

FIRST ALLIED PAPER- III BASIC FOOD SERVICE

Code	Topics	Subject topics
DEPARTMENTAL ORGANIZATION		<ul style="list-style-type: none"> <li>Organization of the Hotels</li> <li>- where F &amp; B Department stands</li> <li>- types of F &amp; B outlets</li> <li>- speciality restaurant</li> <li>Coffee shop</li> <li>Banquets/Functions</li> <li>Room Service</li> <li>Cafeteria</li> <li>Grill room</li> <li>Discotheques</li> <li>Night Clubs</li> <li>Bar</li> <li>Outdoor catering</li> <li>Garden cafe/food side</li> <li>inter relationship between F&amp;B service</li> <li>department with other departments</li> <li>- Co-operation</li> <li>- Co.ordination</li> <li>- Communication</li> <li>Organization of staff of various F &amp; B outlets</li> <li>- Coffee shop</li> <li>- Speciality rest</li> <li>- room service</li> <li>- banquets</li> <li>- bars</li> <li>duties and responsibilities of all categories of F &amp; B staff briefly</li> <li>attributes of a waiter</li> <li>- personal hygiene</li> <li>- attitude to work</li> <li>- assuming responsibilities</li> <li>- salesmanship</li> </ul>
RESTAURANT EQUIPMENTS		<ul style="list-style-type: none"> <li>Crockery &amp; Glassware</li> <li>Tableware - cutlery, flatware</li> <li>Halloware - silver &amp; stainless steel, linen, furnishings and fittings</li> </ul>
ANCILLARY DEPARTMENTS		<ul style="list-style-type: none"> <li>Pantry</li> <li>Still room</li> <li>plate room</li> <li>hot section</li> <li>wash up</li> <li>linen store</li> </ul>

RESTAURANT SERVICE

Kitchen stewarding a brief description

- Misen-place
- Laying tables and different napkin folds
- forms and types of service receiving the guest and social skills
- service at a table
- arranging side boards

TYPES OF MEALS AND MENU

TYPES OF MEAL

Breakfast  
Lunch  
Dinner  
Supper  
Brunch  
High Tea  
Afternoon Tea  
Elevenses

TYPES OF MENU

Indian  
Continental  
A la carte menu  
(Indian, continental & chinese)  
Classic of French  
Menu Termien  
(Include the  
by the menu teription provided  
refer S.Y. Manual

PALNNING MENUS

Western  
Indian  
Accompaniment  
Western  
Indian  
Breakfar Menu  
English  
American  
Continental  
Indian  
High Tea Menus  
Afternoon tea

PRACTICAL

- I. Identification of silver, cutlery, crockery and glassware Hygienic and proper way of handling cutlery and crockery and trays.

Proper laying and relaying of table cloth during meals.

Correct use of waiter's cloth.

Correct method of handling and laying of silver for the given menu

Service and clearing of a meal, course by course.

Table d' hote and Ala carte menus, cover and service  
Napkin foldings

Receiving and seating the guests, presenting the menu and taking the order from the customer

Correct way of using K.O.T.

Passing the order to the kitchen - co-ordinating order

Making and presenting of bills.

II. Making a five course French menu and laying the table for the menu.

Menu knowledge- service with proper accompaniments

Service of special dishes like smoked salmon, cavier, pate de foie gras etc.

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