SESSON: 2024/2025

CLASS: SS3

SUBJECT: FOODS AND NUTRITION

TERM: FIRST TERM

**SCHEME OF WORK**

**WEEK 1 ENTERTAINMENT**

**WEEK2 IMPORTANCE OF ENTERTAINMENT**

**WEEK3 TYPES OF INVITATION**

**WEEK4 TABLE SETTING**

**WEEK5 TABLE MANNER**

**WEEK6 CATERING ENTERPRISE**

**INSTRUCTION : To be copied inside their notebook, especially week 1 and 2 before resumption.**

**ENTERTAINMENT**

Entertainment refers to hosting of guests in term of food service, during ceremonial occasions like weddings, birthday parties, housewarming etc.

GUEST: This is the person who comes to share the joy or happiness of the occasion.

HOST/HOSTESS:- This is the male/female person who receives guests. The success of any occasion is the joint responsibility of the host and guest.

CHARACTERITICS OF HOST/HOSTESS

A good host/hostess should be able to:

1. Decide on the type of party to give and discuss with family.
2. Plan the party thoroughly and prepare in advice.
3. Decide on the date, number of people to invite, the kind of food to serve and the activities for the party.
4. Send invitation letter to guest in advance.
5. Plan the menu and activities for the party.
6. Make a comprehensive shopping list.
7. Shop wisely.
8. Get everything ready before the time.
9. Introduce guests to each other
10. Serve food smartly and ensure that each guest has enough.
11. Lead and encourage conversation but do not monopolize.
12. Be friendly to the guests.
13. Welcome guests as they arrive and take them to their seats.

IMPORTANCE OF ENTERTAINMENT

1. Entertainment is a way of building good relationship among people.
2. It gives you practice in being a host or hostess.
3. It is a way of sharing and showing love.
4. It makes people (host, hostess and guest) happy.
5. It helps people to learn how to treat others e.g. (respect of people feelings).
6. It helps people to develop interest.
7. It gives the host/hostess opportunity to prepare different type of dishes and drinks, snacks etc.
8. It provides relaxation which is good health.

DUTIES OF A HOST/HOSTESS

1. A good hostess must ensure the satisfaction of its guest.
2. The type of food and drink to be served.
3. Nature of the party e.g. dinner, buffet or cocktail.
4. Nature of invitation e.g. formal or informal invitation.
5. Make arrangement of seats for your guests.
6. Make arrangement to cool the drinks by putting them in the refrigerator.

RESPONSIBILITIES OF THE GUESTS

1. Reply to the invitation at once whether or not to attend.
2. Dress smartly and neatly for the occasion.
3. Be at the partly in good time i.e. be prompt.
4. He/ She should not distract other guests or hosts if he or she arrives lately.
5. Observe the directive of the waiter/waitress
6. He /She should exhibit table manner.
7. He /She must observe dress code.
8. He /She must express gratitude at the function or event.

FORMAL INVITATION

This is the types of invitation that is used for ceremonies such as wedding, birthday, ordination etc.

INFORMAL INVITATION

This is done by an informal note or oral invitation to a picnic at the beach, invitation to new yam festival, coronation, traditional ruler etc.

POINTS TO CONSIDER WHEN SENDING OUT INVITATION

1. The invitation card should be in line with the nature of the occasion.
2. An invitation should reach the invites at least two weeks before the ceremony.
3. Type of dressing code should be indicated.

**TABLE SETTING**

Table setting involves the simple layout of the table for eating in such a manner that all the eating materials are provided in their correct places. The following points should be considered when setting a table;

1. Cleanliness of the cutlery. glass cup, table mat or cloth.
2. Number of individual taking the meal.
3. Number of courses or dishes to be served.
4. Type of party; cocktail or dinner party.

TYPES OF TABLE SETTING

There are two types of table setting: formal and informal table setting.

1. FORMAL TABLE SETTING: This is a continental style of serving food. It is not very often in the home but mainly used during formal dinners and luncheon. It is used mainly by hotels and restaurants. In this style, all the food are served from the kitchen and waiter or waitress services are required.

PERCULARITIES/CHARACTERISTICS OF FORMAL SETTING

1. Individual cutlery and plates are provided
2. Involves the service of a waiter or self service
3. Tables are normally set before the arrival of guests.
4. INFORMAL TABLE SETTING :this is mostly found in most homes and offices. No protocol is observed before eating.

PERCULARITIES/CHARACTERISTICS OF FORMAL SETTING

1. Only very important cutlery is needed.
2. Table may not be set beforehand.
3. Food could be served on a tray

RULES FOR TABLE SETTING

1. Arrange the cutlery in order of use by placing the one that will be used first at far end.
2. Forks are placed on the left hand side and knives with spoons on the right.
3. The edges of the cutlery should be an inch from the edge of the table.
4. The bowls of spoon and prongs of fork should be turned up and sharp edge of the knife turn towards the plate.
5. Tumblers or wine glasses should be turned up and drinks should not be poured into them.
6. The cruet set in placed at the centre of the table within easy reach of the guest.

COMMONLY ACCEPTED TABLE MANNERS

1. Guests should be introduced to each other before they are asked.
2. All ladies should sit before the gentlemen.
3. Unfold the serviette or table napkin and spread it on the lap.
4. Take just enough food that you can comfortably finish.
5. Avoid talking while having food in your mouth.
6. Avoid making noise with cutlery.
7. Pass food with the right hand and offer food with the left hand turned towards the receiver.

