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FINAL EXAMINATION**

**COURSE NAME : FOOD AND BEVERAGES
PROCUREMENT AND COSTING**

COURSE CODE : DHM 2073

EXAMINATION : MEI 2017

DURATION : 3 HOURS

INSTRUCTION TO CANDIDATES

1. This examination paper consists of **THREE (3)** :
 - PART A (20 Marks)
 - PART B (20 Marks)
 - PART C (20 Marks)
 - PART D (40 Marks)
2. Candidates are not allowed to bring any material to examination room except with the permission from the invigilator.
3. Please check to make sure that this examination pack consist of:
 - i. Question Paper
 - ii. Objective Answer Paper
 - iii. Answer Booklet

DO NOT TURN THIS PAGE UNTIL YOU ARE TOLD TO DO SO

This examination paper consists of 13 printed pages including front page

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PART A

This part contains of **TWENTY(20)** questions.

Answer **ALL** in Objective Answer Paper.

1. Fixed costs are costs that normally unaffected by changes in sales of volume.
What are the example of Fixed Cost?
 - A. Real estate and mortgage
 - B. Beverages costs
 - C. Payroll costs
 - D. Food costs

2. What are the formula that can be used to get Prime Costs?
 - A. Food costs plus labor costs
 - B. Beverages costs plus labor costs
 - C. Food costs minus with labor costs and beverages costs
 - D. The total by adding food costs, beverages costs and labor costs

3. Supplier often identified as a seller, is a person who offers products for sale. Who is buyer?
 - A. Have sell and buy the products
 - B. Have produce and keep the products
 - C. Has charge of the selection and purchasing the products
 - D. Have no charge of the selection and purchasing of products

4. Trade and conventions is one of the technique to identify supply sources. What is the example that including in this trade and conventions?
 - A. Yellow pagers
 - B. Meeting
 - C. Journal
 - D. Flyers

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5. Which of the following is an objective of purchasing?

- A. To obtain high EP
- B. To get high investment
- C. To maintain an adequate supply
- D. To minimize the quality of products

6. Audit Trail also can be known as

- A. Producing cycle
- B. Purchasing cycle
- C. Monitoring cycle
- D. Procurement cycle

7. What is the information that might include in describing the products in more details?

- A. Product use
- B. Name of company
- C. Location of supplier operation
- D. The period of company was build

8. How many copies that food check should has?

- A. 1 copies
- B. 2 copies
- C. 4 copies
- D. 3 copies

9. Which of the following is the procedure to reduce the costs?

- A. High the quality standard of products
- B. Improved negotiations
- C. Seperate the order
- D. No discount

10. Which of the following that include in departmental expenses?

- A. Utility bills
- B. Labor costs
- C. Mortgage costs
- D. Wages and salary costs

11. Which of the following below is the types of beer?

- A. Malting
- B. Wines
- C. Spirits
- D. Stouts and porter

12. Carbonated non alcoholic beverages might include of?

- A. Lagers
- B. Juices
- C. Ginger ale
- D. Orange juice

13. Menu can be quantified in three ways. What is one of that three ways?

- A. Count
- B. Pick up
- C. Quantities
- D. Appreance

14. What is the formula to obtain yield percentages?

- A. Quantity multiple with yield percentages, and divide by number of portions
- B. Number of portions multiple with portions size, and divide by quantity
- C. Number of portions multiple with portion size
- D. Quantity multiple with yield percentages

15. What is sales history?

- A. Process use by managers to predict the future
- B. Plan that can be made for purchasing the products
- C. Written record of the number of portions of each menu item sold
- D. List of the ingredients and the quantities of ingredients needed to produce an item

16. What are the disadvantages of using standardized yield?

- A. Reduce the labor costs
- B. Help to make decisions in raw food
- C. Helpful when converting a recipe from AP
- D. Standardized yield cannot allow establishment to compare vendor price

17. What is the name of form that useful for substitutions products?

- A. Purchase Order
- B. Credit Memo
- C. Invoices
- D. Memo

18. Which of the following is **NOT** the things that must be controlled in the storage?

- A. Temperature
- B. Humidity
- C. Light
- D. Cost

19. One of the function of this record keeping system is to ensure that all the items are always available. What is the name of that record keeping system?

- A. Perpetual Inventory
- B. Physical Inventory
- C. Average Inventory
- D. Closing Inventory

20. One of the critical element in menu engineering is?

- A. Marketing mix
- B. Budgeting margin
- C. Customer demand
- D. Management concept

[20 MARKS]

PART B

This part contains of **TWENTY (20)** questions.

Fill in the blank with correct answer.

