ACCOMMODATION AND CATERING SERVICES

AIMS
The syllabus aims to foster and develop creative, intellectual and technical abilities through the study of the subject area of Accommodation and Catering Services which will also provide a general orientation towards post-secondary study and a career within the accommodation and catering services industry.

OBJECTIVES
The objectives of the examination are to test the candidates’
1. basic knowledge and understanding of the function and types of food service, and the role of the food service worker;
2. ability to utilize the manipulative skills involved in the basic preparatory and cooking processes with special reference to institutional and commercial catering (Western);
3. knowledge and application of the principles involved in housekeeping and work organization in relation to commercial and accommodation establishments;
4. understanding of the principles underlying the safe and correct use of materials and equipment;
5. understanding of the working procedures and concepts relating to health, hygiene and safety;
6. awareness and appreciation of the operation of the accommodation and catering services industry in Hong Kong and its contributions to the economy.

THE EXAMINATION
Only schools which have suitable facilities for practical training and testing may present candidates for this subject. All the materials for these tests must be made available by the schools.
The examination will consist of:

Paper 1 (Theory) (2 hours) - 50%
The paper will consist of two sections. Section A (60 marks) will consist of short questions, all of which are to be attempted. Section B (40 marks) will consist of questions requiring longer answers, and candidates will be required to answer 4 out of 6 questions.

Paper 2 (Practical) - 50%
The paper will consist of two compulsory tests. For each test, there may be more than one group of exercises, but candidates will be assigned to do one of them only.

Test A: Food Preparation, Food Production and Food Services (2 hours 20 minutes)
(Food Preparation and Food Production: 2 hours; Food Services: 20 minutes)
Test B: Accommodation Services (20 minutes)
SI units will be used in the examination.

THE SYLLABUS

THEORY

Syllabus Content   Explanatory Notes

Section I  General Topics

1. Introduction to Accommodation and Catering Services in Hong Kong

   Contributions to the economy

   (i) Employment opportunities
   (ii) Revenue from tax
   (iii) Promoting Hong Kong as a tourist destination
   (iv) Improve quality of life
2. Hygiene

(a) Personal Hygiene
   Importance of personal cleanliness
   Prevention of spread of germs

(b) Food Hygiene
   Hygienic handling of food
   Food poisoning

(c) Kitchen Hygiene
   Cleanliness of kitchen, servery and store
   Appreciation of food hygiene regulations

3. Safety

(a) Prevention of accidents

(b) Procedures for dealing with accidents

(c) Use of fire fighting equipment

Explanatory Notes

Bathing, hands, fingernails, hair, nose, mouth, ears, teeth, feet, hygienic use of cosmetics, correct uniform, protective clothing
Smoking, spitting, sniffing

During food storage, preparation, cooking and serving
Common food poisoning, causes, sources

(i) Kitchen premises including floor, ceiling and walls
(ii) Food stores, food service counters

Local food hygiene regulations

Treatment of shock, cuts, bleeding, fractures, burns and scalds, electric shock etc.

Types of fire extinguishers commonly used, fire fighting blankets
4. Computerization

(a) Functions in Accommodation and Catering Services industry

(i) Information flow between front office/housekeeping
(ii) Information flow between ordering/kitchen/cashier

(b) Impact on the industry

(i) Efficiency
(ii) Quality of service
(iii) Training of staff

Section II Food & Food Services

1. Use of kitchen tools & equipment

(a) Use of kitchen tools/utensils

Knives, choppers/saucepans, frying pans, woks

(b) Cooking equipment

Recognition and safe use of items of catering equipment

Mixing equipment and their attachments, convection oven, grill, microwave, deepfryer etc.

(c) Refrigeration equipment

Refrigerator, deep freezer

(d) Cleaning/maintenance

Items in (a), (b) and (c)

(e) Heat and Fuel

Economic use of common fuels in cooking operations

Gas, electricity
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<tr>
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<tr>
<td><strong>2. Nutrition</strong></td>
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<td>(a) Food substances and their function</td>
<td>Basic food groups, function of food</td>
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<td>(b) The importance of a balanced diet</td>
<td>Simple menu planning</td>
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<td><strong>3. Commodities</strong></td>
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<td>(a) Beverages</td>
<td>Common types of non-alcoholic beverages (tea, coffee, juices and mixed drinks)</td>
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<td>(b) Food</td>
<td>In terms of cooking method, cost and customer acceptability</td>
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<td>Comparison of fresh products and similar 'convenience' products</td>
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<td><strong>4. Practical cookery (Western)</strong></td>
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<td>(a) Types of menu</td>
<td>The structure of breakfast, lunch, dinner, afternoon tea, buffet</td>
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<td>(b) Basic methods of cooking</td>
<td>Boiling, steaming, stewing, braising, roasting, baking, frying (deep, shallow, saute) and grilling</td>
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<td>(c) The principles underlying the preservation and storage of food</td>
<td>Refrigerating, freezing, dehydrating, canning and pickling</td>
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5. Food costing control
   (i) Simple costing exercises
   (ii) Material purchasing
   (iii) Portioning

6. Food services
   (a) Different types of catering outlets

5. Food costing control
   (i) Simple costing exercises
   (ii) Material purchasing
   (iii) Portioning

6. Food services
   (a) Different types of catering outlets
   (b) Types of food/service provided by outlets mentioned in 6(a)
   (i) Traditional Western dishes, popular catering items e.g.
       snackfoods
   (ii) Plated, silver service, self service
   (c) Restaurant equipment

