

HOSPITALITY DEPARTMENT

A. Admission Requirements

1. **Must** Make copies of the admission letter for your future use
2. Original and copies of KCPE and KCSE Certificate/result Slip and copy of leaving certificate (O level)
3. Original and copy of birth Certificate
4. 4 recently taken passport size photographs (not photo me (40 x 50mm)
5. Original and copy of National identity card
6. Enough writing materials
7. A white overcoat and boots.
8. Scientific calculator

B. Boarding requirements

- (i) Mattress cover (74 x 30) **A MUST**
- (ii) Two blankets
- (iii) Bed sheets & Bed cover
- (iv) A plate (Medium size), spoon, mug and a bucket/basin
- (v) Other personal effects

C. Institute rules and Regulations

The institute rules and regulations must be adhered to. A copy of the same will be supplied to you on admission. You must complete the attached rules and declaration and submit on admission.

D. History Sheet

Students appraisal form, a personal data sheet will be completed on admission.

E. Medical Certificate

The enclosed Medical Certificate must be completed, signed and stamped by a government Medical Officer of health and must be produced on admission.

A. FOOD AND BEVERAGE STUDENTS – DFB, CFB AND AFB

1. White and black checked trouser/skirt
2. White double breast chef's jacket
3. White apron
4. White dustcoat
5. Necker tie
6. White chef's hat
7. Black trousers/skirts
8. White long-sleeved shirt/blouse
9. Scarf (ladies), bow tie (gentlemen) – Colour advised on admission
10. Half coat - Colour advised on admission
11. Black leather low/flat shoes
12. Table liner
 - (a) Damask white table cloths – 2 pieces(2m square)

(b) Damask slip cloths – 2 pieces - Colour advised on admission

(c) Damask table napkins – 8 pieces – Colour advised on admission

13. Kitchen towels – 2 pieces
14. Kitchen cleaning cloths – 2 pieces
15. Glass cloth - 1 piece
16. Waiter's cloth – 1 piece
17. Service cloth – 1 piece
18. A pair of oven gloves
19. A balloon whisk
20. Digital weighing scale
21. Corkscrew
22. Lighter
23. A set of knives
24. Pastry brush
25. Measuring cups
26. Measuring spoons
27. Manilla papers
28. Foolscaps
29. Name tag
30. Order pad
31. Record cards
32. Carbon papers

TEXTBOOKS

1. Practical Cookery – Latest edition
2. The Theory of Hospitality – Latest edition
3. Food and Beverage Service and Sales – Latest edition

B. CATERING AND ACCOMMODATION STUDENTS – DCA, CCA

Same as for Food and Beverage students plus the following:

1. Light blue dustcoat
2. Yellow dusters – 2 pieces
3. Cleaning cloths (small towels) – 4 pieces
4. Non- fluty (cotton) small cloths – 2 pieces
5. A pair of plastic gloves
6. A spray bottle
7. 2kg containers – 2 pieces

TEXTBOOKS

Same as for Food and Beverage students plus the following:

1. Hotel, Hospital and Hostel Housekeeping – Latest edition