

# HUNAR SE ROZGAR TAK SYLLABUS

## Course details

### Waiter-cum-Houseman Course (Six weeks)

#### THEORY COMPONENT

|       |   |
|-------|---|
| S.No. | Topic – Food & Beverage Service               |
| 1.    | Pride in Nation                               |
| 2.    | Tourism & You                                 |
| 3.    | Etiquettes Basic Conservation                 |
| 4.    | Identification and use of Tolls and Equipment |
| 5.    | Techniques and principals of cleaning         |
| 6.    | Personal Hygiene                              |
| 7.    | Food Handling and hygiene                     |
| 8.    | Safety and precautions                        |
| 9.    | Food & Beverage Terminology                   |
|       |   |
|       | <b>Topic - Housekeeping</b>                   |
| 1.    | Types of Rooms                                |
| 2.    | Types of cleaning agents and their use        |
| 3.    | Cleaning Agents and their storage             |
| 4.    | Stock taking                                  |

## Course details

Waiter Course -06 weeks

### PRACTICAL COMPONENT

| S.No. | Topic – Food & Beverage Service                                    |
|-------|--|
| 1.    | Cleaning the restaurant  |
| 2.    | Setting up and preparing for service                               |
| 3.    | Use of Tray  |
| 4.    | Care and maintenance (crookery, cutlery, hollowware and equipment) |
| 5.    | Laying of table  |
| 6.    | Laying of covers   |
| 7.    | Preparing sideboard for service                                    |
| 8.    | Napkin folding   |
| 9.    | Use of service cloth   |
| 10.   | Receiving and seating guests                                       |
| 11.   | Types of menus   |
| 12.   | Taking an order  |
| 13.   | Placing an order in the kitchen / in the bar                       |
| 14.   | Service of common beverages  |
| 15.   | Service of common food items                                       |
| 16.   | Clearing and crumbing of table                                     |
| 17.   | Presentation of Bill and settlement of payment                     |
| 18.   | Closing of restaurant  |
|       |  |
|       | <b>Topic - Housekeeping</b>  |
| 1.    | Cleaning of Guest Room   |
| 2.    | Cleaning of Bathroom   |
| 3.    | Bed making   |
| 4.    | Cleaning of surfaces (furniture, fixture and floor)                |
| 5.    | Carpet cleaning and shampooing                                     |
| 6.    | Water and energy conservation                                      |
| 7.    | Waster disposal  |

**Training Module for Hospitality Training Programme in Food Production**  
**Duration 8 weeks**

Theory classes : 1 hour per day  
Demo/Preparation: 2 hours per day for next day  
Practical classes : 4 hours per day

**KNOWLEDGE**

**Understanding the Industry**

- Hotels
- Various types of catering establishments
- Different types of kitchens
- Kitchen organization
- Your place in kitchen

**Personal Hygiene for Food handlers**

- Your appearance & uniform
- How to wash hands correctly
- How to develop a daily personal hygiene routine
- How to handle equipment and utensils

**Basic Hygiene**

- Ten main reasons for food poisoning
- To protect food from contamination
- General rules for food handlers
- Prevailing food standards in India, food adulteration as a public health hazard.

**Cleaning the Kitchen and equipment and preparing for work**

- Identification of kitchen equipments
- Various food pans & cooking equipments
- Cleaning Floors / Work surface / ventilators / Refrigerators and Deep Freezers
- Cleaning Dish Room
- Pot / Container wash up
- Still Room
- Kitchen Rules

**Skill**

- Describe the correct methods of cleaning the kitchen equipments
- Explain how to clean the kitchen correctly
- Describe how the working area is prepared for work

**Knife Skills**

- Peeling and paring with Knives
- Vegetable cuts & Fruit cuts
- Use of Chopping boards / Cutting pads
- Care of Knives
- Explain and observe safety rules concerning knife
- Describe the use of various types of knives
- Name & explain various types of vegetables & fruit cuts

**Washing and Blanching Food**

- Soaking food items
- Washing
- Disinfecting
- Blanching
- Rinsing

**Vegetables and Spices**

- Identification of Vegetables
- Standard quality of vegetables
- Spices and herbs used in Indian cuisine

**Garbage Disposal**

- Different methods
- Advantages & disadvantages

**Handling Complaints**

- Facts on complaints
- Why do customers complain
- Customers expectations in lodging a complaint
- Complaints are sales opportunities

**Basic First -Aid**

- Demonstration of first aid techniques preferably by St.John Ambulance
- First of wounds.scars & minor injuries

**Egg**

- Breakfast Egg Preparation
- Egg fry (single / double)
- Boiled egg
- Omellette stuffed scrambled eg/ Bhurji

**Snacks**

- Regional snacks including samosa, pakora, idli, dosa, dhokla, noodles etc.

**Soup**

- Reparation of tomato, vegetable, chicken & three regional soups

|  |
|--|
| <p><b>Salads and Sandwiches</b></p> <ul style="list-style-type: none"> <li>➤ Preparation of simple salads and sandwiches</li> </ul>  |
| <p><b>Preparation of</b></p> <ul style="list-style-type: none"> <li>➤ Chutney, Raita &amp; Indian Marinades</li> </ul>   |
| <p><b>Preparation of</b></p> <ul style="list-style-type: none"> <li>➤ Rice and Pulses ( Atleast four items each)</li> </ul>  |
| <p><b>Vegetable Cookery</b></p> <ul style="list-style-type: none"> <li>➤ Different vegetables preparations</li> <li>➤ Effect of heat on different vegetables</li> </ul>  |
| <p><b>Basic preparation of</b></p> <ul style="list-style-type: none"> <li>➤ Meat, chicken and fish for Indian kitchen (cuts, joints, portion)</li> </ul> <p><b>Poultry – Mutton – Fish Curry</b></p> <ul style="list-style-type: none"> <li>➤ Basis preparation as per regional specialties</li> </ul> |
| <p><b>Flour</b></p> <ul style="list-style-type: none"> <li>➤ Kneading of flour preparation of :</li> </ul> <p><b>Indian Bread</b></p> <ul style="list-style-type: none"> <li>➤ Roti</li> <li>➤ Poories</li> <li>➤ Naan</li> <li>➤ Phulka</li> <li>➤ Paranthas</li> <li>➤ Kulchas etc</li> </ul>        |
| <p><b>Indian Sweets</b></p> <ul style="list-style-type: none"> <li>➤ Preparation of sweet dishes ( at least four)</li> </ul>   |
| <p><b>Beverages</b></p> <ul style="list-style-type: none"> <li>➤ Preparation of Tea, Coffee, Lassi etc.</li> </ul>   |
| <p><b>Preparation of Regional popular items and practice</b><br/><b>(Approx. 12 – 15 items)</b></p>  |

IMPORTANT: Each popular regional item must be practiced repeatedly to ensure proficiency.