

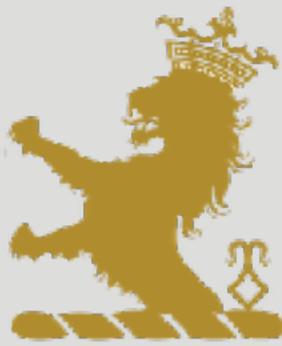
# *THE ROYAL SCHOOL OF BUTLERS*

FIVE DAY BUTLER TRAINING COURSE



**BLENHEIM PALACE**

This comprehensive five day course will give students a detailed understanding and practical experience of the role of the traditional butler, including all of the skills required for the 21<sup>ST</sup> century butler in both commercial and private environments.



## MONDAY

Etiquette for meeting & greeting as a butler

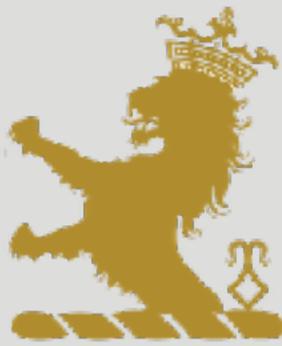
- Meeting and greeting, handshakes and kissing
- Confidence and first impressions
- How to make introductions
- Cards & titles
- The correct way to enter a room
- Body language & deportment

The role of the 21<sup>st</sup> century butler

- Running a private household in the 21<sup>st</sup> century
- Duties to be carried out
- Chain of command
- Interacting with fellow staff and employers
- Disciplinary issues
- Types of freelance jobs
- Types of households
- Discretion & confidentiality obligations
- Understanding the duties and boundaries  
of the butler

Basic skills including;

- Silver cleaning and brass cleaning & correct storage procedure
- Cleaning duties and handling precious items
- Basic napkin folding



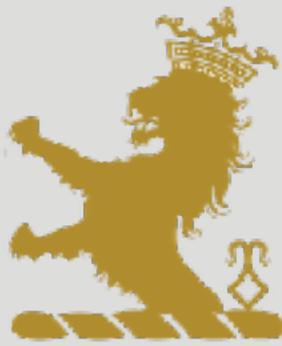
## TUESDAY

An introduction to basic kitchen knowledge

- Kitchen familiarisation
- Hygiene and cross contamination
- Dealing with allergies or complaints
- Essential first aid kit
- Food operations for Butler
- Breakfast dishes and condiments
- Preparing basic breakfast dishes
- Sandwich fillings for afternoon tea
- Cakes and preserves for the afternoon tea

Setting & serving; A guide to the correct use of cutlery, crockery & glassware

- How to set the breakfast table
- Preparing & serving a breakfast tray to the room
- Serving & clearing breakfast
- How to lay an afternoon tea table
- How to correctly eat afternoon tea
- Serving & clearing afternoon tea
- Dinner preparation duties for the butler
- Step by step instructions given on laying the dining table
- Setting the scene: Lighting of fires, candles  
and preparing the public rooms for guests.
- Care of and storage of china and glass



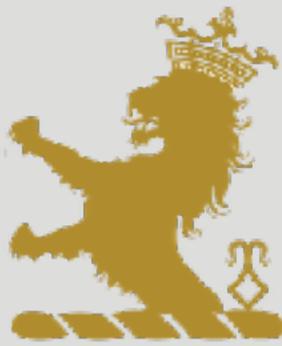
## WEDNESDAY

### Personal valeting

- Valet duties in private apartments explained
- Laundry, care of bedding and towels
- Cleaning & storage of shoes
- Care & storage of jewellery
- Packing and unpacking suitcases
- The modern day dressing room
- Keeping rooms fresh
- Morning duties & bed making
- Preparing bathrooms
- Evening duties in bedroom
- Preparation for dusting and vacuuming
- Preparing the bedroom for the night & bed turning down

### Assisting with the wardrobe

- Valeting and care of clothes for guests
- Removal of stains
- Dress codes
- Shoe cleaning
- When a guest may require assistance and how to assist
- Laying out evening clothes



## THURSDAY

### **Wine Course**

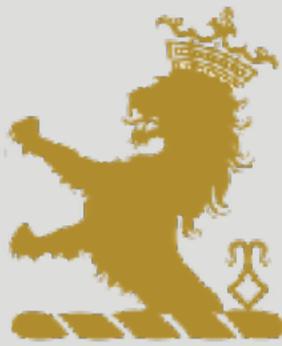
ITINERARY IS ACCORDING TO BIBENDUM WINE

*'For individuals new to wine study, this qualification provides a hands-on introduction to the world of wine. You'll explore the main types and styles of wine through sight, smell, and taste, while also gaining the basic skills to describe wines accurately, and make food and wine pairings. Upon successful completion you will receive a WSET certificate and lapel pin.'*

THIS COURSE IS RUN BY A WSET APPROVED PROGRAMME PROVIDER.



**WSET**  
APPROVED  
PROGRAMME PROVIDER



## FRIDAY

Putting what you have learned into practise.

This morning will be spent running through the previous coursework, putting into the practical situations covered throughout the week. This gives students the chance to identify which areas they may need additional support.

Students will be tested on the knowledge they have gained throughout the course.

Presentation of certificates.

*PLEASE NOTE;*

*Each day will begin at 9am with coffee and pastries. Lunch will be around 12.30. Tea & coffee will be available throughout the day, and the finish time will be approximately 4pm. As with the reality of working as a butler in a private home, students are required to be flexible with timings.*