



**DEMOCRATIC SOCIALIST REPUBLIC OF SRI LANKA**  
**MERCHANT SHIPPING SECRETARIAT**  
**MINISTRY OF PORTS AND SHIPPING**

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**STEWARD TRAINING COURSE (328HRS) CORE SYLLABUS**

**Unit Breakdown**

<b>UNITS</b>	<b>HRS</b>
Cookery	<b>128</b>
Food and Beverage	<b>140</b>
Housekeeping	<b>60</b>
<b>Total</b>	<b>328</b>

**Cookery Theory 128 Hrs**

<b>#</b>	<b>UNITS</b>	<b>Duration</b>
1	Introduction to Hotel Catering and Cruse Industry	13.0
2	Hygiene	8.0
3	Commodities	26.0
4	Galley Equipment	5.0
5	Methods of Cookery	12.0
6	Stock Soups Sauces	14.0
7	Menu Planning	10.0
8	Dietary Requirements	6.0
9	Nine Control Points	11.0
10	Clean Kitchen Premises	7.0
11	MLC And MARPOL	9.0
12	Observe General Galley Safety	7.0
	<b>Cookery Total</b>	<b>128.0</b>



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**Cookery Theory (128 Hrs.) Detail Syllabus**

		Theory	Practical	Exam	Total
<b>1</b>	<b>Introduction to Hotel Catering and Cruse Industry</b>	12.0			13.0
1.1	Hotels				
1.2	Catering Units				
1.3	Ships				
1.4	Galley Structure				
1.5	Roles and responsibilities of Galley positions				
	Exam			1.0	
<b>2</b>	<b>Hygiene</b>				8.0
2.1	Personal Hygiene	1.0			
2.2	Food Hygiene	2.0			
2.3	Equipment Hygiene	1.0			
2.4	Kitchen Hygiene	1.0			
2.5	HACCP /5S	2.0			
	Exam			1.0	
<b>3</b>	<b>Commodities</b>				26.0
3.1	Introduction to Commodities	1.0			
3.2	Vegetable and Spices	4.0			
3.3	Fruits and Nuts	1.0			
	Exam			1.0	
3.4	Dairy Products	3.0			
3.5	Additives	2.0			
3.6	Rice and Pasta	1.0			
3.7	Eggs	2.0			
	Exam			1.0	
3.8	Poultry	1.0			
3.9	Meat/ Game	4.0			
3.1	Fish and Shell Fish	4.0			
	Exam			1.0	
<b>4</b>	<b>Galley Equipment</b>				5.0
4.1	Utensils	1.0			
4.2	Knives	1.0			
4.3	Small equipment	1.0			
4.4	Large Equipment	1.0			
	Exam			1.0	

<b>5</b>	<b>Methods of Cookery</b>				<b>12.0</b>
5.1	Introduction to Methods of Cookery	1.0			
5.2	Dry Heat cooking methods	4.0			
5.3	Moist Heat Cooking methods	5.0			
	Exam			2.0	
<b>6</b>	<b>Stock Soups Sauces</b>				<b>14.0</b>
<b>6.1</b>	<b>Stocks</b>				
6.1.1	Introduction to stocks	1.0			
6.1.2	Types of Stocks	1.0			
6.1.3	Stock Production Storage	1.0			
<b>6.2</b>	<b>Soups</b>				
6.2.1	Introduction to Soups	1.0			
6.2.2	Classification of soups & National Soups	1.0			
6.2.3	Production of Soups	1.0			
6.2.4	Thickening Agents	1.0			
<b>6.3</b>	<b>Sauces</b>				
6.3.1	Introduction to Sauces	1.0			
6.3.2	Characteristics of Sauces & Mother Sauces	1.0			
6.3.3	Derivatives	2.0			
6.3.4	Stock Soups Sauces ( Convenient Products )	1.0			
	Exam Stock Soup Sauce			2.0	
<b>7</b>	<b>Menu Planning</b>				<b>10.0</b>
7.1	Types of Menus	2.0			
7.2	Menu planning	4.0			
7.3	Menu evaluation & description	2.0			
7.4	Work flow planning	1.0			
	Exam			1.0	
<b>8</b>	<b>Dietary Requirements</b>				<b>6.0</b>
8.1	Nutrients	2.0			
8.2	Specials Diets & Religious Diets	3.0			
	Exam			1.0	
<b>9</b>	<b>Nine Control Points</b>				<b>11.0</b>
9.1	Introduction to nine control points	0.5			
9.2	Ordering	0.5			
9.3	Purchasing	0.5			
9.4	Receiving	0.5			
9.5	Storing	0.5			
9.6	Issuing	0.5			
9.7	Preparing	0.5			
9.8	Cooking	0.5			
9.9	Holding	0.5			
9.10	Serving	0.5			

