

Updated : 05<sup>th</sup> June 2010

**Food and Beverage Guru**  
Food and Beverage Online Course  
By Santosh Koripella

**Start Date:** 06<sup>th</sup> August 2010

**Last Date for Joining :** 31<sup>st</sup> July 2010 (Can close before,  
if all seats are full)

**Course Duration :** 3 Months (12 Weeks)

**Fees :** US\$ 99 Only

**Contact Details :**  
Santosh Koripella  
India

[www.foodnbeverageguru.com](http://www.foodnbeverageguru.com)

[www.foodnbeveragebible.com](http://www.foodnbeveragebible.com)

E mail: [info@foodnbeveragebible.com](mailto:info@foodnbeveragebible.com)

Tel : +91-9949979343

# Syllabus

1	Introduction to Food and Beverage
2	Types of Food and Beverage Outlets
3	Styles of Service
4	Required Qualities to Work in Food and Beverage
5	Grooming and Hygiene
6	Food and Beverage Staff and Organization Chart
7	Standard Phrases in Food and Beverage
8	Telephone Skills
9	<b>Introduction and Identification of Food and Beverage Equipment :</b>  <b>A) OS&amp;E :</b> Crockery, Cutlery, Glassware and Others <b>B) FF&amp;E :</b> Furniture, Fixtures, Equipment and Others <b>C) Linen :</b> Table cloths, Napkins and Others
10	Food and Beverage Service Areas
11	Food and Beverage Storage Areas
12	<b>Product Knowledge :</b>  <b>A) Food</b> <b>B) Beverage :</b> Food, Beverage, Wine, Beer, Spirits, Liqueurs, Cocktails, Non Alcoholic drinks <b>C) Cigars</b>

13	Introduction to Menu and Menu Design
14	Menu Knowledge
15	Standard Accompaniments for Different Dishes
16	Reading a Wine Label
17	Wine and Food Harmony
18	<b>Different Set Ups for Restaurants, Bar and In Room Dining :</b>  Breakfast Lunch Dinner Buffet Set Meal Other
19	Basic Service Skills
20	Cleaning Duties in Restaurants, Bar and In Room Dining
21	Taking Orders in Restaurants, Bar and In Room Dining
22	<b>Serving in Restaurants, Bar and In Room Dining :</b>  Food Beverage Cigar Coffee Tea Wine Others
23	Clearance in Restaurants, Bar and In Room Dining

24	Payment and Billing
25	<b>Co ordination of Food and Beverage with other Departments :</b>  Kitchen, Front Office, House Keeping, Purchase, Stores, Accounts, Kitchen Stewarding, Sales and Marketing, Security, Human Resources, Engineering and Information Technology .
26	Up selling Skills in Food and Beverage
27	Restaurant Reservations
28	Cocktails and Non Alcoholic Drinks and Cocktail Making
29	Beverage Pick up chart
30	Standard Garnishes
31	Wine Tasting
32	Restaurant Set up and Operations
33	Bar Set up and Operations
34	In Room Dining Set up and Operations
35	Banquet Set up and Operations
36	Fine Dining Restaurant Set up and Operations
37	Lounge Set up and Operations
38	Executive Floor and Butler Service Set up and Operations
39	Mini Bar Set up and Operations
40	Pool Side and Beach Side Service Set up and Operations

41	<b>Duties and Responsibilities :</b>  Restaurant Waiter Bar Waiter In Room Dining Waiter Banquet Waiter Bartender Restaurant Supervisor Bar Supervisor In Room Dining Supervisor Banquet Supervisor Restaurant Manager Bar Manager In Room Dining Manager Banquet Manager Food and Beverage Manager
42	Job Descriptions
43	<b>Manpower Planning :</b>  Employee Orientation Employee Induction Staff Handbook Buddy System Disciplinary Procedures Employee Reward and Recognition Systems Employee Appraisals and Reviews Duty Rosters Leave and Holiday Planning
44	Payroll in Food and Beverage
45	Guest Satisfaction Survey Systems
46	Purchasing in Food and Beverage
47	Receiving and Storage in Food and Beverage

