

072106T4FBS

FOOD AND BEVERAGE SALES & SERVICE MANAGEMENT LEVEL 6

HOS/OS/FB/CR/07/6

Perform Food and Beverage Department Administrative Duties

July /August 2025



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

Practical ASSESSMENT

Time: 3 HOURS

INSTRUCTIONS TO CANDIDATE:

You are the Food and Beverage Manager at an upscale dining establishment. The Board of Management requested you to analyse reports of employees and plan for a wedding reception event.

1. You are required to perform the following tasks:
 - a) **TASK I:** Develop a Performance Improvement Plan (PIP) for a waiter who has not been meeting their sales targets.
 - b) **TASK II:** Prepare Operational Plan for a Wedding Reception event capturing the following activities:
 - i. Three objectives of the event
 - ii. Outlined the activities for the day
 - iii. Allocate human and physical resources to the activities
 - iv. Set timelines for the activities

c) **TASK III:** Demonstrate to trainees on attachment on writing a summary report after an event

2. You have been provided with the following resources for the practical tasks:

- Plain/ printing papers
- Pens
- Rulers
- White board
- White board markers
- Folder files
- Highlighter pens
- Prepared sample reports
- Chairs
- Tables
- Paper punch

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