

SENIOR SCHOOL CURRICULUM

2017-18

FOOD AND BEVERAGE SERVICES

Preamble

The food service industry is fast growing and ever changing. The development of Catering Institutions has closely followed the changes in food habits of people. Food changes are determined by socio-economic conditions and demographic shifts. Industrialization, Migration and International trade have resulted in greater employment for both men and women outside home. This led to increased need for people to depend on various food services operational for their meals outside their homes.

The Vocational Course in "Food and Beverage Services" is designed with the following objectives:

1. To develop skills of entrepreneurship in food service management.
2. To find employment as food production personnel and assistant manager in small scale food service unit.
3. The course enables the students to establish and manage a small scale food service unit. It provides them with the necessary knowledge and skill to run and control all operations in the unit.
4. It also equips the student to find employment in canteens, restaurants, hostel, railway catering and mobile catering.
5. It also helps to develop culinary skills.
6. The course can attain its objective only if it is taught by skilled teacher and the prescribed infrastructure provided by the school.
7. The school should also negotiate with neighborhood food service units for on-the-job training.

Introduction

1. To develop interest and attitudes in hospitality industry.
2. To develop sufficient trained manpower for Hotels, Motels, Restaurants, Railway Catering Services, Flight Catering Services etc.
3. To assist in the tourism development programmes.
4. To develop necessary employable skills in the students.
5. To develop entrepreneurship.

CLASS–XI
ELECTIVE
FOOD SERVICE (736)
THEORY

Time: 3 Hours

Marks: 60

Unit–1: The Hotel and Catering Industry

2

- Introduction to the hotel Industry.
- Brief history of the growth of the hotel industry.

Unit–2: Introduction to Sectors of the F & B Industry

9

1. Profit oriented/Commercial.
 - (i) Restricted Market.
 - Transport Catering.
 - Clubs.
 - Private catering.
 - Industrial (Contract).
 - (ii) General Market.
 - Hotels/Restaurants/Pubs/Bars.
 - Take away/Retail stores/Home delivery/Banqueting.
 - Conferences/Hotel highway Eateries & Railways cruise/Airlines.
 - Service counters/ODC/Fast food.
2. Cost provision restricted market social oriented food services, Institutional catering/schools/prisons/hospital/ armed forces/industrial (own catering)/institutes & colleges.

Unit–3: Departmental Organization & Staffing

6

- Organization & Hierarchy of the F & B department of (a) Hotels (b) Industrial Food service (c) Department Stores (d) Fast Food Restaurant.
- French/American/English terms related to F & B staff.
- Duties and responsibilities of F & B staff Manager, Sr. Captain, Captain, Steward, Assistant Steward.
- Attributes of waiting staff.
- Inter and Intra department relationships. Coordination with Housekeeping, Kitchen, personnel, time office, Engineering, Front Office, Kitchen stewarding, Dish Washing.

Unit–4: Food Service Areas

7

- Specialty Restaurants.
- Coffee Shop.
- Cafeteria.
- Fast Food.
- Room Service and Mini Bar.
- Banquet.
- Bar.

- Vending Machines.

Ancillary Departments

- Pantry.
- Food pick up area.
- Store.
- Kitchen stewarding.
- Dish Washing.

Unit-5: F & B Service Equipment

6

Familiarization of

- Cutlery.
- Crockery.
- Glassware.
- Flatware.
- Linen.

Hollow Ware

- Table cloth.
- Slip cloth.
- Moulton.
- Napkins.
- Waiter's cloth.
- Tea and glass cloth.
- Frills.
- Buffet cloth.

Furniture

- Table.
- Chair.
- Side board.

Unit-6: Forms of Service

6

- Full Silver Service.
- Pre Plated/American Service.
- Russian Service.
- English Service.
- Gueridon Service.
- Cafeteria Service.
- Buffet Service.
- Snack Bar Service.
- Grill Room Service.

Unit-7: Meals of the Day

3

- Early Morning Tea.
- Breakfast.
- Brunch.
- Lunch.
- Afternoon/High Tea.
- Dinner.
- Supper.

Unit-8: Menu Planning

6

- Origin of Menu.
- Rules to be observed for Planning Menus.
- Types of Menu.
 - (i) Tabled Hotel/A'la carte.
 - (ii) Cyclic.
 - (iii) Plat du jour.
 - (iv) Cartedu jour.
 - (v) Banquet menu.

Unit-9: French Classical Menu

12

- Eleven courses of the menu.
- Sequence.
- Examples from each course.
- Cover of each course.
- Accompaniments.

