

## HOME STAY (Multi Skilled Care Taker) (176 HOURS)

1	Pre-requisites to Training	Preferably 8 <sup>th</sup> class
2	Age Group	Min 18 Yrs
3	Training Outcome	Objectives: At the end of the training the trainees will be able to: 1. Operate and upkeep kitchen gadgets. 2. Dusting, sweeping, mopping, cleaning and scrubbing 3. Use and upkeep crockery, linen, cutlery, glass ware. 4. Chopping, slicing, grinding of commodities (including meat and vegetables) 5. Tray, trolley and table layouts for tea, breakfast, lunch, dinner, party and beverages. 6. Serve food and beverages 7. To offer and manage their own house for home stay and service.
4	Theory Duration	26 Hours
5	Practical Duration	136 Hours
6	Total Duration	162 Hours
7	Category of course	I

### THEORY (Duration – 26 Hrs)

S.no	Topics	Hours	Weightage
1.	Related Basic Etiquettes, manners and communication skills	2hrs.	5%
2.	Awareness of their role for food and beverage section of the household and introduction to layout and set up a modern kitchen and dining facilities for contemporary homes	2hrs.	10%
3.	Appraisal of electrical, mechanical gas operated kitchen gadgets, their names, uses, upkeep, care and maintenance	2hrs.	10%
4.	Appraisal of kitchen miscellany-pots and pans, knives and cookware for a modern home-their uses, care, upkeep and maintenance.	2hrs.	10%
5.	Knowledge of various kitchen surfaces-marble, granite, wood, metal and others-daily cleaning, periodic cleaning and spring cleaning	2hrs.	10%
6.	Knowledge of commodities-their classification, uses, dos and don'ts for storage and their uses	2hrs	5%

7.	Kitchen hygiene, sanitation needs with reference to pests and their control, garbage disposal and exhaust systems	2hrs	10%
8.	Awareness of various cooking methods in home style contemporary living standards	2hrs	10%
9.	Pre-preparation of foods-ready for cooking	2hrs	5%
10.	Appraisal of food and beverage service equipment-furniture, crockery, cutlery, glass-ware, linen and miscellany with their names and uses	2hrs	5%
11.	Cleaning care and upkeep of various food-beverage service ware	2hrs	5%
12.	Basics of table, bar and tray set ups ready for service and clearance after service	2hrs	10%
13.	Basics of sequence of menu ( no more than 4 courses appetizer, soup, main course and desserts)	2hrs	5%

### **PRACTICAL: (Duration-136 Hrs)**

S.no	Topic	Hours	weightage
1.	Familiarization with a modern house including kitchen, domestic appliances and gadgets.	02hrs	5%
2	Practice on Operation and upkeep of electrical and electronic kitchen gadgets, i.e., <ul style="list-style-type: none"> <li>• Vacuum Cleaner</li> <li>• Motor Pumps</li> <li>• Air Conditioners</li> <li>• Geyser</li> <li>• Microwave</li> <li>• Hotplate</li> <li>• Cooking range</li> <li>• Oven</li> <li>• Dish washer (manual machine)</li> </ul>	12hrs	10%
3	Practice on dusting, sweeping, mopping and scrubbing etc, cleaning of various metals.	16hrs.	10%
4.	Identification, use handling and upkeep of crockery, F&B Linen, Cutlery, Glassware and Miscellaneous ware.	08hrs	5%
5.	Familiarization with various commodities used in kitchen and their uses	08hrs	5%
6.	Practice of chopping, slicing, grinding of commodities (including meat and vegetables).	16hrs	10%
7	Refrigerating and storage of food and beverages-demonstrate and show what needs to be kept where and how during storage.	04hrs	5%

8	Demonstrate and practice cleaning methods for different types of crockery, cutlery, glassware and other table ware.	08hrs.	5%
9	A systematic way to clean various surfaces-daily, periodic and spring cleaning.	12hrs	10%
10	Practice of different Tray, Trolley and Table layouts for Tea, Breakfast, Lunch, Dinner and partly and beverage.	08hrs	5%
11	Service of Food and Beverage items	08hrs	5%
12	Demonstrate and practice how to set up side station/side boards and bar counters ready.	04hrs	5%
13	Demonstrate and practice systematic ways of clearance of tables and trays after service is over.	04hrs	2%
14	Demonstrate and make trainees practice on social skills, personal and job hygiene standards and courtesies required during employment.	04hrs	2%
15	Handling and disposal of waste.	02hrs	2%
16	Practice of making and answering telephone calls	04hrs	2%
17	Practice of First Aid Techniques	04hrs	2%
18	Use of Fire Fighting equipments.	04hrs	2%
19	Identify, use handling and upkeep of Room and bathroom linen.	02hrs	2%
20	Practice of Room and Bed making	04hrs	4%
21	Simple Flower Arrangements.	02hrs	2%