

**CORE COURSE – I :  
FOOD & BEVERAGE MANAGEMENT & COST CONTROL**

**1. Gaining a perspective on selection and procurement**

- The concept of selection and procurement
- Distribution systems
- Forces affecting the distribution systems
- An overview of purchasing function
- The organization and the administration
- Buyers relationship with purchasing other company personnel

**2. Principles of selection & procurement :**

- The purchase specification
- The optimal amount
- The optimal prices
- The optimal suppliers
- The optimal payment policy
- Typical ordering procedure
- Typical receiving procedure
- Typical storage procedure
- Security in the purchasing system

**3. Selection and procurement of the items :**

- Purchase procedure
- Convenience foods
- Processed produce and other grocery items
- Dairy product/egg/meat/poultry/fish etc.,
- Alcoholic and non alcoholic beverages
- Non food expenses items
- Services
- Furniture, Fixtures and Equipments

**4. Cost Control Techniques :**

- Yield Management
- Food costing
- Par Stock
- ABC/XYZ analysis
- Non moving and slow moving items
- Beverage costing
- Bar Control
- Records in food cost control
- Records in beverage cost control
- Food cost reconciliation
- Beverage cost reconciliation
- Tobacco cost reconciliation

**Reference :**

1. Hotel Management & Costing – D. Antony Ashok Kumar.
2. Purchasing & Selection & Procurement for the Hospitality Industry – Willies Smith.