cigarette smoking, names of best cigar, size of cigar	Practical test on Food Service & Service of tobacco, serving cigar, cigarette, lighting cigars and cigarettes
25 th	Beverage classification: Function of beverage, non alcoholic beverage, tea, coffee, aerated drink, non-aerated drink	Serving of non-alcoholic beverage like soft drink, juices, mocktails, fresh lime soda etc.,
26 th	Wine: How is wine made, Region where wine is cultivated, taste of wine, colour of wine,	Setting up wine glass, carrying stamped glass, presenting wine bottles to the guest
27 th	Categorization of wine, decanting of wine, wine glasses, setting up glasses	How to use wine opener

WEEKS	THEORY	PRACTICAL
28 th	Points to be remembered while serving red, white wine and champagne	Service of red, white wine, take the order
29 th	Wines from Spain, Portugal, Italy, Germany, Hungary, Europe. Method of preparing champagne	Presenting the bottle, giving the wine for tasting and start serving
30 th	Beer: Process of making beer, different types of beer, brand names of beer	Carrying Heavy weight trays, light weight trays, serving of beer by the bottle with head and without head
31 st	Whisky: Process of making whisky, different types of whisky, service of whisky, some brand names of whisky	Service of whisky on the rocks, neat, with soda, with water, with other soft drinks
32 nd	Gin, Rum, Vermouth: Process of making, service and brand names of gin, rum, vermouth, Italian vermouth, French vermouth.	Service of spirits and aperitif.
33 rd	Brandy, Liqueurs: Process of making, service and brandy, production of liqueur, classification of liqueurs, flavour and taste of liqueurs	Compiling five course menu along with matching drinks
34 th	Cocktail: History, Equipments used, cocktail terminology, spirit based cocktail, liqueur based cocktail and beer based cocktail	Making different cocktails and mocktails and serving them with their garnishes
35 th	Model Test II: on wines and spirits Aperitif: Cold aperitif, hot aperitif	Practical test on service of wines and spirits, food and wine harmony which wine goes with which food
36 th	Sandwich: Points to be remember for the preparing of sandwich, different types of sandwich	Frilling buffet tables, setting up for a light teas, different types of frilling
37 th	Sauces: Importance of sauces, basic sauces, derivatives of basic sauces	Serving food with their proper sauces and graves and accompaniments
38 th	Salad & Salad Dressing: Qualities of Salad, Types of Salad, Basic dressing for meat, fruits and vegetable based salads	Arranging salad mirror on the buffet tables, presenting and setting of bills by cash sign or by credit cards.

WEEKS	THEORY	PRACTICAL
39 th	Personal Hygiene - care of skin, hand and feet, Right habits and attitudes for food handlers and dress code	
40 th	Work Hygiene - Layout of department, maintenance of floor and walls, Correct ventilation, prevention of over crowding, importance of space designing	
41 st	Proper maintenance of floor - types of flooring & Maintenance, walls and equipments (Selection and sanitation)	
42 nd	Dishwashing methods - hand and manual dishwashing - merits and demerits	
43 rd	Garbage disposal - different methods - advantage and disadvantages, Pest Control	
44 th	Food borne diseases - food poisoning, Causes and precautions	

Note: Industrial Training Exposure apart from the theoretical class and practical skill training at the institute all students will be sent to approved leading star hotels in India to acquire on-the-job practical skill during either winter and summer vacations with the **prior approval of Department of Employment and Training** for a period of not exceeding **two months**, any institute failing to get the prior approval from **DET** then recognition will be cancelled. This training program will help the students to acquire knowledge / Understand / application and also to know the latest developments of the ever growing hospitality industry. This training programme is mandatory/compulsory, **which is also a part of the curriculum**. On successful completion, students are expected to produce project work along with their training certificate

Achievements



1. Flaring knowledge about international food service and their standards
2. Knowledge about different cuisines and their service methods leads the trainee from cultural shock
3. Knowledge about food & beverage service leads the trainee to better standard of living.
4. Adaptable to any work environment under any supervision
5. Meeting out five star hotels standard
6. Will be a salable product so that recruiting is an easy one.

INDUSTRIAL SCHOOLS

TRADE SYLLABUS – REVISED

Name of the Trade : **FOOD & BEVERAGE SERVICES**

SPACE REQUIRED:

(1) Workshop/Lab : 500 sq. ft.