Unit-10: French Culinary Terms

3

PRACTICAL

Time: 2 Hours

Marks: 40

- | | | |
|-----|---|---|
| 1. | Familiarization of Cutlery. | 1 |
| 2. | Familiarization of Crockery. | 1 |
| 3. | Familiarization of Glassware. | 1 |
| 4. | Familiarization of Hollow ware and Flatware. | 1 |
| 5. | Familiarization of furniture. | 1 |
| 6. | Familiarization of ancillary areas of F & B Dept. | 1 |
| 7. | Familiarization of Linen used in the F & B Dept. | 1 |
| 8. | Handling of trays and salvers. | 1 |
| 9. | Mise en scene – Laying and relaying of Table cloth. | 1 |
| 10. | Mise en Place. | 2 |
| 11. | Service of water. | 1 |

12.	Holding and use of Service Spoon and Fork.	2
13.	Sequence of service/taking orders.	4
14.	Service of Food – Silver Service.	4
15.	Laying tables for Different Meals.	6
16.	Lunch Service.	8
17.	Pre Plated Service.	4

**CLASS–XI
ELECTIVE
BEVERAGE SERVICES (737)
THEORY**

Time: 3 Hours

Marks: 60

Unit–1: Beverages

4

- Introduction.

Unit–2: Classifications of Beverages

4

- Non-Alcoholic Beverages.
- Alcoholic Beverages.

Unit–3: Non Alcoholic Beverages Tea

12

- Origin and Manufacture.
- Types of Tea.
- Herbal Tea.
- Storage of tea.
- Golden Rules of tea making.

Unit–4: Coffee

12

- Origin and Manufacture.
- Types of Coffee.
- Rules of making good Coffee.
- Storage of coffee.
- Laced of fee.

Unit–5: Refreshing Drinks

6

- Aerated Waters.
 - (i) Soda.
 - (ii) Tonic.
 - (iii) Bitter.
 - (iv) Dry Ginger.
 - (v) Coca Cola.
 - (vi) Orange Flavoured.

- (vii) Lemon.
- Natural Spring and Mineral Waters.
- Squashes.
- Syrups.

Unit-6: Nourishing Drinks

4

- Juices
 - (i) Fresh Juices.
 - (ii) Canned Juices.
- Milk Base
 - (i) Milk Shakes.
 - (ii) Ice Cream Shakes.
 - (iii) Lassi Sweet or Salted.
 - (iv) Thandai (Indian Milk drink with almonds, black pepper, etc.).
 - (v) Cold Coffee with or without Ice Cream.
 - (vi) Malt Beverages, Chocolate, etc.
 - (vii) Cold Milk or Hot Milk (with full fat or skimmed or toned).
- Punches and Mocktails.

Unit-7: Mocktails or Non Alcoholic Mixed Drinks

6

- Meaning of word Mocktail.
- Ingredients used in making mocktails.
- Methods of making mocktails.
- Famous Mocktails.
- Rules for making good mocktails.

Unit-8: Cocoa

8

- Meaning of word Cocoa and Introduction.
- Processing of Cocoa.
- Collection of Cocoa products.
- Fermentation.
- Drying.
- Roasting.
- Winnowing.
- Dutch Processing.
- Grinding.
- Extraction.
- Different species of Cocoa.

Unit-9: Terminology Pertaining to Beverage Services

4

PRACTICAL

Time: 2 Hours

Marks: 40

1. Drawing Glassware.	2
2. Service of Water/Bottled Water/Mineral Water.	3
3. Service of Tea.	4
4. Service of Coffee.	4
5. Service of Lassi and Butter Milk.	4
6. Service of Juices.	4
7. Service of Cold Coffee/Milk Shakes.	6
8. Service of Beverages in Rooms.	5
9. Preparation of Instant Tea.	4
10. Preparation of Instant Coffee.	4

CLASS–XI
GENERAL FOUNDATION COURSE (501)
(Common for Food Production, Food and Beverage Services,
Bakery and Confectionery and Front Office Operations)

CLASS–XII
ELECTIVE
FOOD SERVICE (736)
THEORY

Time: 3 Hours

Marks: 60

Unit–1: Breakfast Service	10
Types of Breakfast	
• Continental Breakfast.	
• American Breakfast.	
• English Breakfast.	
• Indian Breakfast.	
Unit–2: Simple Control System	8
• Kot/Bill Control System.	
• Special Kot (EnPlace, No Etc.).	
• Restaurant Sales Control Kot, Bill.	
Unit–3: Room Service	8
• Types of Room Service.	
• Order Taking and Telephone handling.	

- Room Service Door Knob Card.

Unit-4:

12

Banquets and Buffet

- Introduction.
- Types of Banquets– formal/semi formal/informal.

