

# FOOD BEVERAGE SERVICES

## 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 (EnPance, Nc 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.	<b>4</b>
2. Recap &Practice of Silver Service.	<b>8</b>
3. Recap &Practice of Tray & Salver Handling.	<b>4</b>
4. Recap–Laying Table for Different Meals.	<b>4</b>
5. Room Service Tray and Trolley Setup.	<b>4</b>
6. Setting up Various Buffets.	<b>2</b>
7. Service of Indian Regional Dishes.	<b>6</b>
8. Dinning Etiquettes &Table Manners.	<b>2</b>
9. Pantry Operations.	<b>6</b>

**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**

- 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**

- Elements of Cost:
  - (i) Food Cost.
  - (ii) Labor Cost.
  - (iii) Over Heads.
- Break Even Point.

**Unit–3: Introduction to Cost Control Cycle**

**4**

- Purchasing.
- Receiving.
- Storing.
- Issuing.
- Production Control.
- Sales Control.

**Unit–4: Beverage Control**

**4**

- Beverage Sales Control.
- Beverage Order Ticket (BOT).
- Beverage Cheque.
- Beverage Summary Sheet.
- Beverage Sales Summary Sheet.
- Visitors Tabular Ledger/NCR.
- Guest Weekly Book/DayBook/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).
- BreakEven 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.**