

# ROOM SERVICE

## Time Management

# SESSION OBJECTIVES

After the end of the session one should be able to understand the time management.

# Contents

- Time management

# How to manage Time

- Setting up area
- Cleaning equipment
- Arranging area as per next meal period
- Planning for next meal period
- Breakage Report
- Compiling requisition

# Review

After the end of the session one should be able to how to manage time.

# BIBLIOGRAPHY

- Food & Beverage service, PTU/2<sup>nd</sup> sem
- Food & Beverage service, (Danis Lillicrap/ 7<sup>th</sup> edition.
- Google  
[http://books.google.co.in/books?id=HfHtaq1GWUcC&pg=PT176&lpg=PT176&dq=breakfast+doorknob+card&source=bl&ots=0AG\\_XEdSqP&sig=qr4SJp4wdx\\_WhiGtsTOp3kAinsl&hl=en&ei=tzn4TZPDFof0vwPz06yDDA&sa=X&oi=book\\_result&ct=result&resnum=4&ved=0CDMQ6AEwAw#v=onepage&q&f=false](http://books.google.co.in/books?id=HfHtaq1GWUcC&pg=PT176&lpg=PT176&dq=breakfast+doorknob+card&source=bl&ots=0AG_XEdSqP&sig=qr4SJp4wdx_WhiGtsTOp3kAinsl&hl=en&ei=tzn4TZPDFof0vwPz06yDDA&sa=X&oi=book_result&ct=result&resnum=4&ved=0CDMQ6AEwAw#v=onepage&q&f=false)