9.11	Yield testing	2.0			
9.12	Dish costing and Standard recipes	2.0			
	Exam			2.0	
<b>10</b>	<b>Clean Kitchen Premises</b>				<b>7.0</b>
10.1	Steps to Clean Kitchen	2.0			
10.2	Chemical Usage	2.0			
10.3	PPES	2.0			
	Exam			1.0	
<b>11</b>	<b>MLC And MARPOL</b>				<b>9.0</b>
11.1	MLC	4.0			
11.2	MARPOL	4.0			
	Exam			1.0	
<b>12</b>	<b>Observe General Galley Safety</b>	<b>6.0</b>			<b>7.0</b>
12.1	Safe and secure stowage of loose items				
12.2	Proper securing of doors fitting and fixtures				
12.3	Adequate illumination				
12.4	Maintenance of grease traps & Ventilators				
12.5	Fire Hazards in the kitchen & precautions avoid them				
12.6	Common accidents in the galley & precautions to avoid				
12.7	Safety precautions during rough seas				
12.8	Cooking appliances used in the galley				
	Exam			1.0	
	<b>Cookery Total</b>				<b>128.0</b>

## CORE SYLLABUS- F&B 140 Hrs.

#	UNITS	Duration
1	Attributes Skills & Knowledge Required By F&B Staff	8.00
2	Food & Beverage Service Area Equipment	10.00
3	Menu Knowledge & Accompaniments	6.00
4	The Service Sequence (Table Service) Part I	19.00
5	The Service Sequence (Table Service) Part II	9.00
6	The Service of Breakfast & Afternoon Tea	9.00
7	Enhanced Service Techniques	9.00
8	Introduction To Non-Alcoholic Beverages	12.00
9	Introduction To Alcoholic Beverages	25.00
10	Costing Of Beverages	7.00
11	Responsible Service of Alcohol	10.00
12	Food & Beverage Practical	16.00
	<b>Food and Beverage Total</b>	<b>140.00</b>

## F & B Detail Syllabus 140 Hrs.

		Theory	Practical	Exam	Total
1	<b>Attributes Skills &amp; Knowledge Required By F&amp;B Staff</b>				8.00
	Professional and Hygienic Appearance	0.50	3.50		
	Attributes of a Food & Beverage Personnel	0.25			
	Essential Technical Skills	0.50			
	Dealing with Customers During Service	0.50			
	Recording Incidents	0.25			
	Health, Safety and Security	0.50			
	Avoiding Hazards	0.50			
	Maintaining a Secure Environment	0.50			
	Exam			1.00	
2	<b>Food &amp; Beverage Service Area Equipment</b>				10.00
	Stillroom	0.15	4.00		
	Equipment's in a Stillroom	0.50			
	Provisions in a Stillroom	0.15			
	Silver Room	0.15			
	Hot Plate/Passé	0.15			
	Items Stored in a Hot Plate	0.25			
	Hot Plate	0.15			
	Menu Terminology	0.15			
	Wash-Up	0.50			
	Methods of Dishwashing	0.20			
	BAR	0.40			
	Main Equipment's in a Bar	0.25			

