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MASTER COPY

Code : 65

**DIRECTORATE OF
EMPLOYMENT & TRAINING
GANDHINAGAR**

SYLLABUS

NAME OF TRADE

FOOD AND BEVERAGES

(GCVT PATTERN)



MASTER COPY

- 1 NAME OF TRADE : Certificate Course in Food and Beverages
- 2 DURATION : 6 Months,960 Hours in 5 Months and One month as ON JOB Training.
- 3 MINIMUM EDUCATIONAL QUALIFICATION : SSC Pass with English as one of the subjects 10+2 pattern
- 4 BATCH SIZE : 25
- 5 OBJECTIVE : TO Prepare Student adequately to take up responsibilities at middle order management & supervisory level in different hotel and catering establishments or set up their own catering services

JOB OPPORTUNITIES:

- 1 WAGES EMPLOYMENT AS :
STEWARDS /PURSER/ SUPERVISOR IN
HOTELS OF STAR
CATAGERY,RESTAURANT/HOSPITALS ,
GUEST HOUSES,RESSORTS,SHIPS,
RAILWAYS,AIR LINES, INDUSTRIAL AND
INSTITUTIONAL CANTEENS,ARMED
FORCES/SERVICES CATERING.
- 2 SELF EMPLOYMENT AS :
RUNNING CATERINGS,RESTAURANTS ,
DHABAA, TEA OFFICE SHOP, CAFETERIA,
CONTRACT, CATERING
SERVICES,MOBILE CATERING SERVICES



THEORY
SYLLABUS FOR FOOD AND BEVERAGE

WEEK : 1	Hours	
1 Introduction and history of hotel industry	08	
2. Types of hotels	04	
3. Types of restaurants		04
4. Co-ordination with other departments	08	
5. History of food and beverage service department	04	
6. Duties and responsibilities of F&B service	04	
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	32	
WEEK: 2		
1. F&B equipments	04	
2. Classification & Types of equipments	04	
3. Briefing	04	
4. F & B service area	04	
5. Qualities, Attitudes and etiquettes	08	
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	24	
WEEK:3		
1. Menu planning & Types of Menu	06	
2. Types of Breakfast	06	
3. Types of Garnishing with the Menu	02	
4. Preparation of menu	04	
5. Types of Accompaniments with the menu	06	
6. Types of Menu	02	
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	26	
WEEK:4		
1. Table laying	06	
2. Size of tables & chairs	02	
3. Size and Types of lines	04	
4. Setting a side boards	04	
5. Making a table reservation	04	
6. Cutlery, Crockery used on the table	04	
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	20	
WEEK:5		
1. Introduction of kitchen order tickets	02	
2. Taking alcoholic and non alcoholic orders.	06	
3. Taking food orders	02	
4. Taking order for cigars & cigarettes	02	
5. Servicing of food	02	



6. Servicing beverages	02
7. Receiving a guest in food and beverage outlets	02
8. Table allocation	02
9. Role of F&B service manager and hostess	04

24

WEEK:6

1. Types of service	06
2. Preparation of room service pantry	04
3. Sequences of taking orders and billing	04
4. Tray layout according to the order	04
5. Special attention to carry a food from the kitchen	04
6. Service a standard & handling guest complaints	04

26

WEEK:7

1. Definition of banquet and explanation of banquet	02
2. Hierarchy of banquet	02
3. Role and responsibility of banquet staff	04
4. Classification of banquet functions	04
5. Classification of banquet setting	04
6. Special banqueting	02

18

WEEK: 8

1. Meaning and explanation of beverage	04
2. Types of beverage	02
3. Classification of beverage and explanation about beverage	06
4. Brief introduction about Tea & Coffee	04
5. Taking a banquet booking	04
6. Banquet menu	02

22

WEEK :9

1. Definition of wine and history of wine making	06
2. Making a table wine	06
3. Meaning and explanation of liquor	06
4. Explanation about other liquors	06

24

WEEK:10

1. Waiter Who is a Waiter ?	02
2. Duties of a Waiter ?	02
3. Grooming	02
4. Chinaware, Glassware	02
5. Explanation about Mess-en scene and mess-en place	02



6. Different types of trellises	02
7. Sanitation and hygiene	02
8. Safety	02
9. The cover	02
10. Standard types of covers	02
11. Preparing a check and resolving payment	02
12. Types of payment	24

■ restaurant supervisor	02
■ duty & responsibility of restaurant supervisor	02
■ definition of alcohol	02
■ beer production	04
■ classification of non alcoholic beverages	04
■ food preparation method	04
■ knowledge about different types of cheese used in the restaurant	04

22

Tobacco

■ introduction of tobacco	02
■ varieties of tobacco	02
■ cost reducing method in the restaurant	02
■ what to do after closing restaurant	02
■ flaming	02

10

Reference :-

- (1) food and beverage searing training manual
- (2) institute of hotel management & catering technology
- (3) Technical examination board.

