

TRAINEE COMPETENCY MANUAL:

FOOD PREPARATION AND PRODUCTION

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UNIT 1 – FOOD PRODUCTION – FIRST LEVEL

STANDARDS

- | | | |
|----|--|--------------------------|
| 1. | Personal cleanliness and hygiene are maintained. (See Note 1). | <input type="checkbox"/> |
| 2. | Hair is clean, tidy and odourless; kept back and under a hair net or sailor hat; and does not come into contact with food. | <input type="checkbox"/> |
| 3. | Clean and safe clothing, headwear and footwear are worn according to house rules. (See Note 2). | <input type="checkbox"/> |
| 4. | Jewelry is hygienic and safe. (See Note 3). | <input type="checkbox"/> |
| 5. | Perfume and cosmetics are not worn. | <input type="checkbox"/> |
| 6. | Odourless deodorants are used. | <input type="checkbox"/> |
| 7. | Cuts, grazes and wounds are hygienically covered and kept away from contact with food. | <input type="checkbox"/> |
| 8. | Illnesses and infections of any kind are reported to a supervisor. | <input type="checkbox"/> |
| 9. | A professional personal disposition is maintained. (See Note 4). | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. PERSONAL HYGIENE FACTORS INCLUDE:
 - clean skin
 - freedom from bodily odour
 - clean teeth
 - regular hand-washing during shifts, especially after using the restroom
 - clean nails
 - covering face when sneezing or coughing
 - no spitting
 - no smoking near food or food areas
 - no actions offensive to a guest or co-workers

2. HOUSE-RULE DRESS INCLUDES:
 - correct uniform: jacket, trousers, apron
 - hair nets or sailor hats
 - enclosed and non-skid black or brown shoes or kitchen clogs
 - no lace-ups
 - no sneakers

3. PERMITTED JEWELRY INCLUDES:
- one wedding band (no stones)
 - one watch
 - for women: one pair of bobs (no clip-ons or hanging earrings)
 - no chains

UNIT 2 – FOOD PRODUCTION – FIRST LEVEL:

MAINTAIN SAFE PRACTICES

THIS UNIT APPLIES TO RISKS ARISING FROM:

- hot objects
- heavy objects
- cutting equipment
- machinery with moving parts
- floors
- electrical hazards
- bottled gas hazards
- persons moving quickly in the kitchen

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | Hot objects are handled carefully and safely. (See Note 1). | <input type="checkbox"/> |
| 2. | Hot objects are marked in some way and pointed out to warn other members of staff of the danger. (See Note 2). | <input type="checkbox"/> |
| 3. | Heavy objects which must be moved are placed in positions from which they can be safely handled. (See Note 3). | <input type="checkbox"/> |
| 4. | Objects are not placed where they get in the way of staff. | <input type="checkbox"/> |
| 5. | Cutting equipment is used and handled safely and according to instructions. (See Note 4). | <input type="checkbox"/> |
| 6. | Knives are carried point downwards and close to the side of the body. | <input type="checkbox"/> |
| 7. | Machinery with moving parts is only used if instructed in correct handling procedures. (See Note 5). | <input type="checkbox"/> |
| 8. | Electrical equipment is visually checked for noticeable hazards before use; any problems are immediately reported to a supervisor. (See Note 6). | <input type="checkbox"/> |
| 9. | Floor hazards which might cause someone to trip or fall are noticed and immediately dealt with where possible; any problems are reported to a supervisor. (See Note 7). | <input type="checkbox"/> |
| 10. | Floor spillages are promptly cleaned up; salt is immediately poured on grease spills to avoid slipping until clean-up takes place. | <input type="checkbox"/> |
| 11. | When a gas leak is noticed, the gas is turned off and the leak immediately reported to a supervisor. | <input type="checkbox"/> |

- | | | |
|-----|---|--------------------------|
| 12. | When moving about in the kitchen, other members of staff are warned of one's approach so as to avoid accidents. (See Note 8). | <input type="checkbox"/> |
| 13. | Kitchen areas are kept clean and tidy throughout the shift and the policy of "clean-as-you-go" is followed. | <input type="checkbox"/> |
| 14. | Any equipment that gets stuck or unexpectedly stops is turned off at the wall before it is handled. | <input type="checkbox"/> |
| 15. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. **HOT OBJECTS INCLUDE:**
 - the surfaces of cooking equipment
 - pots, pans and other utensils
 - hot foodstuffs

2. **HANDLING HOT OBJECTS SAFELY INCLUDES:**
 - using dry oven cloths
 - wearing gloves

3. **MARKING HOT OBJECTS INCLUDES:**
 - sprinkling flour on them
 - marking them with foil

4. **HEAVY OBJECTS INCLUDE:**
 - filled pots and pans
 - moveable kitchen equipment
 - bulk containers of food or other materials

5. **HANDLING HEAVY OBJECTS INCLUDES:**
 - asking for assistance
 - using trolleys appropriately
 - using correct lifting procedures (bent knees, squatting position, etc.)

