

CATERING MANAGEMENT

UNIT-1

RESTAURANT

Different layouts
Space allocations
Location
Planning décor, ambience, furnishing and fittings.
Planning side boards and pantry
Selection of linen, equipments
Selection of cutlery, crockery and glass wares for relevant theme.
Menu planning
Staff allocation
Restaurant operation and administration.

UNIT-2

BANQUETS

- a) Different types of functions
- b) Staffing
- c) Different banquets set up
- d) Duties and responsibilities of banquet staff
- e) Booking
- f) Menu compiling
- g) Planning for special occasions
- h) Function prospectus
- i) Service sequence
- j) Organization of banquet staff
- k) Types of buffet

UNIT-3

SPECIALISED FOOD SERVICE

- a) Introduction
- b) Floor / room service
- c) Lounge Service
- d) Bar-be-que
- e) Showman ship of service personnel

UNIT-4

GUERIDON SERVICE

- a) Introduction
- b) Types of trolleys used in gueridon service
- c) Special equipments
- d) Carving and jointing
- e) Flambé service
- f) World renowned gueridon dishes and its preparations.

UNIT-5

MANAGERIAL ASPECTS OF FOOD AND BEVERAGE SERVICE

- a) Legal considerations
- b) Food and beverage revenue control
- c) Performance measures
- d) Sales promotion and customer relations
- e) Budgeting
- f) Staff appraisals and training

REFERENCE BOOKS :

- 1) Catering Management – An Integrated Approach – Mohini Sethi & Surjeet Malhan (Wiley Eastern Limited)
- 2) Food and Beverage Service – Dennis Lillicrap & John Cousins (ELBS Publications)
- 3) Hotel and Tourism Laws – Dr. Jagmohan Negi (Frank Bros & Co. Ltd., New Delhi.)
- 4) Essential Law for Caterers – Rojer Peters (Hodder Stoughton Publications)
- 5) Hotel Management Made Easy – S.M. Rajaram (Anand Publications, Tiruchirappalli – 620 005)