

**Skills Development Program of the Ministry of  
Tourism**

**HUNNAR SE ROZGAR**

**Course Guidelines**

Course Title	Waiter-cum-Houseman
Objective	Skill development and certification for employment
Eligibility	8 <sup>th</sup> Class pass Age: 18 to 25 years
Duration	Six Weeks or 210 hours Teaching of seven hours per day - five days a week or 35 hours per week
Industrial Training	Industrial Training of eight hours per week for six weeks. Minimum clock in of 48 hours certified through log sheet by industry / trainer to be organized by institute. In case institute is unable to organize, an additional day of 8hrs per week of training in institute be organized
Admission	Through Advertisement on first come first served basis with minimum class size of 25 and maximum 30 students
Fee	No course fee for trainee. Institute to pay Rs.1500/- to trainee at the end of course
Course Administration	To be delivered by Central Institutes of Hotel Management & four IHMs/FCIs @ Faridabad, Chandigarh, Kurukshetra & Ajmer
Attendance and Examination	Students must attain minimum 90% attendance to be entitled for stipend. There will be one hour objective type, multiple choice paper to test theoretical knowledge and 4/5 tasks tested in practical. Minimum pass marks are 60%. Two external and one internal examiner during test
Certification	By NCHMCT

**Course Details**  
**Waiter-cum-Houseman Course**  
**(Six weeks)**

**THEORY COMPONENT**

<b>S.No.</b>	<b>Topic - Food &amp; Beverage Service</b>
1	Pride in Nation
2	Tourism & You
3	Etiquettes & Basic Conservation
4	Identification and use of Tools 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**  
**Waiters 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, 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 food items
15	Service of common beverages
16	Clearing and crumbing of table
17	Presentation of Bill and settlement of payment
18	Closing of restaurant
	Topic - Housekeeping
1	Cleaning of Guest Room
2	Cleaning of Bath Room
3	Bed making
4	Cleaning of surfaces (furniture, fixture and floor)
5	Carpet cleaning and shampooing
6	Water and energy conservation
7	Waste disposal

# Skills Development Program of the Ministry of Tourism

## HUNNAR SE ROZGAR

### Course Guidelines

Course Title	Cook (Regional)
Objective	Skill development and certification for employment
Eligibility	8 <sup>th</sup> Class pass Age: 18 to 25 years
Duration	Eight Weeks or 280 hours Teaching of seven hours per day - five days a week or 35 hours per week
Industrial Training	Industrial Training of eight hours per week for eight weeks. Minimum clock in of 64 hours certified through log sheet by industry / trainer to be organized by institute. In case institute is unable to organize and additional day of 8hrs per week training in institute be organized
Admission	Through Advertisement on first come first served basis with minimum class size of 25 and maximum 30 students
Fee	No course fee for trainee. Institute to pay Rs.2000/- to trainee at the end of course
Course Administration	To be delivered by Central Institutes of Hotel Management & four IHMs/FCIs @ Faridabad, Chandigarh, Kurukshetra & Ajmer
Attendance and Examination	Students must attain minimum 90% attendance to be entitled for stipend. There will be one hour objective type, multiple choice paper to test theoretical knowledge and 4/5 tasks tested in practical. Minimum pass marks are 60%. Two external and one internal examiner during test
Certification	By NCHMCT

**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 organisation
- 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 85 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
- Omelette stuffed scrambled egg / Bhurji

### **Snacks**

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

### **Soup**

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

### **Salads and Sandwiches**

- Preparation of simple salads and sandwiches

### **Preparation of**

- Chutney, Raita & Indian Marinades

### **Preparation of**

- Rice and Pulses (Atleast four items each)

### **Vegetable Cookery**

- Different vegetables preparations Effect of heat on different vegetables

### **Basic preparation of**

- Meat, chicken and fish for Indian kitchen (cuts, joints, portion)

### **Poultry - Mutton - Fish Curry**

- Basis preparation as per regional specialities

### **Flour**

- Kneading of flour, preparation of :

### **Indian Bread**

- Roti
- Poories
- Naan,

- Phulka Paranthas Kulchas etc
Indian Sweets Preparation of regional sweet dishes (At least four)
Beverages - Preparation of Tea, Coffee, Lassi etc
Preparation of Regional popular items and Practice (Approx. 12 -15 items)

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