6. **CUTTING EQUIPMENT INCLUDES:**
 - knives
 - electrical cutting equipment
 - hand-operated cutting equipment
 - chopping bowl

7. **MACHINERY WITH MOVING PARTS INCLUDES:**
 - blenders, liquidisers, food processors
 - food mixers
 - trolleys

8. HAZARDS MAY INCLUDE:
 - frayed wiring
 - loose connections
 - damaged plugs or sockets
 - contact with water
 - unusual sounds or smells

9. FLOOR HAZARDS MAY INCLUDE:
 - wet floors
 - grease spills
 - obstructions
 - cracks and sharp points

10. ACCIDENTS CAUSED BY CARELESS MOVEMENT MAY INCLUDE:
 - hot spillage and burns
 - knife accidents
 - falls

UNIT 3 – FOOD PRODUCTION – FIRST LEVEL

CLEAN THE KITCHEN

THIS UNIT APPLIES TO KITCHEN AREAS WHICH INCLUDE:

- walls
- work surfaces
- windows
- grease traps under sinks
- sinks
- drains
- overflows
- floors

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | Work is organized and carried out efficiently within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 2. | The right type and amount of cleaning and sterilizing agents for the job are made ready and used according to instructions. | <input type="checkbox"/> |
| 3. | The right type of cleaning equipment and cloths for the job are made ready and used according to instructions. | <input type="checkbox"/> |
| 4. | Dirty kitchen items are carefully gathered and dealt with according to house policy. (See Note 2). | <input type="checkbox"/> |
| 5. | The cause of any unpleasant smell is identified and the problem is either put right or immediately reported to a supervisor. | <input type="checkbox"/> |
| 6. | Kitchen equipment for which the employee is responsible is handled and cleaned according to house procedures. | <input type="checkbox"/> |
| 7. | Kitchen areas are cleaned according to house procedures. | <input type="checkbox"/> |
| 8. | Shelving, cupboards and drawers are left clean and tidy. | <input type="checkbox"/> |
| 9. | Floors are washed clean according to house procedures and manufacturer's instruction. | <input type="checkbox"/> |
| 10. | Garbage, oils and fats, and food waste are disposed of according to house procedures. | <input type="checkbox"/> |
| 11. | Garbage and waste containers are cleaned according to house procedures. | <input type="checkbox"/> |

- | | | |
|-----|---|--------------------------|
| 12. | During the cleaning of the kitchen, foods are not left uncovered nor do they come into contact with leaning agents. | <input type="checkbox"/> |
| 13. | Cleaning agents and equipment are stored according to house rules. | <input type="checkbox"/> |
| 14. | Problem situations are noticed and immediately reported to a supervisor. (See Note 3). | <input type="checkbox"/> |
| 15. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. **ORGANIZING WORK INCLUDES:**
 - being at work on time and ready to work without delay
 - planning in advance what needs to be done
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go/ mise en place
 - starting and completing each job in logical order

2. **KITCHEN ITEMS INCLUDE:**
 - pots and pans
 - kitchen utensils
 - bowls and containers
 - crockery and cutlery
 - dishes and glassware
 - chopping boards

3. **PROBLEM SITUATIONS MAY INCLUDE:**
 - power failure in any area
 - faulty outlets
 - absence of water
 - absence of necessary materials
 - unusual smells or sounds

UNIT 4 – FOOD PRODUCTION – FIRST LEVEL

CLEAN KITCHEN UTENSILS

THIS UNIT APPLIES TO KITCHEN UTENSILS WHICH MAY INCLUDE:

- pots and pans
- whisks
- sieves, strainers and colanders
- bowls and moulds
- graters
- spoons, slices and ladles
- peelers and zesters
- can openers

