



BHARATI VIDYAPEETH (DEEMED TO BE UNIVERSITY)
Institute of Hotel Management & Catering Technology
Katraj– Dhankawadi, Pune - 411043



Certificate course in Basic Food and Beverage Service Skills

Duration – 03 Months

Fees – Rs. 10,000 /-

Eligibility – 10th Pass

| | Topics | No. of Hours |
|------------------|---|--------------|
| Chapter 1 | The Food & Beverage Industry | 06 |
| 1.1 | Introduction to Food & Beverage Industry | |
| 1.2 | Classification of Catering Establishments | |
| 1.3 | Introduction to Food & Beverage Operations | |
| Chapter 2 | Food & Beverage Service Areas in the Hotel | 08 |
| 2.1 | Restaurant, Coffee Shop, Room Service, Bars, Banquets, Snack Bars, Executives lounges, | |
| 2.2 | Business Centre & Night Clubs Auxiliary Areas | |
| Chapter 3 | Food & Beverage Service Equipment's | 06 |
| 3.1 | Types & Usage of Equipment's , Furniture, Chinaware, Silverware, Glassware, Linen and Disposables | |
| 3.2 | Special Equipment's, Care and maintenance of Equipment's | |
| Chapter 4 | Food & Beverage Service Personnel | 08 |
| 4.1 | Food & Beverage Service Organizations | |
| 4.2 | Job Description & Job Specification of Food & Beverage Staff | |
| 4.3 | Attitudes & attributes of Food & Beverage service personnel, competencies | |
| 4.4 | Basic etiquette for service staff, Interdepartmental relationship | |
| Chapter 5 | Food & Beverage Service Methods | 12 |
| 5.1 | Table Service- Silver / English, Butler / French, Russian, American | |
| 5.2 | Self Service, Buffet & Cafeteria | |
| 5.3 | Specialized Service- Gueridon, Tray, Trolley, Lounge, Room | |
| 5.4 | Single Point Service – Take away, Vending | |
| 5.5 | Machine, Food Courts, Bars& Automats | |
| 5.6 | Mise-en-place & Mise-en-scene | |



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| Chapter 6 | In Room Dining-IRD | 08 |
| 6.1 | Introduction | |
| 6.2 | Equipment's Required for IRD–Trays& Trolleys | |
| 6.3 | In Room Dining Procedures-Mise en place activities Order Taking for IRD and Execution | |
| 6.4 | Collecting the order and Carrying it to the Room Other Services | |
| Chapter 7 | The Service Sequence | 03 |
| 7.1 | Taking Bookings Preparation for service | |
| 7.2 | Methods of Order Taking | |
| 7.3 | Types of KOT, BOT | |
| Chapter 8 | Types of Meals | 06 |
| 8.1 | Breakfast- Types & Service methods | |
| 8.2 | Brunch | |
| 8.3 | Lunch | |
| 8.4 | Afternoon Teas, | |
| 8.5 | High Tea | |
| 8.6 | Dinner | |
| | Supper | |