	Other Items in a Bar	0.25			
	Linen Used in a Restaurant	0.25			
	Crockery	0.50			
	Cutlery	0.50			
	Glassware	0.50			
	Exam			1.00	
3	<b>Menu Knowledge &amp; Accompaniments</b>				6.00
	What is a Menu?	0.25			
	Designing a Menu	0.25			
	Purpose of a Menu	0.25			
	Presenting Ways of Menus	0.25			
	Classical Menu Sequence	0.25			
	Main Two Categories of Menus	0.25			
	Table D'hôtel Menu	0.25			
	Principal Influences on Extent and Style of Menus	0.50			
	Product Knowledge	0.50			
	Hors D'oeuvres and other Appetizers	0.25			
	Soups	0.25			
	Pasta and Rice Dishes	0.50			
	Fish Dishes	0.25			
	Meats, Poultry And Game	0.25			
	Lay – Up of a Buffet	0.25			
	Food Items for a Buffet	0.25			
	Unexpected Situations	0.25			
	Exam			1.00	
4	<b>The Service Sequence ( Table Service ) Part I</b>				19.00
	Room Service	0.25	12.00		
	Communication Systems in Room Service	0.25			
	Ordering Procedure	0.25			
	Room Service – MIS – En -Place	0.25			
	Taking Bookings	0.25			
	Procedure for Taking Bookings	0.25			
	Preparation for Service	0.25			
	Sideboards/Workstations/Dummy Waiters	0.25			
	Clothing Up	0.25			
	Laying Table Clothes with practical	0.25			
	Important Facts About Napkin Folds	0.25			
	Different Types of Napkin Folds with practicals	0.25			
	Cover	0.25			
	A La Carte Cover	0.25			
	Table D'hôtel Cover	0.25			
	Laying a Table	0.25			

	Table Accompaniments	0.25			
	What is a KOT	0.25			
	Distribution of a K.O.T	0.25			
	Importance of a K.O.T.	0.25			
	Method of Order Taking with practicals	0.25			
	Order on a K.O.T	0.25			
	Silver Service with practical	0.50			
	Exam			1.00	
5	<b>The Service Sequence ( Table Service ) Part II</b>				9.00
	Self Service		3.50		
	Assisted Service	0.50			
	Single Point Sales	0.50			
	Buffet Service	0.50			
	Buffet Preparation	0.50			
	Bar Preparation	0.50			
	The Sequence of Service	1.00			
	Cafeteria/Counter Service	0.50			
	Clearance of the Service	0.50			
	Exam				1.00
6	<b>The Service Of Breakfast &amp; Afternoon Tea</b>				9.00
	Types of Breakfast	0.75	5.00		
	Cover for a Breakfast Set Up	0.25			
	Order of Breakfast Service	0.25			
	Afternoon Tea Service	0.75			
	Cream Tea	0.25			
	Full Afternoon Tea	0.25			
	High Tea	0.25			
	Order of Service for Afternoon Tea and High Tea	0.25			
	Exam			1.00	
7	<b>Enhanced Service Techniques</b>				9.00
	Types of Enhance Services	0.50	5.00		
	Gueridon Service	0.50			
	Introduction to Carving, Jointing and Fileting	0.25			
	Cleanliness and Hygiene	0.25			
	Maintenance and Safety Factors of Carving Trolley	0.25			
	Carving Trolley Mis-En-Place	0.25			
	Preparation for Action Cooking	0.25			
	Carving Trolley	0.25			
	Flambé Trolley with practicals	0.25			
	When Using a Flambé Trolley	0.25			
	Exam			1.00	
8	<b>Introduction To Non Alcoholic Beverages</b>				12.00

	Non-Alcoholic Beverages	0.25			
	Aerated Waters	0.25			
	Natural Spring/Mineral Waters	0.50			
	Different Mineral Waters	0.50			
	Squashes	0.25	7.00		
	Juices	0.25			
	Syrups	0.50			
	Tea	0.50			
	Coffee	0.50			
	Chocolate	0.50			
	Exam				1.00
9	<b>Introduction To Alcoholic Beverages</b>				25.00
	Types of Alcoholic Beverages	0.50	9.00		
	Fermented Alcoholic Beverages	0.50			
	Wine	1.00			
	Beer	1.00			
	Cider and Perry	0.50			
	Distilled Alcoholic Beverages	0.50			
	Whisky	1.00			
	Gin	1.00			
	Rum	1.00			
	Vodka	1.00			
	Brandy	1.00			
	Tequila	0.50			
	Most Commonly Used Chasers	0.50			
	Organizing a Bar	0.50			
	Taking Down Beverage Orders	0.50			
	Alcoholic Beverage Service	0.50			
	Liqueurs	1.00			
	Cocktails	1.00			
	Methods of Preparing Cocktails	1.00			
	Points to Consider when Making Cocktails	0.50			
	Exam			1.00	
10	<b>Costing Of Beverages</b>				7.00
	Base of Costing	1.00	3.00		
	Various Gross Profit Margins	0.50			
	Costing for Tea & Coffee and Juices	0.50			
	Costing of Mixed Drinks or Cocktails	0.50			
	Standard Recipe Format	0.50			
	Exam			1.00	
11	<b>Responsible Service Of Alcohol</b>				10.00
	Mandatory Code of Practice	0.25	4.00		