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | Work is organized and carried out within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 2. | Kitchen utensils are carefully handled and prepared for cleaning according to house procedures. | <input type="checkbox"/> |
| 3. | The right type and amount of cleaning agents for the job are made ready and used according to instructions. | <input type="checkbox"/> |
| 4. | The right type and amount of cleaning equipment and cloths are made ready and used according to instructions. | <input type="checkbox"/> |
| 5. | Kitchen utensils are cleaned according to instructions. | <input type="checkbox"/> |
| 6. | Kitchen utensils are left clean and dry. | <input type="checkbox"/> |
| 7. | Kitchen utensils are stored according to instructions. | <input type="checkbox"/> |
| 8. | Shelving, cupboards and drawers are left clean and tidy. | <input type="checkbox"/> |
| 9. | Garbage, oils and fats, and other food waste are disposed of according to house procedures. | <input type="checkbox"/> |
| 10. | Cleaning agents and equipment are stored according to house rules. | <input type="checkbox"/> |
| 11. | Problem situations are noticed and immediately reported to a supervisor. (See Note 2). | <input type="checkbox"/> |
| 12. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZING WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance what needs to be done
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go/ mise en place
 - starting and completing each job in logical order

2. PROBLEM SITUATIONS MAY INCLUDE:
 - missing utensils
 - power failure in any area
 - faulty outlets
 - absence of water
 - absence of necessary materials
 - unusual smells or sounds

UNIT 5 – FOOD PRODUCTION – FIRST LEVEL

CLEAN KITCHEN EQUIPMENT

THIS UNIT APPLIES TO KITCHEN EQUIPMENT WHICH MAY INCLUDE:

- cooking equipment - ovens, boiling tops, ranges, griddle, grills, salamanders/broilers, fryers, bains-marie, hot plates, bratt pans, stock pots, steamers, barbeques, microwave ovens, band-saw
- kitchen machinery - gravity-feed slicers, mixers, food processors, dicer/slicers, coffee machines, coffee bean grinders, coffee/tea makers, toasters, waffle makers, ice cream makers
- food smoking equipment
- refrigeration equipment - freezers, refrigerators, cold rooms

STANDARDS

- | | | |
|----|---|--------------------------|
| 1. | Work is organized and carried out efficiently within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 2. | Before cleaning, kitchen equipment is turned off, unplugged where appropriate, and allowed to cool. | <input type="checkbox"/> |
| 3. | The right type and amount of cleaning agents and materials are made ready and used according to instructions. | <input type="checkbox"/> |
| 4. | Kitchen equipment is handled safely and cleaned according to instructions. | <input type="checkbox"/> |
| 5. | Kitchen equipment is left clean, dry and correctly put back together where appropriate. | <input type="checkbox"/> |
| 6. | Garbage, oils and fats, and other food waste are disposed of according to house procedures. | <input type="checkbox"/> |
| 7. | Cleaning agents and equipment are stored according to house rules. | <input type="checkbox"/> |
| 8. | Problem situations are noticed and immediately reported to a supervisor. (See Note 2). | <input type="checkbox"/> |
| 9. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. **ORGANIZED WORK INCLUDES:**

- being at work on time and ready to work without delay
- planning in advance
- anticipating work load and focussing activity, without distraction, on work to be done
- having everything in place, easily at hand and ready to go
- starting and completing each job in logical order

2. **PROBLEM SITUATIONS MAY INCLUDE**

- power failure
- absence of water
- absence of necessary materials
- unusual smells or sounds
- noticeable safety risks

UNIT 6 – FOOD PRODUCTION – FIRST LEVEL

CLEAN AND STORE DISHES AND CUTLERY

THIS UNIT APPLIES TO DISHES AND CUTLERY WHICH MAY INCLUDE:

- table knives, forks and spoons
- plates, cups and other table crockery
- dishes and cutlery used for preparing or serving food

CLEANING METHODS WHICH MAY INCLUDE:

- washing by hand
- washing by machine

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | Work is organized and carried out within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 2. | Dishes and cutlery are carefully handled and prepared for cleaning according to house procedures. | <input type="checkbox"/> |
| 3. | The right type and amount of cleaning, sanitizing and/or sterilizing agents for the job are made ready and used according to instructions. | <input type="checkbox"/> |
| 4. | The right type and amount of cleaning equipment and cloths are made ready and used according to instructions. | <input type="checkbox"/> |
| 5. | Dishes and cutlery are cleaned according to instructions. | <input type="checkbox"/> |
| 6. | Dishes and cutlery are left clean and dry. | <input type="checkbox"/> |
| 7. | Clean dishes and cutlery are stored according to instructions. | <input type="checkbox"/> |
| 8. | Shelving, cupboards and drawers are left clean and tidy. | <input type="checkbox"/> |
| 9. | Damaged dishes and cutlery are separated from other dishes and cutlery and immediately reported to a supervisor. (See Note 2). | <input type="checkbox"/> |
| 10. | Garbage, oils and fats, and other food waste are disposed of according to house procedures. | <input type="checkbox"/> |
| 11. | Cleaning agents and equipment are stored according to house rules. | <input type="checkbox"/> |
| 12. | Problem situations are noticed and immediately reported to a supervisor. (See Note 3). | <input type="checkbox"/> |
| 13. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. DAMAGED DISHES AND CUTLERY INCLUDE:
 - chipped or cracked dishes
 - bent cutlery

