



SUBJECT:	Hospitality
UNIT:	1 – Back of House Procedures
ASSIGNMENT:	3 – Controlled
TITLE:	Preparation of housekeeping supplies and a food outlet for service
DATE SET:	25 th April 2022
DEADLINE:	23 rd May 2022

General Instructions

- Lines provided for sub-questions (a) and (b) indicate the length expected in the candidate's answers.
- Students are to autonomously answer sub-questions (c). Therefore, lines provided do **not** necessarily indicate the length and depth of the expected answer.
- Application criteria will be assessed in class.
- The time required to complete practical tasks will be communicated by the teacher.
- Answers may be either in English or in Maltese.

Candidate's Declaration of Authenticity

I, the undersigned, _____ (*Name and Surname*), declare that all the work I shall submit for this assignment will be my own.

I further certify that if I use the ideas, words, or passages from existing sources, I will quote those words or paraphrase them and reference them by making use of a reference system.

I am aware that should I submit work which is not mine, or work which has been copied from one or more sources, I will be penalised as per MATSEC Examinations Board policies related to plagiarism.

Candidate's Signature: _____

I.D. Card No.: _____

Date: _____

General Scenario

- A training course is being prepared for staff interested in joining the hospitality industry.
- This training course will be covering different areas in hospitality.
- The manager is asking for the help of hospitality students to prepare for the training.

SECTION A – WRITE-ON

Scenario (continued)

The first part will focus on opening and closing procedures and the different documents used in the purchasing process of a food outlet.

Question 1

K-7 (4 marks)

- a. Name **FIVE** items that need to be prepared before opening and/or closing a food outlet for service.

Item 1: _____

Item 2: _____

Item 3: _____

Item 4: _____

Item 5: _____

b. State the **TEN** operational steps involved in daily routine preparations needed in a food outlet.

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

Step 6: _____

Step 7: _____

Step 8: _____

Step 9: _____

Step 10: _____

Question 2**K-8 (4 marks)**

A purchase requisition is one type of document used in the purchasing process.

- a. Name **FOUR** other documents used in the purchasing process within a food outlet, filling the first column of Table 1.
- b. State **TWO** different details found on each document named in Question 2(a) filling the second column of Table 1. The same details cannot be used in more than one document.

Table 1: Purchasing Process Documents

a) Documents		b) Details
1.	_____	Detail i: _____ Detail ii: _____
2.	_____	Detail i: _____ Detail ii: _____
3.	_____	Detail i: _____ Detail ii: _____
4.	_____	Detail i: _____ Detail ii: _____

SECTION B - PRACTICAL

Background Information

- A hands-on practical session focusing on the service procedures will take place in the food and beverage outlet.
- You will need to prepare the food outlet for service, following the preparation procedures before opening or closing the outlet.
- You will also be requested to take bar stock and complete a Requisition Form.

Question 1

A-5 (10 marks)

**THIS QUESTION WILL BE PROVIDED BY THE TEACHER
DURING THE PRACTICAL SESSION/S**

SECTION C – WRITE-ON

Scenario (continued)

The third part will focus on different supplies found in the housekeeping department and the stages of the laundry cycle.

Question 1

K-3 (4 marks)

- a. List **TWO** linen and toiletries and **TWO** cleaning supplies found in the housekeeping department.

Linen and Toiletries:

Supply 1: _____

Supply 2: _____

Cleaning:

Supply 1: _____

Supply 2: _____

- b. Outline **ONE** correct method for storing chemicals, and **ONE** correct method for storing linen and toiletries in the housekeeping department.

Method for storing Chemicals:

Question 2

K-4 (4 marks)

a. Name the **TEN** stages of the laundry cycle.

Stage 1: _____

Stage 2: _____

Stage 3: _____

Stage 4: _____

Stage 5: _____

Stage 6: _____

Stage 7: _____

Stage 8: _____

Stage 9: _____

Stage 10: _____

b. Outline **FOUR** of the stages of the laundry cycle named in Question 2(a).

Stage: _____

Stage: _____

SECTION D – PRACTICAL

Background Information

- A hands-on practical session focusing on the housekeeping supplies and laundry will take place in the housekeeping area of the Hospitality workshop.
- You will need to organise the given housekeeping supplies appropriately at the storage area of the housekeeping room/area.
- You will also be required to treat a piece of linen from a given stain and prepare two linen items for storage.

Question 1

A-2 (10 marks)

**THIS QUESTION WILL BE PROVIDED BY THE TEACHER
DURING THE PRACTICAL SESSION/S**