Types of Buffets

- Finger Buffet.
- Fork Buffet.
- Break Fast Buffet.
- Sit Down Buffet.

Unit-5: Pantry Operations

14

- Importance.
- Organization chart.
- Layout.
- Common equipments.
- Popular Dishes prepared in a pantry.

Unit-6: Kitchen Stewarding

4

- Introduction.
- Importance.
- Machines used.
- Care of inventory.

Unit-7: Situation Handling

4

- Handling complaints.
- Procedure during a Fire accident.
- Dealing with a bomb threat /terrorist attack.

PRACTICAL

Time: 2 Hours

Marks: 40

1. Recap–Mise-en-Place.	4
2. Recap & Practice of Silver Service.	8
3. Recap & Practice of Tray & Salver Handling.	4
4. Recap–Laying Table for Different Meals.	4
5. Room Service Tray and Trolley Setup.	4
6. Setting up Various Buffets.	2
7. Service of Indian Regional Dishes.	6
8. Dinning Etiquettes & Table Manners.	2
9. Pantry Operations.	6

Note: Students to undergo practical Food Service training during lunch hour on rotational basis.

CLASS–XII
ELECTIVE
FOOD AND BEVERAGE COST AND CONTROL (737)
THEORY

Time: 3 Hours

Marks: 60

Unit–1: Food Cost Control	6
<ul style="list-style-type: none">• Introduction to Control.• Definition.• Objective and Advantages of Cost Control.• Obstacle to Food and Beverage Controls.• Limitation of Cost Control.• Methodology and Phases of Cost Control.• Essentials of Cost Control.	
Unit–2: Cost and Costing	8
<ul style="list-style-type: none">• Elements of Cost:<ul style="list-style-type: none">(i) Food Cost.(ii) Labor Cost.(iii) Over Heads.• Break Even Point.	
Unit–3: Introduction to Cost Control Cycle	4
<ul style="list-style-type: none">• Purchasing.• Receiving.• Storing.• Issuing.• Production Control.• Sales Control.	
Unit–4: Beverage Control	4
<ul style="list-style-type: none">• Beverage Sales Control.• Beverage Order Ticket (BOT).• Beverage Cheque.• Beverage Summary Sheet.• Beverage Sales Summary Sheet.• Visitors Tabular Ledger/NCR.• Guest Weekly Book/Day Book/NCR.	
Unit–5: Purchasing	6

- Definition.
- Aims of Purchasing.
- Purchasing Staff.
- Selection of suppliers.
- Types of food purchased.
- Quality Purchasing.
- Standard Purchase Specification (SPS).
- Purchase Methods.
- Controls in Purchasing.
- Purchase Order.

Unit-6: Receiving

6

- Introduction.
- Receiving Staff.
- Equipments for receiving.
- Documents provided by Suppliers.
- Quotation.
- Delivery Note.
- Bill/Tax Invoice.
- Credit Note.
- Records maintained in Receiving Department.
- GRB.
- Meat Tag.
- Controls in Receiving.
- Receiving Procedure.
- Blind Receiving.
- Frauds in Receiving.

Unit-7: Storage Control

6

- Aims and Objectives.
- Store Room Staff.
- Location and Layout.
- Arrangement of Food.
- Inventory Control.
- Stock Levels.
- Records maintained.
- Stock Taking.
- Controls in Storage.

Unit-8: Issuing Control

6

- Indenting.
- Transfer Notes.

Unit-9: Production Control

6

- Standard Recipe.
- Standard Portion Size.

Unit-10: Sales and Revenue Control

8

- Process for receiving payments by various modes:
 - (i) Cash.
 - (ii) Travelers Cheque.
 - (iii) Credit Card.
 - (iv) Debit Card.
 - (v) Credit Sale (Companies).
 - (vi) Travel Agents, etc.
- ECR
- NCR
- POS
- Cash Handling.

PRACTICAL

Time: 2 Hours

Marks: 40

Unit-1: Food Cost Control

10

Numerical on:

- Food Cost (material cost).
- Labor Cost.
- Over heads.
- Total Cost.
- Food Cost Percentage.
- Labor Cost Percentage .
- Over Heads Percentage.
- Total Cost Percentage.

Unit-2: Cost and Costing

12

Numerical on:

- Food and Beverage departmental Profit and Loss account.
- Profit and Loss account under the Net profit Method of Food and Beverage department.
- Trading and Profit and Loss account of Food and Beverage department.
- Profit /Volume (P/V) ratio.
- Break Even Chart.
- Break Even Point (in units).
- Break Even Point (in Rs).
- Margin of safety.

- Profit at Maximum Level.