3. PROBLEM SITUATIONS MAY INCLUDE:
 - power failure
 - absence of water
 - absence of necessary materials
 - unusual smells or sounds
 - noticeable safety risks

UNIT 7 – FOOD PRODUCTION – FIRST LEVEL

CLEAN AND STORE GLASSWARE

THIS UNIT APPLIES TO GLASSWARE WHICH MAY INCLUDE:

- drinking glasses
- other table glassware

CLEANING METHODS WHICH MAY INCLUDE:

- washing by hand
- washing by machine

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | Work is organized and carried out within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 2. | The right type and amount of cleaning agents for the job are used according to instructions. | <input type="checkbox"/> |
| 3. | The right type and amount of cleaning equipment, materials and/or cloths for the job are used according to instructions. | <input type="checkbox"/> |
| 4. | Glassware is handled safely and cleaned according to instructions. | <input type="checkbox"/> |
| 5. | Glasses are emptied before washing and the contents are disposed of according to house procedures. | <input type="checkbox"/> |
| 6. | Glassware is left clean and dry. | <input type="checkbox"/> |
| 7. | Clean and dry glassware is stored according to instructions. | <input type="checkbox"/> |
| 8. | Shelving, cupboards and drawers are left clean and tidy. | <input type="checkbox"/> |
| 9. | Damaged or broken glassware is separated from other glassware and immediately reported to a supervisor. (See Note 2). | <input type="checkbox"/> |
| 10. | Broken glassware is disposed of according to house procedures. | <input type="checkbox"/> |
| 11. | Problem situations are noticed and immediately reported to a supervisor. (See Note 3). | <input type="checkbox"/> |
| 12. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. **ORGANIZED WORK INCLUDES:**
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. **DAMAGED GLASSWARE INCLUDES:**
 - chipped glassware
 - cracked glassware

3. **PROBLEM SITUATIONS MAY INCLUDE:**
 - power failure
 - absence of water
 - absence of necessary materials
 - unusual smells or sounds
 - noticeable safety risks

UNIT 8 – FOOD PRODUCTION – FIRST LEVEL

WASH FLOORS USING A MOP

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | Work is carried out efficiently and within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 2. | The designated mop and bucket with water for the particular work area are checked to make certain that they are clean and ready for use. | <input type="checkbox"/> |
| 3. | The right type and amount of cleaning agents for the job are used. | <input type="checkbox"/> |
| 4. | Floors are checked to make certain that they have been thoroughly swept. | <input type="checkbox"/> |
| 5. | Floors are mopped clean in sections and according to instructions. | <input type="checkbox"/> |
| 6. | Containers, pans and other items on the floor are moved to one side so that thorough cleaning can take place. | <input type="checkbox"/> |
| 7. | Items on the floor are moved to one side in a way which makes certain that they do not get in the way of staff; items are put back in place as soon as cleaning is finished. | <input type="checkbox"/> |
| 8. | Each section of the floor is mopped wet until clean and then mopped dry, including underneath and behind items such as tables and sinks. | <input type="checkbox"/> |
| 9. | Floors are checked for damage; any problems are immediately reported to a supervisor. | <input type="checkbox"/> |
| 10. | All corners of the floor are checked to make certain that they are clean. | <input type="checkbox"/> |
| 11. | After cleaning, the floors are checked to make certain that they are free from greasy areas. | <input type="checkbox"/> |
| 12. | The mop and bucket are cleaned and put away after use, and waste water is disposed of according to house procedures. | <input type="checkbox"/> |
| 13. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focusing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

UNIT 9 – FOOD PRODUCTION – FIRST LEVEL

HANDLE AND MAINTAIN KNIVES

THIS UNIT APPLIES TO:

- all knives
- all other sharp or pointed kitchen implements

STANDARDS

- | | | |
|----|--|--------------------------|
| 1. | Knives are maintained in a clean and sharp condition. | <input type="checkbox"/> |
| 2. | Knives are stored and used appropriately and according to instructed activity. | <input type="checkbox"/> |
| 3. | Knives are carried by holding them steadily close to the side of the body and with the tip pointing downwards. | <input type="checkbox"/> |
| 4. | After use, knives are immediately washed in a careful fashion and thoroughly dried before being re-stored. | <input type="checkbox"/> |
| 5. | Knives are never left in the sink or in washing-up water. | <input type="checkbox"/> |
| 6. | Knives are immediately returned to the supervisor at the end of each session. | <input type="checkbox"/> |
| 7. | Problem situations are noticed and immediately reported to a supervisor.
(See Note 1). | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. PROBLEM SITUATIONS MAY INCLUDE:
- broken or damaged knives
 - missing knives
 - noticeable safety risks

