

072106T4FBS

FOOD AND BEVERAGE SALES AND SERVICE MANAGEMENT LEVEL 6

HOS/OS/FB/CR/08/6

Manage Food and Beverages Revenue Performance

July/August 2025



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

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PRACTICAL ASSESSMENT

INSTRUCTIONS TO ASSESSOR

1. Assess the candidate as the practical progresses observing the critical areas
2. You are required to mark the practical as the candidate perform the tasks
3. You are required to take video clips at critical points
4. Ensure the candidate has a name tag and registration code at the back and front

OBSERVATION CHECKLIST

Candidate's Name & Registration Code			
Assessors Name & Registration Code			
Venue of Assessment			
Date of Assessment			
Items to be Evaluated: <i>Please award marks as appropriate. Give a brief comment on your observation.</i>	Marks Available	Marks Obtained	Comments
PERSONAL HYGIENE			
<ul style="list-style-type: none"> • Clean well ironed uniform • No make-ups/strong perfumes • Short clean nails and no vanish • Neat hair (long hair tied to the back, short hair well kept) • Closed, clean, low heeled leather shoes <p><i>(Award 1 mark each)</i></p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		
Sub-total	5		
TASK I a. Perform Mise en place Activities			
<ul style="list-style-type: none"> • Daily cleaning of the floor, walls, windows, tables, chairs • Polishing of utensils • Collection of stationery • Dressing the table • Skirting <p><i>(Award 1 mark each)</i></p>	<p>1</p> <p>1</p> <p>1</p> <p>1</p> <p>1</p>		
Sub total	5		

TASK ii. Prepare a consumption control sheet of a tart issued in 30 portions; 8 portions were returned and only 20 portions were billed.			
PRODUCT CHECKLIST			
Details entered on consumption control sheet			
• Name of item	1		
• Portions issued	1		
• Portions returned	1		
• Portions consumed	1		
• Billed portions	1		
• Difference between consumed portions and billed portions	2		
• Date of service	1		
• Service period (luncheon, dinner, supper)	1		
Sub - total	9		
TASK III			
a. Preparation of a day's sales summary report.			
PRODUCT CHECKLIST			
Contents of a sales summary report			
• Date	1		
• Address of food and beverage outlet (if more than one exists)	2		
• Period of service			
• Bill numbers	1		
• Table numbers	2		
• Number of covers per table	1		

<ul style="list-style-type: none"> • Bill totals • Analysis of sales, • Various performance measures • Cashier's name • Till sales 	<p>1</p> <p>2</p> <p>1</p> <p>2</p> <p>1</p> <p>2</p>		
Sub total	16		
b. Preparation of a requisition form.			
Product checklist <ul style="list-style-type: none"> • Name of the dispensing unit • Date • List of items required • Quantity and unit of each item required • Signature of the authorized person ordering and the person receiving goods. 	<p>2</p> <p>1</p> <p>1</p> <p>3</p> <p>1</p> <p>1</p>		
Sub total	9		
c. Design a bin card for the items issued during the party.			
Product checklist <ul style="list-style-type: none"> • Name of item (food or drink) • Bin number • Date • Amount received 	<p>1</p> <p>1</p> <p>1</p> <p>1</p>		

<ul style="list-style-type: none"> • Amount issued • Balance left 	<p>1</p> <p>2</p>		
Sub total	7		
GRAND TOTAL	50		

ASSESSMENT OUTCOME

The candidate was found to be:

Competent Not yet Competent

(Please tick as appropriate)

(The candidate is competent if the candidate obtains at least 50%)

Feedback from the Candidate:

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Feedback to the Candidate:

Candidate Signature

Date:

Assessor's Signature

Date

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