	Cost to The Community	0.25			
	How Alcohol Effect the Body	0.50			
	Positive Effects	0.50			
	Negative Effects	0.50			
	Long Term Consequences	0.50			
	Levels of Intoxication	0.25			
	Illicit Drugs	0.25			
	Who Should be Refused Service	0.50			
	Signs of Immaturity	0.50			
	Intoxication	1.00			
	Exam			1.00	
12	<b>Food &amp; Beverage Practical</b>				<b>16.00</b>
	Food & Beverage Practical Exam		16.00		
	<b>Food and Beverage Total</b>	<b>57.00</b>	<b>72.00</b>	<b>11.00</b>	<b>140.00</b>

### Housekeeping 60 Hrs. Core Syllabus

#	UNITS	Duration
1	Safety at Work	6
2	Customer Service in Hospitality and Catering Industry	9
3	Accommodation Services	12
4	Cleaning Accommodation Areas	9
5	Housekeeping Practical	24
	<b>Total</b>	<b>60</b>

### HOUSEKEEPING-DETAIL SYLLABUS 60 HRS

SUBJECT		Housekeeping 60 Hrs.	Duration		
			Theory	Practical	Demo
<b>1. Safety at Work</b>	<b>1.1</b>	<b>Know How to Work Safely</b>	<b>4.75</b>	<b>0.25</b>	
	1.1.1	Identifies OH & S in the hospitality sectors			
	1.1.2	Discusses why OH & S important			
	1.1.3	Identifies safety signs			
	1.1.4	Discusses hazards in the workspace			
	1.1.5	Identifies OH & S in house keeping			
	1.1.6	Identify general safety requirements			
	1.1.7	Discusses accidents reports			
	<b>1.2</b>	<b>Fire &amp; Emergency Procedures</b>	<b>1.00</b>		
1.2.1	Explains workspace emergency procedures				
1.2.2	Explains workspace security procedures				

<b>2. Customer Service in Hospitality and Catering Industry</b>	<b>2.1</b>	<b>Customer Service</b>	<b>6.00</b>		
	2.1.1	Discusses greeting customers			
	2.1.2	Identifies types of customers			
	2.1.3	Identifies customer needs			
	2.1.4	Discusses providing information for customers			
	2.1.5	Discusses communicating with customers			
	<b>2.2</b>	<b>How to Deal with Customers</b>	<b>3.00</b>		
	2.2.1	Explains customer service			
	2.2.2	Explains first impressions			
	2.2.3	Discusses excellent customer service			
	2.2.4	Discusses customer needs			
2.2.5	Discusses types of problem				
2.2.6	Discusses dealing with customer complaints				
<b>3. Accommodation Services</b>	<b>3.1</b>	<b>Caring out Duties in Accommodation Service</b>	<b>6.00</b>		
	3.1.1	Introduction			
	3.1.2	Describes maintain guests rooms to a high standard Describes maintain common areas to a high			
	3.1.3	standard Explains correct handling of guests and hotel			
	3.1.4	property			
	3.1.5	Explains manual handling techniques			
	3.1.6	Procedures for unattended valuables			