UNIT 10 – FOOD PRODUCTION – FIRST LEVEL

PREPARE VEGETABLES

THIS UNIT APPLIES TO VEGETABLE TYPES WHICH MAY INCLUDE :

- Roots (carrots, fennel, beets, cassava, turnips, parsnips, radishes)
- Tubers (white potato, sweet potato, yams)
- Bulbs (onions, garlic, scallions, chives)
- Leaves (cabbage, spinach, lettuce)
- Flowerheads (broccoli, cauliflower, brussels sprouts, artichokes)
- Vegetables/fruits (tomatoes, squash, pumpkin, avocado, plantains, cucumber, christophenes, paupau, okra, eggplant, bell peppers, hot peppers, breadfruit, ackee)
- Dry legumes (kidney beans, lentils, black-eyed peas, lima beans, chick peas, pigeon peas, split peas)
- Fresh legumes (string beans, green peas, alfalfa sprouts, bean sprouts)
- Corn
- Fungi (white mushrooms, truffles, morrels, shiitake)
- Stems (asparagus, celery, leeks)

PREPARATION METHODS WHICH MAY INCLUDE QUALITY:

- sorting
- washing
- crisping
- scrubbing
- trimming
- peeling, skinning or shelling
- soaking
- cutting (slicing, dicing, shaping)
- grating
- appearance
- aroma
- texture
- taste

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are clean, safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 3. | Vegetables of uncertain quality are separated from other vegetables and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Vegetables are prepared according to instructions. | <input type="checkbox"/> |
| 5. | Vegetables prepared for service raw are portioned according to instructions or house policy. | <input type="checkbox"/> |
| 6. | Vegetables which are not for immediate use are kept covered, wrapped or sealed, and are stored or held according to house rules. | <input type="checkbox"/> |
| 7. | Work areas and equipment are cleaned after use according to instructions. | <input type="checkbox"/> |
| 8. | Garbage and food waste are disposed of according to house procedures. | <input type="checkbox"/> |
| 9. | Unexpected situations and problems are noticed and immediately reported to a supervisor. (See Note 2). | <input type="checkbox"/> |
| 10. | Staff and management of the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. UNEXPECTED PROBLEMS AND SITUATIONS MAY INCLUDE:
 - power, gas or water failure
 - equipment failure
 - non-availability of ingredients

ASSIGNMENTS

- | | | |
|-----|---|--------------------------|
| 1. | WASH, TRIM AND STORE LETTUCE SO AS TO MAINTAIN ITS CRISPNESS | <input type="checkbox"/> |
| 2. | PEEL AND BRUNOIS A RAW ONION | <input type="checkbox"/> |
| 3. | PEEL, WASH AND SLICE A POTATO FOR SCALLOPED POTATOES | <input type="checkbox"/> |
| 4. | PEEL, WASH, TRIM AND JULIENNE A CARROT | <input type="checkbox"/> |
| 5. | GRATE A CARROT | <input type="checkbox"/> |
| 6. | WASH AND TRIM WHITE MUSHROOMS, LEAVING THEM WHOLE | <input type="checkbox"/> |
| 7. | PEEL, DE-SEED AND THINLY SLICE EACH ONE OF THE FOLLOWING:

CHRISTOPHENE _____ AVOCADO _____ | <input type="checkbox"/> |
| 8. | PREPARE AND PRESENT A MIXED SALAD, USING AT LEAST FOUR DIFFERENT VEGETABLES
Describe salad _____ | <input type="checkbox"/> |
| 9. | PREPARE AND PRESENT A COLESLAW
Describe coleslaw _____ | <input type="checkbox"/> |
| 10. | WASH, SORT AND SOAK AT LEAST ONE DRY LEGUME OF YOUR CHOICE IN PREPARATION FOR COOKING
Type _____ | <input type="checkbox"/> |
| 11. | PREPARE AND PRESENT A COLD BEAN SALAD, USING AT LEAST THREE DIFFERENT BEANS AND FLAVOURINGS OF YOUR CHOICE (BEANS MAY BE FRESH COOKED OR CANNED)
Describe bean salad _____ | <input type="checkbox"/> |