HOW TO LAY A TABLE

1. Collect all the items you need for table setting.
2. Clean the table and spread a clean table. On it, lay the table cloth so that the overhang is of equal length on all sides of the table.
3. Place the table mat or place mat on the cover
4. Place the dinner plate on the place mat.
5. Serviette or napkins are either placed on the right or left hand side of the dinning.

IMPORTANCE OF TABLE SETTING

1. It makes the dining table more attractive.
2. It makes the meal convenient to eat
3. It helps to make the meal more enjoyable
4. It is comfortable
5. It teaches everyone table manner.

REQUIREMENT FOR TABLE SETTING

1. Table cloth or cover
2. Table mat
3. Cutlery
4. Tumblers or drinking vessels
5. Flower vase for decoration

**MANAGING A CATERING ENTERPRISE**

MANAGEMENT is making the best use of available resources to achieve the goals and objectives of a enterprise. It is also the process of ensuring the efficient execution of all activities of an enterprise through working with people.

MANAGER is the one who sees that the goals and objectives of the enterprise and achieved by co-coordinating and using the available resources. The manager controls the operation of the enterprise. In other terms, it is the person who sees that the goals and objectives of the enterprise are achieved by co-coordinating and using the resources available.

MANAGEMENT is a tool that individuals or groups of people can use to reach their goals, solve problems and turn ideas to opportunities.

In another words, management is the coordination and administration of tasks to achieve a goal. Such administration activities include setting the organization’s strategy and coordinating the efforts of staff to accomplish this objective through the application of available resources.

In managing an enterprise, the management process involves the following:

1. Organizing: Managers evaluate the type of work, divide it into achievable tasks and effectively delegate it to staff.

Organization consists different series of staff, departments etc. it is therefore the manager’s responsibility to ensure that these individual (staff) and entities work together on harmony, which includes motivating staff members and departments to stay on task. A good manager is skilled at building interpersonal relationship among their team members. Maximizing organizational arrangements can help businesses enhance the company’s efficiency in the market, reduce the cost of business and improve productivity.

1. Planning: Planning can be defined as making the best use of available resources to the manager. Planning helps to prevent misuse of resources or reducing steps that are out of sequence.

The best managers known that planning is critical before the implementation of any strategy. Planning does not end when implementation begins. Rather management needs to be prepared to answer the questions of who, what, when and where a team is working to implement the organization’s mission.

1. Controlling: Controlling is very important when managing an enterprise. It has to do with measuring performance against the standards of the enterprise. It involves setting standard, checking production on daily weekly and monthly basis to ensure that the goals of the enterprise are met.

A manager must have control over what the members do, how they do it and how to measure their progress.

1. Directing: Directing implies establishing policies, co-ordinating the work of staff, assigning work to the different workers, and co-ordinating their activities. That is, manager is able to motivate workers in such a way that the goal and objectives of the enterprise are achieved.
2. Evaluating: Planning provides a method for achieving certain goals. the manager’s control system must provide periodic reports on the status of goal achievement. This involves looking at the results and deciding what was done well and what could have been differently.

**MARKETING**

Marketing is the process of creating and delivering desired goods and services to customers. It is also an act of offering a product for sale by using the skills of advertising and supplying.

MARKETING STRATEGIES FOR PROMOTING YOUR PRODUCTS

1. Advertising by posters, handbills/fliers, Tv and radio. Word of mouth is not a form of advertising because it doesn’t go through a medium.
2. Exhibitions, bazaars etc give you the opportunity to display dishes to potential customers.
3. Effective decoration and finishing, for example, ceremonial and anniversary cakes, lunches, buffets etc.
4. Packaging: Attractive packaging which can be branded with a logo on the serviettes and carrier bag.
5. Transportation: You can provide transport as an incentive to people who make orders from your enterprise on large scale.

RISKS IN ENTERPRISES

The term “risk” refers to the chance of loss, the degree of probability of loss, and the amount of possible loss.

Business losses are not due to the work of any supernatural thing or beings such as witches, ghosts or gods. They are due to the type of risk a business faces. There are two different types of risk; pure and direct risk.

1. PURE RISK: This is the threat of loss with no chance for profit. Pure risk involves the threat of fire, accident, or loss through theft. If such events occur, an enterprise loses money, but if the events do not pure risk threatens the very existence of some enterprises.
2. INDIRECT RISK: This involves lack of sales due to faulty or low quality products, or due to wrong business location. That is, if you use low cost materials to prepare a dish for sale, you might end up not getting market or customers to buy your product.

Other indirect risks include currency inflation, introduction to new taxes and changes in labour laws. Currency inflation will causes continuous increase in the price of raw materials for your products and this will result to unstable prices for your products. New labour laws may necessitate you paying higher for cost of labour and all these will affect the enterprise.

CONTROLLING BUSINESS RISKS

1. Theft: This has to do with regular checks of stocks and finished products; you can check the stock using tally cards. An accountant or book keeper should be in charge of the business accounts and increase vigilance and security so that theft can be minimized.
2. Fire: Get a qualified electrician to do the electrical connections to avoid likelihood of fire from faulty connections. Switch off and remove plugs from sockets after use.
3. Low Sales (due to low quality products): the staff should be trained on how to produce quality products. If possible, be at the production point to check and improve the product quality by testing and using the correct measurement for the materials to be used.
4. Low sales (due to wrong location):- Relocate the enterprise to a more promising area of the town. Nearest to the market and those who really need the product is a great advantage.
5. Inflation: For minimizing or controlling inflation, new labor laws etc. One has to be in constant touch with the relevant ministry to know the new changes that are planned which may affect one’s business