<b>3. Accommodation Services</b>	<b>3.2</b>	<b>Duties Carried out by Accommodation Services</b>	<b>6.00</b>		
	3.2.1	Introduction			
	3.2.2	Describes cleaning common areas			
	3.2.3	Describes cleaning guests rooms			
	3.2.4	Describes other accommodation services duties			
	3.2.5	Explains importance of maintaining guests areas			
	3.2.6	Identifies different types of hotel property			
	3.2.7	Explains correct handling techniques of guest property			
	3.2.8	Explains organizational procedure to access areas			
	3.2.9	Explains manual handling techniques			
	3.2.10	Discusses injuries that can occur when lifting			
	3.2.11	Identifies suspicious item or packages			
	3.2.12	Procedure for unattended valuables			
<b>4. Cleaning Accommodation Areas</b>	<b>4</b>	<b>Cleaning Accommodation Areas</b>	<b>9.00</b>		
	4.1.1	Introduction to Cleaning accommodation areas			
	4.1.2	Describes cleaning areas			
	4.1.3	Identifies cleaning equipment			
	4.1.4	Identifies cleaning solutions			
	4.1.5	Explains how to clean safely			
	4.1.6	Describes equipment selection and it's use			
	4.1.7	Identifies cleaning supplies			
	4.1.8	Explain cleaning methods			
	4.1.9	Discusses work routines			
	4.1.10	Identifies checklist			
	4.1.11	Explain how to clean correctly			
	4.1.12	Discusses daily duties			
	4.1.13	Explain safe work practices			
	4.1.14	Explain how to clean properly			
	4.1.15	Explain end of shift			

<b>5. Housekeeping Practical</b>	<b>5.1</b>	<b>Introduction to Cleaning Public areas</b>		<b>12.00</b>	
	5.1.1	Describes housekeeping trolleys and their care			
	5.1.2	Identifies list of guests essential items			
	5.1.3	Practices nightly cleaning job in dining room			
	5.1.4	Practices cleaning executive / administrative rooms			
	5.1.5	Practices cleaning hard furniture			
	5.1.6	Practices cleaning soft furniture			
	5.1.7	Practices cleaning mirrors			
	5.1.8	Practices cleaning glass surfaces			
	5.1.9	Practices cleaning walls			
	5.1.10	Practices cleaning ceilings			
	5.1.11	Practices cleaning curtains			
	5.1.12	Practices cleaning ceramic surfaces			
	5.1.13	Practices cleaning metal surfaces			
	5.1.14	Practices cleaning fittings and appliances			
	5.1.15	Practices care, cleaning and maintenance of carpet			
	5.1.16	Identifies types of carpets			
	5.1.17	Practices cleaning of stairs			
	5.1.18	Practices cleaning of elevators			
		<b>5.2</b>	<b>Guest Room Cleaning and Service Procedures</b>		<b>12.00</b>
	5.2.1	Practice entering a room			
	5.2.2	Practice airing room/ Bed and Guest night clothes			
	5.2.3	Practice stripping a bed			
	5.2.4	Practice moving food trays & extra Bottles			
	5.2.5	Practice emptying and Cleaning waste containers			
	5.2.6	Practice bed making methods			
	5.2.7	Practice Dusting and Polishing			
	5.2.8	Practice General Area Dusting and Polishing			
	5.2.9	Practice checking and tidying Furniture			
	5.2.10	Practice evening turn down			
	5.2.11	Practice cleaning an occupied room			
	5.2.12	Practice cleaning the toilet in an occupied room			
	5.2.13	Practice cleaning a departure room			
	5.2.14	Practice toilet in a departure room			

## Equipment list Cookery

- All-purpose knife
- Apple slicer
- Baba molds ‘
- Baker brush
- Banquettes
- Blender
- Boning knife
- Bread knife
- Bread molds
- Butchers knife
- Butter curler
- Cake molds
- Can opener
- Can opener
- Casserole pot
- Cheese knife
- Chef’s knife
- Chiller
- Chinese spatula
- Chinos
- Chocolate molds
- spatula
- Clever
- Conical strainer
- Cooking range
- Cooks knife
- Cooling racks
- Croissant cutter
- Cutters round
- Cutting board
- Cutting board rack
- Deck oven
- Decorating comb
- Deep frying skimmer
- Digital thermometer
- Digital weighing scale
- Dish washer
- Dockers
- Dough divider
- Dough scraper
- Dough sheerer
- Egg slicer
- Fillet knife
- Fish scalar
- Fish spatula
- Food pans
- Freezer
- Funnel
- Garbage bins
- Gas cylinders
- Gas lighter
- Gas torch
- Gloves
- Grater
- Griddles
- Grills
- Ice cream scoop
- Ladle
- Lasagna spatula
- Liquidizer
- Lobster cracker
- Measuring jug
- Measuring spoons
- Meat folk
- Meat hammer
- Meat tenderizer
- Microwave ovens
- Mixing bowls
- Mixing bowls (plastic)
- Muffin molds
- Nonstick round molds
- Non-stick pan
- Nozzles
- Oval molds
- Oyster knife
- Paring knife
- Pastry bags
- Pastry rings ‘
- Pastry trays
- Pastry wheel
- Pate molds
- Perforated spatula
- perforated spoons

## Equipment list Cookery -

cont....

