

2022-23

DIPLOMA IN FOOD AND BEVERAGE SERVICES



GURUKUL

EDUCATIONAL AND

RESEARCH INSTITUTE

Subject and Syllabus

SYLLABUS

DIPLOMA IN FOOD AND BEVERAGE SERVICE

FOOD & BEVERAGE SERVICE – I

Duration:- 1Year

THEORY :

839 FOOD SERVICE

840 BEVERAGE SERVICE

841 FOOD & BEVERAGE CONTROL

EDUCATIONAL AND RESEARCH INSTITUTE, HARIDWAR

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842 HYGIENE & SANITATION

843 BUSINESS COMMUNICATION

PRACTICAL :

FOOD SERVICE

BEVERAGE SERVICE

844 COMPUTER AWARENESS

THEORY :

Unit-1 :

Brief knowledge of:

- a) Development of catering industry, job prospects and careers in the catering industry.
- b) Different types of catering establishments.
- c) Relationship of the waiter with –
 - i) Customer
 - ii) Kitchen
 - iii) Management.

Unit-2 :

Brief description and correct uses of :

- a) Different types of cutlery, crockery, silverware, flatware, halloware and glassware used in a standard catering establishment.
- b) Different types of equipment – Baine Marie, plate warmer, hot plates, microwave oven, ice cream machine, coffee machine, ice cube machine, side boards, dish washing machine, glass washing machine.
- c) Special equipment – Nut cracker, grape scissors, Oyster service, caviar, lobsters, snails, cheese. Cigar cutters, wine bottle openers, gueridon equipment.
- d) Different types of restaurant linen, exchange and requisition systems.

Unit-3 :

Preparation of the restaurant – Mis-en-place & mis-en-scene, rules for laying of table and waiting.
Useful tips for Food/Beverage service. Restaurant vocabulary – English and French.

Unit-4 :

Various forms of a meal courses: Hors d' oeuvres, Potege, Poisson, Entrée, Releve (main), Sorbet, Roti, Legumen, Entrement, Savoury, Desserts and Cafe.

Unit-5 :

Table Sauces – accomplishments/garnishes.

Unit-6 :

Meals and Menu planning – Different types of Menus –

- (a) Table d'hote

- (b) A'la carte
- (c) State Banquets
- (d) Buffet – cold/hot spreads, for various types of function.

Unit-7 :

Different forms of service – Russian, American, French, Indian and English.

Unit-8 :

Staff organisation of F&B Deptt., and inter & intra departmental coordination.

Unit-9 :

Silver polishing methods –

- (a) Polivit method
- (b) Plate powder
- (c) Burnishing method. Unit-10: Significance of pantry & still room in F&B operation, Functions of pantry and sections of pantry.

Unit-10:

Significance of pantry & still room in F&B operation, Functions of pantry and sections of pantry.

Kitchen stewarding. Broad specifications of light and heavy duty equipment, Restaurant, Pantry and Still room equipment.

Unit-11:

Modern trends in the Hotel and Catering industry: -

- Ecotels
- Fast Food outlets
- Adventure Tourism
- Theme Restaurants
- Welfare Catering

PRACTICALS :

- Hygienic handling of cutlery, crockery, glassware and trays.
- Laying and relaying of table cloth during and before meals. Correct use of waiter's cloth runners, Napkins and Napkin foldings.
- Mise-en-scene and Mise-en-place for various types of meals and menus.
- Correct handling and practice of service spoons and service forks, silver service.
- Serving and clearing of a meal (course by course).
- Table d'hote menus, laying for cover and service for lunch and dinner, preparation & service of tea, black coffee, turkish coffee, cona coffee, espresso coffee.
- Receiving and seating the guests, presenting menu cards and taking the order from guests and writing of KOT.
- Passing the order to the Kitchen & pickup.
- Making and presentation of a bill.
- Organising parties and functions – Buffets & Banquets.
- Indian and Chinese food service procedures.
- Daily briefing and system of tips/distribution.

FOOD & BEVERAGE SERVICE –

II THEORY :

Simple methods of restaurant sales, controls – K.O.T flow and billing. Computerized order taking and billing.

Breakfast - English, American, Continental and Indian Breakfast (laying & service). Ice creams / Sundaes / Shakes - Different types and their service.

Knowledge - Buffet, Layout, Display & Service.

Banquets, inquiry forms, sitting space, seating arrangements, service formalities, toast procedures.

Room Service- Centralised and decentralised – Room service of breakfast, snacks, lunch, dinner; Beverages - alcoholic or non-alcoholic. Room Service flow chart.

Wine - Definition, making and classifications of wines, wine quality and labeling. Wine trade terms – main wine producing countries, wine brand names. Service of red, white and sparkling wines, fortified wines, Aperitifs.

Spirits - Whiskey, rum, brandy, gin, vodka and their famous brands. Liqueurs - Different types with their predominant flavourings and famous ten brands.

Cocktails - Classification, rules of making cocktail and recipe of 50 cocktails.

Beer - Manufacture, service, storage types and brands of beer. Bar lay out, operation and licensing. Dispensing of spirits. Storage of alcoholic beverages and cellar management.

Tabaeco-cigars, cigarettes and its brand and strength.

PRACTICALS :

- Service and accompaniments of special dishes - smoked salmon, caviar, asparagus, grape fruit, artichoke, melon, cheese, fresh fruits.
- Service of breakfast – English, Continental and Indian. (for Restaurant/Room Service
- Service of hot beverages – Tea, Coffee & Coco. Pantry and Still room operation.
- Layout and service of small tea parties and buffets.
- Laying and service of banquets

Wine service – Taking the order, presenting the bottle, opening of cork and service of red, rose, white and sparkling wines.

Service of spirits – whiskey, rum, gin, brandy and vodka.

Service of cocktails and liqueurs.

Service of beer.

Preparation and service of certain gueridon dishes - Crepe suzette, Banana an Rum, peach flambe, pepper steak, steak diane.

Service of cigars and cigarettes.

Different types of salad dressings.

BUSINESS COMMUNICATION

UNIT-1 :

Introduction – Definition, objectives, principles of effective communication and the importance of good communication.

UNIT-2 :

Types of communication – formal, informal, verbal, written, horizontal, vertical.

UNIT-3 :

Essentials of good business letter and types of letters – Official, D.O.

UNIT-4 :

Letter writing - Circular, Memo, Notice, U.O. Note, applications Bio-data (C.V.) covering letter, Invitations, Greetings, Apologies.

UNIT-5 :

Use of telephone, fax, taking telephonic orders, telephone etiquette's.

UNIT-6 :

Communication with guest and Body language.

HYGIENE & SANITATION

Unit-1 :

Role of Hygiene in Food Science and Dish washing areas, care of premises and equipment.

Unit-2 :

Personal hygiene, care of skin, hand and feet. Food handlers hygiene, protective clothing.

Unit-3 :

Dishwashing methods – manual and machine dish washing – merits and demerits.

Unit-4 :

Garbage disposal – different methods –advantage and disadvantages.

Unit-5 :

Food Poisoning – Causative factors and the precautions to be taken by food handlers.

Unit-6 :

Food Storage – Techniques of correct storage, storage temperature of different commodities to prevent bacterial manifestation or contamination.

Unit-7 :

Pest Control - Rodents and insect control techniques, special stress on control of flies, rats and cockroaches.

Unit-8 :

Municipal health laws.

Unit-9 :

Golden rules of first aid and treatment for cuts, wounds, burns.

