

**072106T4FBC**

**FOOD AND BEVERAGE SALES AND SERVICE LEVEL 6**

**HOS/OS/FB/CR/07/6/A**

**Perform Food and Beverage Administrative Duties**

**Nov/Dec 2024**



**TVET CURRICULUM DEVELOPMENT, ASSESSMENT AND CERTIFICATION  
COUNCIL(TVET CDACC)**

**PRACTICAL ASSESSMENT**

**TIME: 5 HOURS**

**INSTRUCTIONS TO CANDIDATE:**

1. Your county government has organized a luncheon with two county officials. As a manager of the day given two assistant staff perform the following tasks assigned;
  - i. Task I. Develop work schedules/job cards for your staff
  - ii. Task II. Develop objectives and goals of your department
  - iii. Task III. Brief the staff and give them job cards/work schedules
  - iv. Task IV. Supervise mise-en-place activities
  - v. Task V. Supervise service of food and beverages using a buffet style of service
  - vi. Task VI. Conduct A de briefing

vii. Task VII. Write a report of the day activity

2. The following equipment and materials will be required;

- Assorted furniture
- Assorted crockery
- Assorted glassware
- Assorted linen
- 3 Course Meal and coffee
- Cleaning materials and Equipment
- Administrative equipment i.e. fire extinguishers, first aid kit.
- Stationery
- Assorted cutlery/flatware

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