1. Negotiating price can be assume as the tactics and strategies that used to secure the price without sacrificing products quality and services.
2. The concept of value analysis is important to enhancing efficiency and
3. This form is the document completed by the buyer and given to the supplier the listing of an items to be purchases. This form known as
4. Purchasing department have to make 3 copies of purchase order and sent to supplier, and cost controller.
5. A sometimes refered to as product description is a description of all the characteristic in a product required to fill a certain production and or service need.
6. Traveller cheque may be issued by and must be signed once when issued and again when to pay.
7. A majority of both front and back of the house positions within the restaurant operations are classified as in nature.
8. A critical step and the most important tool in controlling costs and generating profits are
9. A call brand is one used only id the specific brand is requested by thewhereas a pouring brand is one used whenever a customer does not specify a call brand.

10. In beverages purchasing, standard procedures are needed to process the order and to determine

11. normally expressed in ounces or grams.

12. The is defined as the percentages of a whole purchase unit of meat, poultry and fish that is available for portioning after any required in house processing has been completed.

13. The sales of an items are related to the length and of the menu itself.

14. A is a form on which lists the name and quantities of all the menu items that are to be prepared for a given date.

15. In receiving procedure, the first step we should to do is check incoming products against purchase orders on

16. Receiving is the proof for activities.

17. A is the periodic actual accounting and recording of products in stock in all storage area.

18. The monthly food cost is then calculated by the daily food costs for entire month.

19. is the first and most important design element.

20. A review of menu sales by item can be the basis for establishing inventory and security controls to compared against sales.

yield percentages	Product specification	Order quantities	Purchase order	scope
				menu size
Operating budget	purchase record	Production sheet	lowest	profitability
Receiving department	physical inventory	Travel agent	variable	weight
customer	purchasing	adding	daily	

(20 MARKS)

PART C

This part contains of **FOUR (4)** questions. Answer **ALL** the questions.

Answer the questions in Answer Booklet.

QUESTION 1

List down the **THREE** major segments in hospitality industry and give **ONE** example for each segment.

(5 Marks)

QUESTION 2

List at least **FIVE (5)** an objectives of purchase specifications.

(5 Marks)

QUESTION 3

a. What are the **TWO (2)** techniques that can be used in selecting products?

(2 Marks)

b. List **THREE (3)** basic choices for production of menu items.

(3 Marks)

QUESTION 4

List at least **FIVE (5)** purchasing procedures.

(5 Marks)

(20 MARKS)

PART D

This part contains of **SIX (6)** questions. Answer **FOUR (4)** questions only.

Answer the questions in Answer Booklet.

QUESTION 1

There are **THREE** classifications of an alcoholic beverages consists of **beers, wines and spirits**. These are substantially different from one another and any one planning a career in food and beverages management should be able to both describe them and identify their differences.

By that classifications as mentioned above, explain the characteristic of that **THREE (3)** classifications by giving some explanations and examples.

(10 Marks)

QUESTION 2

The standards and standard procedures for production control are designed to ensure that all portions of any given item conform to managements plan for that item and that as far as posible; each portion of any given item is identical to all other portions to the same item. Portion of a given item should be identical to one another in four respects; ingredients, porportions of ingredients, production method and quantity.

To reach this goal, it is necessary to develop the following standards and standards procedures for each menu item that consists of **standard portion size, standard recipes and standard portion costs**. Explain these **THREE (3)** standard procedures by giving some explanations and examples.

(10 Marks)

QUESTION 3

A sales history records customer selections are given to those who record these selection gather the basic information; the sales staff, servers or waitstaff. To see how the basic information is incorporated into the sales history, it is necessary to understand the **TWO (2)** methods used for recording customer data.

Explain the **TWO (2)** methods used for record customer data and proof your explanation with some examples.

(10 Marks)

QUESTION 4

An owner of an investigation company stated that foodservice managers can reduce internal theft by 60% if employees know that the management watching. One practice to prevent theft at the time products are received is not to have the same person responsible for the purchasing and receiving.

There are some basic principles that can be used to avoid theft at receiving department. Explain that **basic principles** to avoid theft by giving some examples to proof your explanations.

(10 Marks)

QUESTION 5

Regardless if you are a long term seasoned Food and Beverages veteran or just new to joining the management ranks in the Heart of the House or the Dining Room, menu analysis is one the most important tools that you can used to manage your business expenses and boost profitability.

Menu analysis can be used most effectively in **FIVE (5)** different ways. What are **FIVE (5)** that ways? Explain your answer by giving some examples.

(10 Marks)

QUESTION 6

Placing products in storage, taking them out when needed, and ordering more when necessary are inadequate for control of valuable resources. Inventory control records must include adequate procedures to provide the foodservices manager with up to date and reliable data on costs of operation.

Inventory records have **FOUR (5)** basic objectives. Explain each of an objective by giving example to proof your answer.

(10 Marks)

END OF QUESTION PAPER