48	Issuing in Food and Beverage
49	Food and Beverage Par Stock and Inventory Control
50	Reports and Files in Food and Beverage
51	Forms used in Food and Beverage
52	Innovative and Interesting Dining Concepts
53	Legal Considerations in Food and Beverage
54	Making your own Food and Beverage Manual
55	Mystery Shopper
56	Brand Standards
57	<b>What you should know when you first start/Take up a job as a :</b>  Waiter/Waitress Bartender Restaurant Manager/Supervisor Bar Manager/Supervisor In Room Dining Manager/Supervisor Banquet Manager/Supervisor Food and Beverage Secretary
58	Food and Beverage Manager 100 detailed Food and Beverage Promotional Ideas
59	Briefings and De briefings
60	Communication in Food and Beverage
61	<b>Buffet Set Ups :</b>  Breakfast

	<b>Lunch</b> <b>Dinner</b>
62	Christmas and New Year Planning
63	Usual Guest Complaints and Solutions in Food and Beverage
64	Detailed Market Lists
65	In Room Dining Amenities
66	Food and Beverage Budgets
67	Food and Beverage Profit and Loss
68	<b>Food and Beverage Costing :</b>  Food Beverage Tobacco
69	<b>Food and Beverage Pricing :</b>  Food Beverage Tobacco
70	Menu Engineering
71	<b>Sales and Marketing in Food and Beverage :</b>  Sales and marketing plan SWOT Analysis Promotions Calendar
72	World Food and Beverage Standards
73	Golden Rules of Service

74	Food and Beverage Internet Marketing
75	Cash Flow Analysis
76	Yield Analysis
77	Standard Recipes
78	Food and Beverage in Resorts
79	Food and Beverage in Opening Hotels
80	Food and Beverage Task Breakdown
81	Opening your own Restaurant/Bar
82	Food and Beverage Standard Operating Procedures
83	Food & Beverage Training and Training Plan
84	Food and Beverage Equipment Operations
85	Menus from different Countries of different Cuisines
86	Tips on Reducing Costs and Wastage
87	Food and Beverage Sponsorships
88	Answers you should know when you take up a new Food and Beverage position
89	Manager Duties and Responsibilities
90	Health & Safety in Food and Beverage
91	<b>Food &amp; Beverage Promotions :</b>  <i>Activities List</i> <i>Action Plan</i>

92	Plating Guide
93	Food and Beverage Pronunciation Guide
94	Sequence of Service Checklists
95	Entertainment in Food and Beverage
96	Food and Beverage Design
97	Meetings and Conferences
98	Discounts in Food and Beverage
99	100 Frequently asked questions Answered
100	What guests dislike the most in Food and Beverage?
101	Planning Weddings
102	Planning Theme Nights and Functions
103	Modern Technology and Automation in Food and Beverage
104	Modern Concepts and Trends in Food and Beverage
105	Expectations of Guests in Different Countries
106	Food and Beverage Quality Classifications
107	Introduction to MICE
108	Famous Cocktails across the World
109	Famous Wines across the World
110	Food and Beverage Contracts with Suppliers and others

111	Food and Beverage Products, Supplies & Equipment Sources
112	Food and Beverage Controls
113	Popular Food Items on the Menu from all over the World
114	Key Terms

## Other Extras with this Course

- 1. Free Download :** 300 Pages E Book Food and Beverage Bible
- 2. Free Download :** Food and Beverage Job Search E Book (You will receive this after the completion of the course) Written with my Food and Beverage Work Experience in 11 different Countries, detailing the Job Sources, Resources, Contacts, Rules and Regulations in various Countries in gaining Food and Beverage Employment.
- 3. Lots of Templates** through out this course, relevant to the topics discussed, which can readily be used for various Calculations, Projections like Budgets, Costs, Forecasts etc in Food and Beverage.
- 4. Certificate** is awarded after the Successful Completion of Online Assessment.

### Other Services from us

Short term On Site Food and Beverage Consultancy for Food and Beverage Pre Opening, Food and Beverage Staff Training, Food and Beverage Marketing and also to fill up Operational Emergencies in the form of Short Term Interim Manager.