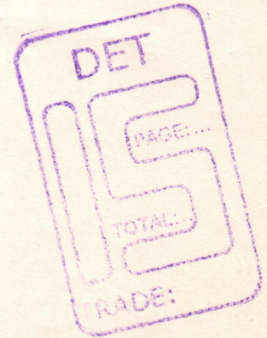
(2) Class Room : 200 sq. ft.

Trade Theory : **No change**

Trade Practical : **No change**

List of Tools & Equipments

For The Trade Of FOOD AND BEVERAGE SERVICE
(FOR A BATCH OF 20 TRAINEES)



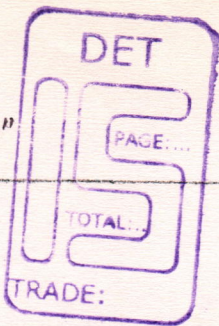
<u>SL.NO</u>	<u>NAME OF THE EQUIPMENT</u>	<u>QUANTITY REVISED</u>	<u>MATERIAL</u>
1	Dinning Table (Round)	2	WOODEN
2	Dinning Table (Square)	4	
3	Chairs	20	
4	Side Board	1	
5	Buffet(Display) Table	1	
6	Bamboo Bread / Fruit Basket	4	
7	Pastry Trolley	1	
8	Full Plate	16	CERAMIC
9	Half Plate	16	
10	Quarter Plate	16	
11	Soup Bowl & Underline	16	
12	Cruet Set	4	
13	Bud Vase	4	
14	Ash Tray	4	
15	Monkey Bowl	6	
16	Chutney Bowls	6	
17	Tea Cup & Saucer Set	8	
18	Coffee Cup & Saucer Set	8	
19	Egg Holder	2	

20	Tea Spoon	8	STAINLESS STEEL
21	Coffee Spoon	8	
22	All Purpose Spoon	8	
23	Soup Spoon	8	
24	Dessert Spoon	8	
25	Sundae Spoon	8	
26	Service Spoon	8	
27	Spaghetti Spoon	8	
28	Parfait Spoon	8	
29	Grape Fruit Spoon	8	
30	All Purpose Fork	8	
31	Fish Fork	8	
32	Oyster Fork	8	
33	Dessert Fork	8	
34	Service Fork	8	
35	Fondue Fork	8	
36	Service Knife	8	
37	Side Knife	8	
38	Fish Knife	8	
39	Fruit Knife	8	
40	Joint Knife	8	
41	Steak Knife	8	
42	Cheese Knife	8	
43	Butter Knife	8	
44	Carving Knife	8	
45	Gateaux Knife	8	
46	Sugar Tong	8	
47	Ice Tong	4	
48	Pastry Tong	4	
49	Ice Cream Scoop	2	
50	Lobster Pick	2	
51	Corn Holder	2	
52	Sauce ladle	6	
53	Sauce boat	6	
54	Tooth Pick Stand	2	
55	Candle Stand	2	
56	Straw Stand	2	
57	Salvers	8	
58	Continental Tray	8	
59	Breakfast Tray	8	
60	Chaffing Dish	2	
61	Thali Meals Plate	8	
62	Kattori	30	
63	Round Platter	2	
			STAINLESS STEEL