UNIT 11 – FOOD PRODUCTION – FIRST LEVEL:

COOK VEGETABLES

- THIS UNIT APPLIES TO VEGETABLE TYPES WHICH MAY INCLUDE:
- Roots (carrots, fennel, beets, cassava, turnips, parsnips, radishes)
- Tubers (white potato, sweet potato, yams)
- Bulbs (onions, garlic, scallions, chives)
- Leaves (cabbage, spinach, lettuce)
- Flowerheads (broccoli, cauliflower, brussels sprouts, artichokes)
- Vegetables/fruits (tomatoes, squash, pumpkin, avocado, plantains, cucumber, christophenes, paupau, okra, eggplant, bell peppers, hot peppers, breadfruit, ackee)
- Dry legumes (kidney beans, lentils, black-eyed peas, lima beans, chick peas, pigeon peas, split peas)
- Fresh legumes (string beans, green peas, alfalfa sprouts, bean sprouts)
- Corn
- Fungi (white mushrooms, truffles, morrels, shiitake)
- Stems (asparagus, celery, leeks)

COOKING METHODS WHICH MAY INCLUDE QUALITY:

- grilling
- baking
- roasting
- boiling
- steaming
- blanching
- shallow or stir frying
- deep frying
- braising
- stewing
- appearance
- texture
- aroma
- taste

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 3. | Vegetables of uncertain quality are separated from other vegetables and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Vegetables are cooked according to instructions. | <input type="checkbox"/> |
| 5. | Cooked vegetables are removed from the cooking pan according to instructions. | <input type="checkbox"/> |
| 6. | Finished vegetables are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 7. | Cooked vegetables which are not for immediate use are kept covered, wrapped or sealed, and are stored or held according to house rules. | <input type="checkbox"/> |
| 8. | Work areas and equipment are cleaned after use according to instructions. | <input type="checkbox"/> |
| 9. | Garbage and food waste are disposed of according to house procedures. | <input type="checkbox"/> |
| 10. | Problems situations are noticed and immediately reported to a supervisor. (See Note 2). | <input type="checkbox"/> |
| 11. | Staff and management of the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. PROBLEM SITUATIONS MAY INCLUDE:
 - power, water or gas failure
 - equipment failure
 - non-availability of ingredients

ASSIGNMENTS

1. BOIL POTATOES (UNTIL DONE AND FIRM)_____
2. BOIL YOUR CHOICE OF ANOTHER VEGETABLE UNTIL IT IS DONE AND FIRM
Type_____
3. BAKE A POTATO_____
4. BAKE A PUMPKIN OR SQUASH_____
5. ROAST AND PEEL A BELL PEPPER_____
6. ROAST GARLIC_____
7. BLANCH AND PEEL A TOMATO_____
8. GRILL A TOMATO_____
9. BLANCH ONE GREEN AND ONE RED VEGETABLE TO RETAIN THEIR COLOUR
Types_____
10. SOAK AND COOK YOUR CHOICE OF A DRY LEGUME
Type_____
11. STEAM CARROTS_____
12. STEAM YOUR CHOICE OF A FLOWERHEAD
Type_____
13. COOK AND MAKE A MASH OF YOUR CHOICE OF A TUBER
Type_____
14. STEW TOMATOES_____
15. DEEP FRY FRENCH FRIES_____
16. BRAISE AT LEAST FOUR DIFFERENT VEGETABLES

Types _____

FOOD PRODUCTION: SECOND LEVEL: UNIT 1

PREPARE AND COOK VEGETABLE DISHES

THIS UNIT APPLIES TO VEGETABLE TYPES WHICH MAY INCLUDE:

- Roots (carrots, fennel, beets, cassava, turnips, parsnips, radishes)
- Tubers (white potato, sweet potato, yams)
- Bulbs (onions, garlic, scallions, chives)
- Leaves (cabbage, spinach, lettuce)
- Flowerheads (broccoli, cauliflower, brussels sprouts, artichokes)
- Vegetables/fruits (tomatoes, squash, pumpkin, avocado, plantains, cucumber, christophenes, paupau, okra, eggplant, bell peppers, hot peppers, breadfruit, ackee)
- Dry legumes (kidney beans, lentils, black-eyed peas, lima beans, chick peas, pigeon peas, split peas)
- Fresh legumes (string beans, green peas, alfalfa sprouts, bean sprouts)
- Corn
- Fungi (white mushrooms, truffles, morrels, shiitake)
- Stems (asparagus, celery, leeks)

COOKING METHODS WHICH MAY INCLUDE:

- grilling
- baking
- roasting
- boiling
- steaming
- blanching
- shallow or stir frying
- deep frying
- braising
- stewing

