


Sant Gadge Baba Amravati University
Dept. of Lifelong Learning & Extension
Short Term Certificate Courses
(3 Month)
Syllabus
For

Certificate Course in Food and Beverage Service

This Program is aimed for training of candidates for the job “Food and Beverage Associate” in various food and beverage outlets and aims at building the following the key competencies amongst the learner:

ChapterNo	Chapter Name	Key Learning Outcomes
FB 1	Introduction to Service Sector, Hospitality Industry and Scope in India	<ul style="list-style-type: none"> • Introduction to the Sector and subsectors • Introduction to the food and beverage department
FB 2	Attributes of Food and Beverage Service Personnel	<ul style="list-style-type: none"> • Importance and role of a food and beverage associate • Importance of Hygiene and Grooming
FB 3	Hierarchy in Food and Beverage Department	<ul style="list-style-type: none"> • Understanding the structure of the department • Knowing where to report an issue • Handling disputes
FB 4	Handling Cutlery, Crockery and Glassware	Carrying, caring and storage for the inventory to maximize the lifespan
FB 5	Mise En Place and Mise En Scene	Learning the preparation that has to take place before and after an event
FB 6	Carrying the Food Service Tray	Various types of food service trays and their functions and how to carry one
FB 7	Arrangement and Preparation of Side Board	Understanding the function of a sideboard in a restaurant and preparing one before an event

FB 8	Napkin Folding	Learning the various napkin folds and their function
FB 9	Types of Food Service	Distinguishing between A' la carte, Table d' hotel and buffet
FB 10	Table Service	<ul style="list-style-type: none"> • Setting up the table • Taking order • Placing the order in kitchen • Sequence of service • Clearing and relaying the table
FB 11	Service at Breakfast, Lunch and Dinner	Learning how to set the table and how to offer customized service at various meal timings
FB 12	Knowledge of Locally Popular Cuisines	<ul style="list-style-type: none"> • Regional • Indian • Chinese • Western
FB 13	Knowledge of Various Beverages and the Correct Serving Style	<ul style="list-style-type: none"> • Alcoholic • Non alcoholic
FB 14	Basic Equipment's and Glassware Used in Bar	Understand the equipment's, their function and cleaning
FB 16	Waste Disposal	Sort out and segregate waste according to type, making sure it is handled safely
FB 17	Safety at Work and Basic First Aid	<ul style="list-style-type: none"> • Identify any hazards or potential hazards and deal with these correctly • Report any accidents or near accidents quickly and accurately to the concerned authority • Follow safety procedures at the workplace <p>Use protective equipment when required</p>
FB 18	Entrepreneurship in Food and Beverage Industry	<ul style="list-style-type: none"> • Ideas for setting up an outlet <p>Basic compliances for setting up an outlet</p>

Books Recommended: -

- 1) Food and Beverage Service - Vijay Dhawan
- 2) Introduction to FCS Hospitality Services – Pearson Publication
- 3) MISE EN Scene – John Gibbs
- 4) Home Staging - Christine Rae
- 5) Complete book of napkin and napkin folding- Rick Beach
- 6) Family table Service – D.D. Davis
- 7) Water Treatment and Disposal – Ronald Hester
- 8) Haute Cuisine – A.B. Trubek
- 9) Hospitality – John Walker
