



SUBJECT:	Hospitality
UNIT:	1
ASSIGNMENT:	3 – Controlled
TITLE:	The preparation of housekeeping supplies and food outlets for service
DATE SET:	17th April 2023
DEADLINE:	17th May 2023

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

- Employees wanting to work within the Hospitality industry are offered specialised training before they start working.
- These training courses allow employees to experience the different areas of service within an establishment.
- The Human Resources manager of a local hotel is asking the help of Year 9 Hospitality students to prepare for such employee training.

SECTION A – WRITE-ON

Scenario (continued)

The first part of this training will focus on the opening and closing procedures and the different documents required 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 the daily routine preparations of a food outlet.

Step 1: _____

Step 2: _____

Step 3: _____

Step 4: _____

Step 5: _____

Step 6: _____

Step 7: _____

Step 8: _____

Step 9: _____

Step 10: _____

c. Outline **FOUR** appropriate safety measures that must be considered before opening and/or closing a food outlet for service.

Safety measure 1: _____

Safety measure 2: _____

Safety measure 3: _____

Safety measure 4: _____

Question 2

K-8 (4 marks)

Various documents are used during the purchasing process such as the Purchasing Requisition.

- a. Name **FOUR** other documents used in the purchasing process within a food outlet, by filling the first column of Table 1.
- b. State **ONE** detail found in each document named in Question 2(a) by filling the second column of Table 1. Do **not** use the same details in more than one document.

Table 1: Purchasing Process Documents

a) Documents		b) Details
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

SECTION B - PRACTICAL

Background Information

- A course focusing on the service procedures of a food and beverage outlet will take place at your school.
- In preparation for this course, you need to prepare the food outlet at your school for service.
- 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 year 9 students were asked to prepare a presentation on the different supplies found in the housekeeping department and with the stages of the laundry cycle.

Question 1

K-3 (4 marks)

a. i. List **TWO** linen and toiletries found in the housekeeping department.

Linen and Toiletries 1: _____

Linen and Toiletries 2: _____

ii. List **TWO** cleaning supplies found in the housekeeping department.

Cleaning supply 1: _____

Cleaning supply 2: _____

b. i. Outline **ONE** correct method for storing chemicals in the housekeeping department.

ii. Outline **ONE** correct method for storing Linen and Toiletries in the housekeeping department.

c. Describe **FOUR** safe lifting and handling techniques required when handling housekeeping supplies.

Question 2

K-4 (4 marks)

a. Name the **TEN** stages of the laundry cycle in the correct order.

Stage 1: _____

Stage 2: _____

Stage 3: _____

Stage 4: _____

Stage 5: _____

Stage 6: _____

Stage 7: _____

Stage 8: _____

Stage 9: _____

Stage 10: _____

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

i. _____

ii. _____

iii. _____

iv. _____

c. Describe the process of treating each of the following **FOUR** stains on cloth napkins:

- i. Tea
- ii. Sauces
- iii. Red wine
- iv. Sunblock

SECTION D – PRACTICAL

Background Information

- The second practical session will focus on housekeeping and laundry supplies.
- You will need to organise the given housekeeping supplies appropriately in 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**