

## Module 7: Fixed menus, menu specification, order forms and dispatch list



### Activity 1

### Short and application questions

Page 120 in the textbook

#### 1. List the different types of fixed menus.

- Cycle menus
- Table d'hôte menus

#### 2. Describe the term 'cycle menu'.

- Refers to a set menu that is compiled for a number of days, namely one week, two weeks, one month or three months, etc.
- Consists of a number of set menus for a particular establishment, e.g. industrial catering restaurant, cafeteria, canteen, staff restaurant, director's dining room, and hospital or college hostels.
- At the end of each period, the menu is repeated.
- The length of the cycle is determined by the management policy, the time of the year and the foods available.
- A cycle menu must be monitored closely to take into account any variations in the weather and change in customer requirements.

#### 3. Give TWO advantages and TWO disadvantages of a cycle menu.

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• The repeated use of menu items in a cycle helps to standardise production and service.</li> <li>• They save time by removing the daily or weekly task of compiling menus, although they may require slight alterations for the next period.</li> <li>• If these types of menus are carefully planned, the cycle menus reduce the need for frequent menu planning which saves time for other management functions.</li> <li>• The workload of employees and equipment used may be distributed evenly on a long-term basis and can be balanced uniformly.</li> <li>• They give greater efficiency in time and labour.</li> <li>• Well-planned and formal methods of food purchasing may be utilised since long-term needs are known.</li> <li>• Production forecasting and control becomes easy.</li> </ul>	<ul style="list-style-type: none"> <li>• When used in establishments with long-term customers, then the cycle has to be long enough so that customers do not get bored with the repetition.</li> <li>• The caterer or chef cannot easily take advantage of special offers by suppliers on a daily or weekly basis unless such items are required for the cycle menu.</li> <li>• The menu may become monotonous due to the lack of variability over a period of time.</li> <li>• If the cycles are not carefully planned and evaluated after use, errors and problems may keep recurring.</li> <li>• Short cycles may result in too frequent repetition and monotony.</li> <li>• When a cycle is too short, the customer may associate certain meals with certain days.</li> <li>• When a cycle is too long, the planning and management may become difficult and complicated.</li> <li>• Frequent adjustments may be necessary in future cycles.</li> </ul>

Advantages	Disadvantages
<ul style="list-style-type: none"> <li>• They can cut down on a number of commodities held in stock and can assist in planning storage requirements.</li> <li>• Evaluation of the cost of production can be made between menu cycles as well as between set periods within the cycle.</li> <li>• It is easy to make changes and help when any problems occur.</li> <li>• The length of the cycle is determined by the time of the year, type of food service operation and by management policy.</li> <li>• Choosing a cycle for nine days or three weeks rather than seven days prevents the same meal on the same day.</li> </ul>	

#### 4. Compile a table d'hôte menu for lunch.

### Menu Lunch

Home-made liver pâté with chutney, seasoned leaves and toasted home-made bread

or

Seafood vol-au-vents

Pastry vol-au-vents filled with assorted seafood in a shrimp bisque

Roast topside of beef served with a Yorkshire pudding and gravy

Roast potatoes

Seasonal roasted vegetables

or

Pan-seared chicken breast served with a white wine, mushroom and tarragon sauce

Roast potatoes

Seasonal roasted vegetables

*Choose from a selection of desserts or ice-creams from the sweet table*

or

A selection of local cheeses with savoury biscuits, grapes and celery curls

Coffee



**5. Give ONE reason why a fixed menu with a limited choice is becoming popular in South Africa.**

Any of the following reasons:

- The production and service are easier than à la carte.
- Forecasting of popular dishes and purchasing are simplified.
- It requires fewer food items to be held in stock.
- With repeated use of menus and dishes, employees' workloads can be equalised and distributed fairly.
- It is easy to control and operate and there is less wastage of food. Reduces food wastage because not so much food will have to be prepared in advance.
- The menu can be prepared with less-skilled staff, once the production method of the menu has been learnt.
- It assists in maintaining the required standard of food production because the chef will find it easier to supervise a smaller number of dishes.



**Activity 2 Application question**

Page 123 in the textbook

**2.1 Explain briefly what you understand by 'Menu specifications' in the Hospitality industry.**

- 'Menu specifications' is the technical information on how to plan a menu for a restaurant or catering function.
- The specifications of menus include the length, design, language and presentation of the menu.
- The specifications will guide the food and beverage staff to follow all the procedures.
- Pictures and diagrams may be used to support the menu specifications to ensure that the menu intentions are appropriate and carried out.
- Regardless of who prepares the dish, the appearance, taste and cost of the dish will be the same.
- If staff are absent from work, the menu can be prepared by other staff.

Menu specifications assist in food cost control. Food costs are controlled by five standards to which all employees and managers must adhere:

- Standard purchase specifications
- Standard recipes
- Standard yields
- Standard portion sizes
- Standard portion costs

Specifications can include brand names, grades of meat, product size, type of packaging, container size, fat content, count per kilogram, special trimming, and so on. The specifications should be specific, realistic, and easy to verify.

Precise specifications can:

- Reduce purchasing costs, as higher-quality products need not be accepted.
- Ensure constant quality in menu items.
- Allow for accurate competitive bidding among suppliers and so reduce costs.



**Activity 3**

Page 131 in the textbook

**Practical component for a function of your choice.  
Students will compile and complete:**

**1. A function order form.**



**Example 1**

<b>Function order form</b>	
Nature of the function _____	Number _____
Date and day _____	Time _____ Room _____
Name of organisation _____	
Address _____	Telephone _____
Name of representative _____	
Address _____	Telephone _____
Responsibility of party _____	Cash deposit _____
Credit approved _____	Price (per person) _____
Number expected _____	Number guaranteed _____
Extras: _____	
Menu	Buffet Wines
Copies:	
Remarks:	Detail and reminders:

**Note:** Example 2: Page 124 in text book.

**2. A banquet or function prospectus.**

<b>Banquet or function prospectus</b>	
Nature of the function _____	Number _____
Date and day _____	Time _____ Room _____
Name of organisation _____	
Address _____	Telephone _____
Name of representative _____	
Address _____	Telephone _____
Responsibility of party _____	Cash deposit _____
Credit approved _____	Price (per person) _____
Number expected _____	Number guaranteed _____
Extras: Wines, corkage, cigars, music, flowers, other	



<b>Banquet or function prospectus (continued)</b>	
Menu	Buffet  Wines
Copies (original) to:	
Notify department heads:	
Remarks:	Detail and reminders: Seating plans Lighting effects Music



**Activity 4 Practical assignment**

Page 132 in the textbook

1. **Compile an outside catering van dispatch list with a checklist included for a function of your choice.**

**Template: dispatch list**

<b>Dispatch list</b>				
Type of function _____		Place of function _____		
Numbers to be catered for _____		Date of function _____		
Type of function _____		Van departure time _____		
Menu	Crockery, glass, silver		Linen etc.	
	Amount	Item	Amount	Item
			Other equipment	
			Amount	Item
Commodities (food)				
Amount	Item			
Butter				
Rolls				
Milk				
Sugar				



**NOTE**

- All templates can be copied and handed to students to complete as activities.
- Students can be provided with a function scenario to use to complete the templates.