

**DIRECTORATE OF  
EMPLOYMENT & TRAINING  
GANDHINAGAR**

**SYLLABUS**

**NAME OF TRADE**

**FOOD AND BEVERAGES**

**(GCVT PATTERN)**

- 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**

<b>WEEK : 1</b>	<b>Hours</b>
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	<u>04</u>
	<b>32</b>
<b>WEEK: 2</b>	
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	<u>08</u>
	<b>24</b>
<b>WEEK:3</b>	
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	<u>02</u>
	<b>26</b>
<b>WEEK:4</b>	
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	<u>04</u>
	<b>20</b>
<b>WEEK:5</b>	
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	<u>04</u>
	<b>24</b>

**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

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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

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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 02

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

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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

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10

### **Reference :-**

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