Unit-3: Beverage Control

8

- Beverage Sales Control Chart .
- Bar Order Ticket (B.O.T.).
- Restaurant Check.
- Restaurant Sales Summary Sheet Numericalon.
- Guest Weekly Bill/DayBook.
- Visitor's Tabular Ledger (V.T.L).

Unit-4: Assignment: Preparation 'Beverage Control System Flow Chart' with each step explained in detail.

10

CLASS-XII

GENERAL FOUNDATION COURSE (501)

**(Common for Food Production, Food and Beverage Services,
Bakery and Confectionery and Front Office Operations)**

LIST OF RECOMMENDED BOOKS

- | | | |
|----|--|-------------------|
| 1. | Food & Beverage Cost & Control, Practical Manual, Class-XII. | Published by CBSE |
| 2. | Food Service-II, Practical Manual, Class-XII. | Published by CBSE |
| 3. | Food & Beverage Cost & Control, Class-XII. | Published by CBSE |
| 4. | Beverage Service, Practical Manual, Class-XI. | Published by CBSE |
| 5. | Food Service-I, Text Book, Class-XI. | Published by CBSE |
| 6. | Food Service-I, Practical Manual, Class-XI. | Published by CBSE |
| 7. | Food Service II, Class-XII, Text Book. | Published by CBSE |
| 8. | Beverage Service, Class-XI, Text Book. | Published by CBSE |

SUGGESTED LIST OF EQUIPMENTS

(For a batch of twelve students)

S. No.	Name of Equipment	Detail	Qty.
1.	Baking oven.	Inalsa	2
2.	Refrigerator with freezer.		1
3.	Gas hot plates/burners.		12
4.	Mixi/Grinder.	Inalsa	3
5.	Weighing Scale.	Avery (2 kg)	3
6.	Pressure Cooker.	2 litre (Hawkins/Prestige)	12
		5 litre	2
		8 litre	2
7.	Steel Can (tea).	Canteen size	2
8.	Gas cylinders.		4
9.	Measuring jug and cups.		12
10.	Measuring spoons.	1/4 tsp, 1/2 tsp, 1 tsp	12
11.	Bowls medium (Stainless steel).		24
12.	Bowls small (S.S.).		24
13.	Thalis/plates assorted size (S.S.).		36
14.	Rolling pins.	40-50 m length	12
15.	Egg beaters.	Wire type 20-25 cms	12
16.	Wooden spoons.	30 cms	12
17.	Degchi (small).		12
18.	Degchi (medium and extra large).		12
19.	Seives (small).		4
20.	Seives (big).		4
21.	Bread knives.		4
22.	Kitchen knives.		12
23.	Chopping board.		12
24.	Baking trays.		24
25.	Biscuits cutters.	Assorted	36
26.	Cake moulds.	(Assorted)	12

S. No.	Name of Equipment	Detail	Qty.
27.	Sauce pans (heavy).		2
28.	Teflon pans.		12
29.	Piping bag and nozzles.	Assorted shape/size	12
30.	Jelly mould.		12
31.	Peelers (Stainless steel).		12
32.	Pastry boush.		12
33.	Trays (small, medium, large).		12
34.	Milk can.		1
35.	Tawas with wooden handle/non stick.		12(6)
36.	Parat (small and large).		12
37.	Grater (S.S.).		12
38.	Katories (Stainless Steel).		12
39.	Table spoon, desert spoon.		24 of each
	tea spoon (different forms) knives.		
40.	Tea strainers/big strainers.		4 + 4
41.	Masala Box.		6
42.	Dust Bin.		12
43.	Dinner set, lemon sch., tea sch.		1 each
44.	Pulp extractor.		2
45.	Gas lighters.		12
46.	Storage cans, Bottles and Jars.	Assorted sizes	3-4 dozs.
47.	Table linen and Hand towels.		2 sets
48.	Buckets.		6
49.	Chemicals (adulteration+Bottles testing).		12
50.	Test tubes and test tube stands.		100+12 (stands)
51.	Icebox (commercial)/Cooling unit.		1
52.	Soap dishes.		12
53.	Karahi (small, medium, extra large).		12
54.	Poni (small, medium, extra large).		12

S. No.	Furniture	Qty.
1.	Work tables.	12 nos

2.	Instructors table.	1 no.
3.	Storage cupboard for : Equipment, Stores, Crockery.	3 nos.
4.	Sink with draining boards.	12
5.	Syntex tank for water storage.	300 litres
6.	Exhaust fans.	4
7.	Tube light on working units.	6
8.	Trolleys for vegetable storage.	2
9.	Racks.	4
10.	Display Boards.	2
11.	Showcase.	1