- Perforated trays
- Pie molds
- Pittu steamer
- Potato baller
- Revolving cake stands
- Rice steamer
- Roasting pan
- Rolling pin
- Salamander
- Sauce boats
- Sauce pan
- Sauté pan
- Savarin mold
- Saw knife
- Scissors
- Scoops with handle
- Sharpening knife
- Sharpening tool
- Sifter
- Silicon mats
- Sinks
- Skewers
- Skimmer
- Slicing knife
- Slicing knife
- Small mixing bowls
- Soufflé sups
- Soup cups
- Soup plates
- Spatula –( bowl scraper)
- Spice trays
- Spoons
- Spray cleaner
- Stainless steel bowls in different sizes
- Stainless steel tables
- Steamers
- Stock pot
- Strainer with fine mesh
- Strainer with handle
- String hopper squeezer
- Tart rings
- Tartlet molds
- Thick bottom pans
- Toaster
- Tongs
- Vegetable cutters
- Vegetable peeler
- Whisks
- Wok pans
- Wooden spatula flat
- Wooden spatula long

## Equipment list Food & Beverage

- Bar Spoons
- Bar Towels
- Beverage Trays
- Blenders, Juicers And Shakers
- Bottle Opener And Wine Bottle
- Bussing Trays
- Chafing Dishes
- Chairs
- Chopping Board
- Clean Uniforms
- Cleaning Equipment
- Cocktail Recipe Books
- Cocktail Shaker
- Coffee-Making Equipment
- Condiments
- Crockery
- Cutlery
- Decorative Material
- Display Material
- Drip Mats
- Dust Pan And Brush
- Dusters And Glass Cloth
- Fire Extinguishers
- First Aid Items
- Flower Vase
- Food Covers
- Gel Fuel For Burners
- Glass Ware
- Glass Washers
- Glassware Appropriate To Beverage And Style
- Gloves
- Hand Washing Sinks
- Ice Buckets
- Ice Crushers
- Ice Pail/Tongs
- Ice Tongs
- Jiggers
- Juice Extractor
- Knives
- Linen
- Liquid Measures
- Menus And Wine Lists
- Mixing Glass
- Napkins
- Openers And Wine Knives
- Plastic Containers
- Plate Warmer
- Post Mix Systems
- Refrigeration Equipment
- Safety Signage
- Service Cutlery And Tongs
- Service Trays
- Silver Platters
- Stands
- Stirrers And Swizzles
- Strainers
- Tables And Chairs
- Tea And Coffee Making Facilities
- Toothpicks
- Trays
- Trolleys
- Utensils
- Waiter's Kit (Bottle/Wine Opener, Pen & Note Pad, Lighter, Waiter's Cloth,)
- Jugs

## Equipment list Housekeeping

- Bins
- Broom or Sweeper
- Bucket (for 3- bucket system Red, yellow and green)
- Carpet blower
- Carts And Trolley
- Chemical Caddy
- Chemical Dispenser
- Cleaning Agents Used In House Keeping
- Communication Equipment
- Computer And Accessories
- Dress Hangers
- Dust Pan
- Fire Extinguisher
- First Aid Box
- Floor Care Signage
- Floor Polisher
- Floor Squeegee
- Inspection Table
- Iron And Iron Boards
- Keys
- Label Identified Areas
- Laundry Bags And Cover
- Laundry Baskets
- Laundry Control Sheets
- Linen Bins
- Linen Cart/Trolley
- Linen Racks
- Linen Room Log Book
- Linen Trolley
- Maintenance Order Forms
- Manual And Electrical Housekeeping Equipment
- Mop handle
- Mop head
- Mop Squeezer
- Office Facilities
- Personal Protective Equipment
- Public area cart
- Push Brush
- Racks And Tags
- Required Linen And Uniform Stocks
- Room Amenities
- Shampoo machine
- Spray Bottle
- Stapler
- Step Ladders
- Trolley With Wheels
- Vacuum cleaner
- Window Squeegee

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