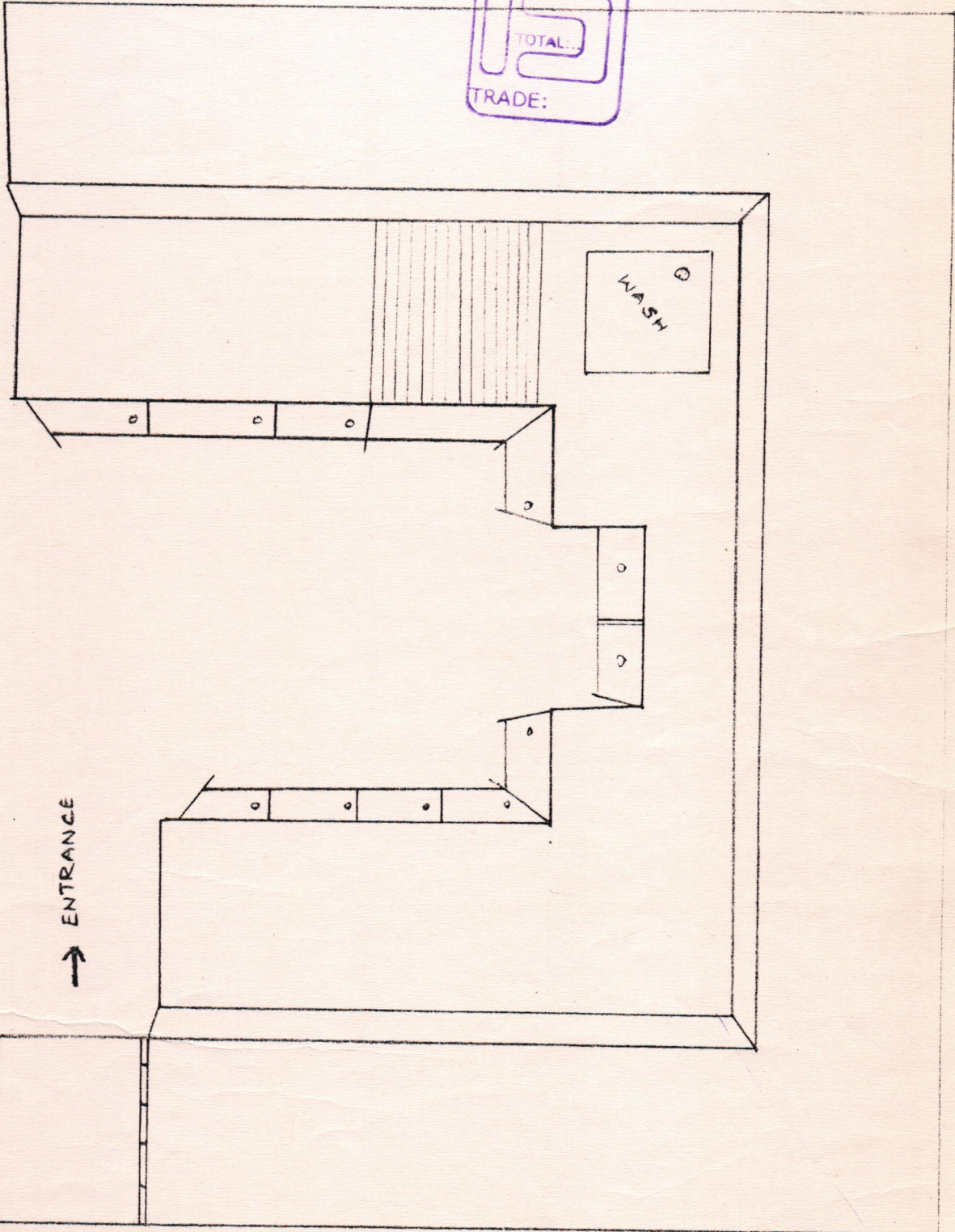
64	Oval Platter	2	
65	Water Jugs	3	
66	Tea Pot	10	
67	Coffee Pot	10	
68	Milk Pot	4	
69	Sugar Bowl	4	
70	Creamer	2	
71	Toast Rack	2	
72	Finger Bowl	4	
73	Cocktail Shaker	2	
74	Butter Dish	2	
75	Lemon Squeezer	2	
76	Nut Cracker	2	
77	Bottle Opener	2	
78	Cock Screw	2	
79	Peg Measure	2	
80	Copper Pan	2	
81	Entree Dishes (Single Portion)	6	
82	Entree Dishes (Double Portion)	6	
83	Thermos Flask	1	
84	Ice Cream Bowl	2	
85	Salad Bowl	2	
86	Decanter	12	
87	Water Goblet	12	
88	Red wine Glass	12	
89	White wine Glass	12	
90	Champagne	12	
91	Champagne tulip	12	
92	Champagne Saucer	12	
93	Sherry Glass	12	
94	Roly Ploy	12	
95	Brandy Balloon	12	
96	Beer Goblet	12	
97	Tom Collins	12	
98	Beer Mug	12	
99	Parfait Glass	12	
100	Liqueur Glass	12	
101	Old Fashion Glass	12	
102	Pool Glass	12	
103	Hi-ball Glass	12	
104	Juice (or) Pony Glass	12	
105	Royal Italian Whisky Glass	12	
106	Hot Plate	1	
107	Pepper Mill	1	

GLASSWARE

108	Punch Bowl	1	MISCELLANEOUS
109	Microwave Oven	1	
110	Wine Trolley	1	
111	Table Cloth	8	LINEN
112	Waiters Cloth (White Colour)	12	
113	Baize cloth	2	
114	Slip Cloth	2	
115	Satin Cloth for frilling (Four Colour)	2	
116	Bar Counter	As Shown in ANNEXURE	
117	Fire Extinguisher	2	
118	Fire Bucket with stand.	2	



4'0"



TOP VIEW.