PREPARATION METHODS WHICH MAY INCLUDE:

- marinating
- puréeing
- stuffing
- pickling
- carving

QUALITY:

- appearance
- texture
- aroma
- taste

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 3. | Vegetables of uncertain quality are separated from other vegetables and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Vegetables are combined with other ingredients and cooked according to instructions. | <input type="checkbox"/> |
| 5. | Cooked vegetables and vegetable dishes are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 6. | Finished vegetables are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 7. | Finished vegetables and vegetable dishes are checked each time before service to make certain that their presentation and quality are always the same. (The Instructor will counter-check the dish). | <input type="checkbox"/> |
| 8. | Vegetables and vegetable dishes which are not for immediate use are kept covered, wrapped or sealed, and are stored or held according to house rules. | <input type="checkbox"/> |
| 9. | Special diets are cooked according to instructions. (See Note 2). | <input type="checkbox"/> |
| 10. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 11. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 12. | Problem situations are noticed and immediately reported to a supervisor. (See Note 3). | <input type="checkbox"/> |
| 13. | Staff and management of the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. SPECIAL DIETS MAY INCLUDE:
 - low fat requirements
 - low salt requirements
 - allergy requirements
 - vegetarian requirements
 - religious restrictions

3. PROBLEM SITUATIONS MAY INCLUDE:
 - power, water or gas failure
 - equipment failure
 - non-availability of ingredients
 - guest problems
 - staff problems

ASSIGNMENTS

- | | | |
|----|--|----------------------|
| 1. | MARINATE MUSHROOMS
Marinade_____ | <input type="text"/> |
| 2. | COOK A VEGETABLE STUFFING WHICH INCLUDES AT LEAST FOUR
DIFFERENT VEGETABLES AND FLAVOURINGS OF YOUR CHOICE
Stuffing_____ | <input type="text"/> |
| 3. | DEEP FRY STRAW POTATOES | <input type="text"/> |
| 4. | COOK AND PRESENT SCALLOPED POTATOES | <input type="text"/> |
| 5. | COOK AND PRESENT HASH BROWNS | <input type="text"/> |
| 6. | BOIL POTATOES AND PRESENT A POTATO SALAD OF YOUR CHOICE
Type_____ | <input type="text"/> |
| 7. | COOK SPINACH AND CREAM | <input type="text"/> |
| 8. | PUREE ONE VEGETABLE OF YOUR CHOICE FOR A TEXTURED
CONSISTENCY
Type_____ | <input type="text"/> |

- | | | |
|-----|---|---|
| 9. | PUREE ONE VEGETABLE OF YOUR CHOICE FOR A SMOOTH CONSISTENCY
Type_____ | □ |
| 10. | STIR FRY AND FLAVOUR YOUR CHOICE OF VEGETABLES
Type_____ | □ |
| 11. | STUFF, BAKE AND PRESENT BELL PEPPERS USING A STUFFING OF YOUR CHOICE
Stuffing_____ | □ |
| 12. | PICKLE A VEGETABLE OF YOUR CHOICE
Type_____ | □ |
| 13. | BAKE AND PRESENT A VEGETABLE TART USING VEGETABLES OF YOUR CHOICE
Type_____ | □ |

UNIT 2 – FOOD PRODUCTION – SECOND LEVEL

PREPARE, COOK AND PRESENT BREAKFAST AND LUNCH EGGS

THIS UNIT APPLIES TO EGG TYPES WHICH INCLUDE:

- fresh hen eggs

EGG PREPARATIONS WHICH INCLUDE:

- soft- or hard-boiled
- fried
- poached
- scrambled
- plain and filled omelettes
- crêpes and egg-based pancakes
- french toast

FINISHING METHODS WHICH MAY INCLUDE QUALITY:

- saucing
- gratinating
- garnishing
- Appearance
- Aroma
- Taste
- texture

STANDARDS

- | | | |
|----|--|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are clean, safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out efficiently within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 3. | Eggs of uncertain quality are separated from other eggs and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Eggs are combined with other ingredients and cooked according to recipe instructions. | <input type="checkbox"/> |
| 5. | Eggs and egg dishes are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 6. | Finished egg dishes are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 7. | Finished eggs and egg dishes are checked each time before service to make certain that their presentation and quality are always the same. (The Instructor will counter-check the dish). | <input type="checkbox"/> |
| 8. | Raw or cooked eggs which are not for immediate use are kept covered, wrapped or sealed, and are stored or held according to house rules. | <input type="checkbox"/> |
| 9. | Special diets are cooked according to instructions. (See Note 2). | <input type="checkbox"/> |

