

V I S T A S  
School of Hotel & Catering Management

**Certificate Course – Syllabus**

**Subject** : **Food & Beverage Service Practical**  
**Course Code** : **15706P1**

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**STANDARD OPERATIONAL PROCEDURE**

01. Restaurant Etiquettes
02. Restaurant Hygiene practices
03. Mise-en-Place & Mise- en–Scène
04. Identification of Equipment.
05. Laying & Relaying of Table cloth
06. Rules for laying a table & waiting at a table.
07. Carrying a Salver / Tray
08. Service of Water
09. Manipulation of Service spoon and fork for platter service
10. Carrying Plates, Glasses & other Equipment.
11. Clearing an Ashtray
12. Service of non-alcoholic beverages
13. Setting of Table d’hôte & A La Carte covers.
14. Breakfast Table Lay – out & Service (Indian, American, English, Continental)
15. Crumbing, Clearing, Presenting the bill
16. Side board Organization
17. Taking an Order –Food & Making a KOT
18. Napkin Folds
19. Points to be remembered while setting a cover and during service
20. Silver Service – (Classical Hors D’oeuvres to Coffee)
21. Service of Hot & Cold Non-Alcoholic Beverages
22. Indian Cuisine- Accompaniments & Service
23. Service of Beer (Bottled, Canned and Draught).
24. Exercises for planning different menus.
25. Room Service- Tray and trolley lay-up, breakfast service procedure.