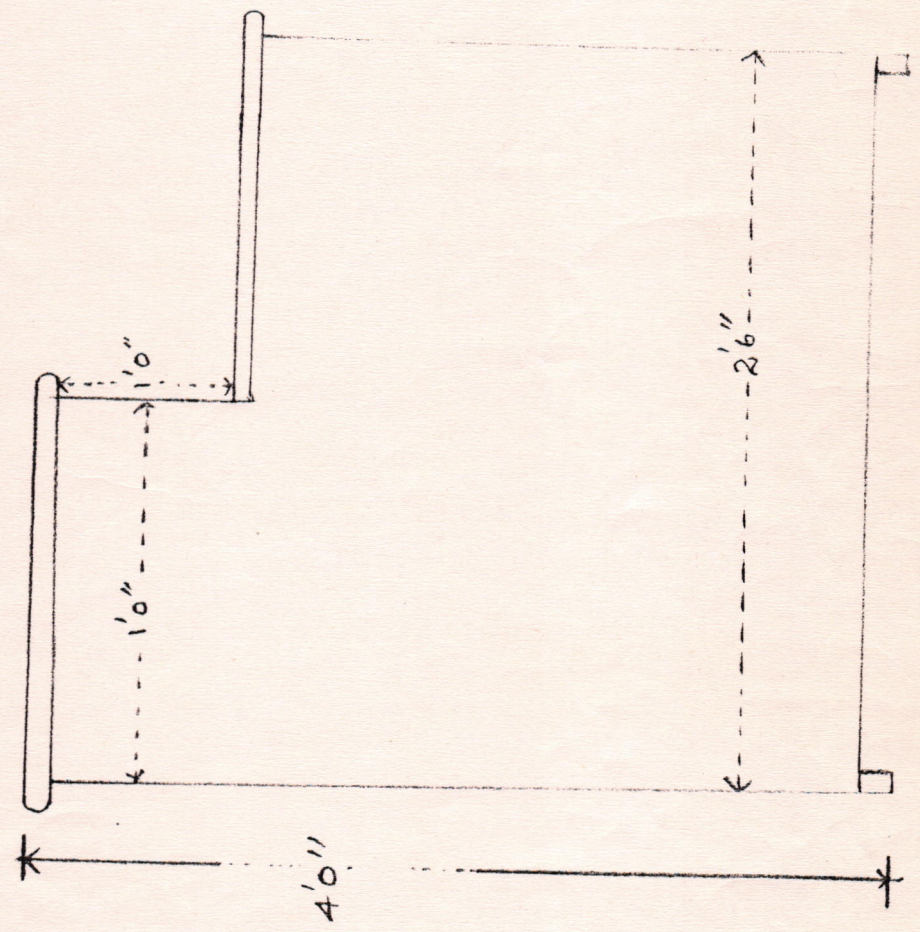
ENTRANCE
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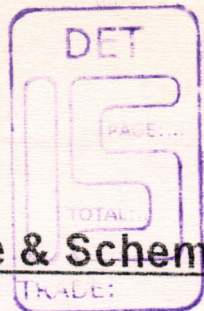
4'0"

COUNTER 6'0"



CROSS SECTIONAL VIEW





Curriculum Outline & Scheme of Examination

Trade: Food & Beverage Service

Class Hours: 42 Hours/week

Duration: One Year

Total Weeks: 52 weeks

Papers	Teaching Scheme		Exam Scheme					
	Theory	Practical	Theory			Practical		
			Hrs	Max	Min	Hrs	Max	Min
Food & Beverage Service	10 Hrs	32 Hrs	3 Hr	100	40	3 Hr	100	60
Total	42 Hrs / Week		200 Marks					