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### **GENERAL REQUIREMENTS**

- a) **Original** of your ID, Result slip /certificates and Birth Certificate for verification. Please note that presentation of **FORGED** documents is a criminal offence and the institute shall not be held responsible for the consequences therein. You are further required to ensure that you are fit and qualified for this course.
- b) One (1) Copy of 40mm by 50mm Digital passport photograph
- c) Admission letter (**Kindly make a copy to be retained on admission**).

### **BOARDING (OPTIONAL) PER TERM - Kshs. 5,200.00**

Boarding is subject to availability of rooms and full payment of tuition fees and other levies. Students are strictly not allowed to cook or use heating appliances in the hostels.

### **CATERING**

A variety of meals shall be served in KIST pay- as-you-eat (PAYE) cafeteria. Students will be able to make a choice from the available meals. All students, both borders and commuters, are encouraged to take their meals in our Cafeteria.

A copy of KIST menu is available at the Institutes notice boards. The parents / Guardians should provide the student with at least Kshs. 200.00 per day. This is an estimate for breakfast, lunch and supper.

### **MODE OF PAYMENT**

All fees must be paid in full on the reporting date. Payments should be made through:

- a) Banker's cheque, Postal order or direct deposit to Kiambu Institute of Science and Technology **A/C No. 01100063992300** at Co-operative bank Kiambu Branch.
- b) KCB Bank Pay Bill. Go to "**Lipa na Mpesa**", Select "**Pay Bill**", Enter Business number "**700076**", Enter Account Number (Admission number/student name e.g. **ABT-2009-06/Mustapha Ali**), Enter Amount, Enter MPESA PIN, Confirm transaction..
- c) KCB Bank Account **No. 1217852204**; Account Name: Kiambu Institute of Science and Technology

### **CONFIRMATION**

The student should confirm acceptance of the offer by paying 100% of the tuition fees and levies to the Accounts office on or before 15<sup>th</sup> **February, 2021**.

### **HOSTEL REQUIREMENTS**

The following personal effects will be required during admission

- 2 blankets
- 1 pillow
- 2 pillow cases
- 2 pairs of bed sheets
- Tooth paste
- Tooth brush
- Toilet paper
- Toilet soap
- Sports shoes
- Plastic bucket
- 1 bath towel

# **1. HOSPITALITY DEPARTMENT**

## **COURSE REQUIREMENTS FOR**

- a) **CERTIFICATE IN FOOD AND BEVERAGE**
- b) **DIPLOMA IN FOOD AND BEVERAGE**
- c) **CERTIFICATE IN CATERING AND ACCOMMODATION**
- d) **DIPLOMA IN CATERING AND ACCOMMODATION**

### **1. PUBLIC HEALTH FOOD HANDLERS CERTIFICATE-COMPULSORY**

2. **KITCHEN UNIFORM** - (Required for both Food & Beverage and Catering & Accommodation students)

#### **MALE**

- i. Black and white small check pair of trousers
- ii. White chef's cap
- iii. White chef's jacket
- iv. Red chef's Scarf
- v. White apron
- vi. Covered black low leather shoes

#### **FEMALE**

- i. Black and white small check A-Line skirt (length should be below the knee)
- ii. White chef's cap
- iii. White chef's jacket
- iv. Red chef's Scarf
- v. White apron
- vi. Covered black low leather shoes

3. **SERVICE UNIFORM** - (Required for both Food & Beverage and Catering & Accommodation students)

#### **MALE.**

- i. White long-sleeved shirt
- ii. Black pair of trousers (loose fitting)
- iii. Black bowtie
- iv. Covered black low leather shoes
- v. White Dust coat

#### **FEMALE.**

- i. White long-sleeved shirt
- ii. Black A-Line skirt (length should be below the knee)
- iii. Black bowtie
- iv. Covered black low leather shoes
- v. White Dust coat

4. **HOUSEKEEPING UNIFORM** (Only required for **Catering and Accommodation** students)

**MALE & FEMALE-** Light blue short sleeved top and trouser (see picture below)



**NB:** Housekeeping uniform is required in 1<sup>st</sup> year for Diploma students and in 2<sup>nd</sup> year for Certificate students.

**PS. ALL SKIRTS AND DRESSES SHOULD BE BELOW KNEE LENGTH  
ALL TROUSERS, SKIRTS AND SHIRTS SHOULD BE LOOSE FITTING.**

5. **KITCHEN LINEN**

- i. One white tea towel
- ii. One Dish cloth
- iii. A pair of oven gloves
- iv. One hand towel

6. **SERVICE LINEN.**

- i. One white tea towel
- ii. One non-fluffy glass cloth
- iii. One dish cloth
- iv. One hand towel
- v. One yellow duster
- vi. Two white Damask dinner cloths 1 ½ x 1 ½ m
- vii. Two slip cloths 1m x 1m (see attached samples)
- viii. Eight white damask table napkins 20-inch square
- ix. Four white cotton (poplin) sideboard liners 48 x 12 inches each.

7. **PERSONAL TOOLS**

A. **5 PIECES KNIFE SET**

Five pieces' knife set as attached comprising

- i. Butcher's /cook's knife
- ii. Paring knife
- iii. Fillet/ steak knife
- iv. Bread knife
- v. Fruit knife

B. One multipurpose bottle opener

C. One small white flower vase

- D. Measuring jug one litre capacity
- E. Potato peeler
- F. Weighing scale up to 5kg.
- G. Additional useful tools
  - i. Piping bag 16 inches
  - ii. Big plastic nozzles; star and plain
  - iii. Measuring spoons
  - iv. Measuring cups
  - v. Fruit scooper
  - vi. Metal sieve (large)

## 8. **STATIONERY**

- i. Record cards
- ii. Box file for the record cards
- iii. Receipt book
- iv. Billing pads (a small scribbling pad)
- v. Felt pens; assorted colors
- vi. Scientific calculator
- vii. Exercise books
- viii. Pens, pencil, Ruler

Butchers/cooks  
knife



Filleting knife



Turning knife



Bread knife



Fruit knife



Potato peeler



Piping bag

**RECOMMENDED TEXT BOOKS**

1. Practical Cookery by Kinton and Ceserani **OR** by D. Foskett, Paskins, Rippington & Thorpe
2. Theory of catering by Kinton and Ceserani **OR** The Theory of Hospitality and Catering by David Foskett and Patricia Paskins
3. Food and Beverage Service by John Cousins, Dennis Lillicrap & Suzanne Weekes

**Additional books for Catering and Accommodation students**

1. Hotel, Hostel and Hospital Housekeeping 5<sup>th</sup> Edition by Joan Branson

**NB:** ***DIPLOMAS STUDENTS ONLY:*** Checked cotton table linen as per attached sample 1 ½ m x 1 ½ m