Section III Accommodation Services

1. Commercial and Institutional Accommodations
   (a) Organization of commercial and institutional accommodations (using hotels, service apartments, hospitals and halls of residence to illustrate the different classes of accommodation services)

   Organization charts, duties, responsibilities, differences
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<td>(b) Services and facilities provided by organizations mentioned in 1(a)</td>
<td>Cleaning of rooms, halls, bathrooms, public areas,</td>
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<td>(c) Types of residents and their requirements</td>
<td>furniture/fittings</td>
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<td>2. Cleaning Processes</td>
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<td>(a) Identification and care of various materials and surfaces commonly used</td>
<td>Wood, ceramic tile, marble, P.V.C. floor, carpet,</td>
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<td>(b) Selection of proper cleaning agents/ tools/ equipment for different cleaning</td>
<td>wallpaper, painted surfaces, upholstery</td>
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<td>tasks, care of soft furnishing fabrics</td>
<td>Dusting, vacuum cleaning, floor scrubbing and polishing</td>
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<td>3. Working Methods</td>
<td>Planning the flow of work</td>
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<td>Working methods to ensure economy of time, labour and materials</td>
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<td>4. Provision of Services</td>
<td>Water, drainage, central heating/air-conditioning,</td>
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<td>ventilation</td>
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**PRACTICAL**

**Section I  Food preparation**

1. Personal hygiene

2. Measurement : Metric system/Imperial system
3. Ingredients and equipment layout

4. Cleaning suitable ingredients

5. Skilled work:
   (a) chopping/mincing, peeling, slicing, dicing, scaling, shredding, consasse (coarsely chopped)
   (b) no excessive waste of ingredients
   (c) draining ingredients if necessary

6. Seasoning

Section II Food production (Western orientated food)

1. Commodities study:
   (a) Beef e.g. boneless, boned, shin, sirloin, wing ribs, topside
   (b) Pork e.g. leg, loin, spare rib, shoulder
   (c) Veal e.g. loin, shoulder, knuckle, neck-end
   (d) Poultry e.g. chicken, duck
   (e) Fish e.g. seawater fish, freshwater fish
   (f) Shell-fish e.g. crab, prawn and shrimp, oyster
   (g) Vegetable e.g. Root (root, tuber, bulb); Green (leaf, stem, flower, fruit, legumes); Fungi
   (h) Fruit e.g. hard fruit, soft fruit, citrus fruit, stoned fruit
   (i) Farinaceous foods e.g. macaroni, spaghetti, rice

2. Principles of cookery:
   (a) Sauce e.g. brown sauce, bechamel sauce, veloute
   (b) Hors d'Oeuvre e.g. oysters, smoked salmon
   (c) Soup e.g. consomme, broth, cream, veloute
   (d) Egg dishes e.g. omelet, boiled, poached, fried, scrambled
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(e) Farinaceous dishes e.g. rice, noodles, macaroni, spaghetti
(f) Fish e.g. boiled, grilled, roasted, braised, pudding, stewed, pie, fried, stock, soup
(g) Pork e.g. boiled, fried, grilled, roast, soup, pie, pate, saute
(h) Veal e.g. roast, fried, stewed, braised, saute, stock, soup, grilled
(i) Poultry e.g. steamed, boiled, stewed, grilled, roast, soup, fried, braised, pie, salad
(j) Vegetables e.g. boiled, fried, steamed, soup, pie, pudding, vegetarian foods
(k) Pastry e.g. short pastry, puff pastry, sugar pastry, choux paste
(l) Cakes e.g. creaming method, rubbing-in method, whisking method
(m) Biscuits e.g. cookies
(n) Pudding, custard, tart, sandwiches, savouries, bavarois
(o) Salad dressings e.g. Mayonnaise, French dressing

3. Portion control

4. Food texture: combination of food texture

5. Colour: garnishing e.g. carrot, parsley, tomato, red/green pepper, onion, spring onion, leek, turnip, flower

6. Taste

Section III Western food services

1. Preparation of tables for:
   (a) Table d'hote
   (b) A la carte
   (c) Function

2. Napkin-folding: various styles
3. Services:
   (a) Plate service (American service)
   (b) Silver service (French service)
      *(Gueridon service and self service are not required)*

4. Procedures for serving food

5. Methods of service and accompaniments of certain dishes:
   (a) First course e.g., mixed Hors d'Oeuvre, cocktails, avocado pear, halved grapefruit, tomato juice
   (b) Egg dishes e.g., poached egg, scrambled egg
   (c) Soups e.g., minestrone, consomme
   (d) Farinaceous dishes e.g., spaghetti
   (e) Meat and poultry dishes e.g., chicken, roast beef, Irish stew, curry
   (f) Fish and shellfish dishes e.g., poached fish - sole, prawn salad

[N.B. The examples given above only serve as a guide and are by no means exhaustive.]

Section IV Accommodation services

1. Cleaning an occupied room — this will include the use of manual and mechanical equipment

2. Cleaning a checked-out room

3. Cleaning a vacant room
   (a) Cleaning a room
      - Bed making — day and night services; sofa/armchair; coffee table; writing/dressing table; lamp; glass top; T.V. set; fridge; wardrobe/coat hangers; luggage rack; floor/carpet; waste paper basket; ashtrays; telephone/radio set (if any); metal polishing
   (b) Cleaning a bathroom
      - Toilet bowl; wash-basin; bath-tub; shower/shower room; mirror; tissue box container; bin; floor drain