- | | | |
|-----|---|--------------------------|
| 10. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 11. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 12. | Problem situations are noticed and immediately reported to a supervisor.
(See Note 3). | <input type="checkbox"/> |
| 13. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. SPECIAL DIETS MAY INCLUDE:
 - low fat requirements
 - low salt requirements
 - allergy requirements
 - vegetarian requirements
 - religious restrictions

3. PROBLEM SITUATIONS MAY INCLUDE:
 - power, water or gas failure
 - equipment failure
 - non-availability of ingredients
 - guest problems
 - staff problems

ASSIGNMENTS

- | | | |
|-----|--|--------------------------|
| 1. | SOFT-BOIL A FRESH EGG, LEAVING THE YOLK RUNNY AND THE WHITE FIRM | <input type="checkbox"/> |
| 2. | HARD-BOIL A FRESH EGG WITHOUT DISCOLOURING THE YOLK | <input type="checkbox"/> |
| 3. | SCRAMBLE, FLAVOUR AND PRESENT EGGS
Type_____ | <input type="checkbox"/> |
| 4. | POACH AND PRESENT EGGS BENEDICT | <input type="checkbox"/> |
| 5. | BAKE AND PRESENT EGGS EN COCOTTE | <input type="checkbox"/> |
| 6. | FRY AN EGG "SUNNY SIDE UP" | <input type="checkbox"/> |
| 7. | FRY AN EGG "OVER EASY" | <input type="checkbox"/> |
| 8. | STUFF AND PRESENT EGGS WITH CREAMED EGG AND YOUR CHOICE OF SPICES
Type_____ | <input type="checkbox"/> |
| 9. | COOK AND PRESENT ONE FLUFFY OMELETTE FILLED WITH YOUR CHOICE OF INGREDIENTS
Type_____ | <input type="checkbox"/> |
| 10. | COOK AND PRESENT ONE FIRM OMELETTE FILLED WITH YOUR CHOICE OF INGREDIENTS

Type_____ | <input type="checkbox"/> |
| 11. | COOK AND PRESENT BREAKFAST PANCAKES TO SERVE WITH SYRUP
Type_____ | <input type="checkbox"/> |
| 12. | COOK AND PRESENT A CRÊPE FILLED WITH YOUR CHOICE OF INGREDIENTS
Type_____ | <input type="checkbox"/> |
| 13. | COOK AND PRESENT FRENCH TOAST | <input type="checkbox"/> |
| 14. | COOK AND PRESENT AN EGG SALAD
Type_____ | <input type="checkbox"/> |

UNIT 3 – FOOD PRODUCTION - SECOND LEVEL

COOK DRY PASTA AND PRESENT PASTA DISHES

THIS UNIT APPLIES TO DRY PASTA TYPES WHICH MAY INCLUDE:

- white pasta
- green or red pasta
- wholewheat pasta
- egg noodles

PASTA SHAPES WHICH MAY INCLUDE:

- penne
- spaghetti
- fettucini
- linguini
- macaroni
- lasagna
- egg noodles
- chinese noodles

COOKING METHODS WHICH MAY INCLUDE:

- boiling
- baking
- frying
- steaming

QUALITY:

- appearance
- aroma
- taste
- texture

STANDARDS

- | | | |
|----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 3. | Pasta of uncertain quality is separated from other pasta and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Pasta is combined with other ingredients and cooked according to recipe instructions. | <input type="checkbox"/> |
| 5. | Pasta and pasta dishes are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 6. | Finished pasta dishes are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 7. | Finished pasta and pasta dishes are checked each time before service to make certain that their presentation and quality are always the same. (The Instructor will counter-check the dish). | <input type="checkbox"/> |
| 8. | Pasta and pasta dishes which are not for immediate use are drained and held according to house rules. | <input type="checkbox"/> |

- | | | |
|-----|---|--------------------------|
| 9. | Special diets are cooked according to instructions. (See Note 2). | <input type="checkbox"/> |
| 10. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 11. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 12. | Problem situations are noticed and immediately reported to a supervisor. (See Note 3). | <input type="checkbox"/> |
| 13. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:

- being at work on time and ready to work without delay
- planning in advance
- anticipating work load and focussing activity, without distraction, on work to be done
- having everything in place, easily at hand and ready to go
- starting and completing each job in logical order

2. SPECIAL DIETS MAY INCLUDE:

- low fat requirements
- low salt requirements
- allergy requirements
- vegetarian requirements
- religious restrictions

3. PROBLEM SITUATIONS MAY INCLUDE:

- power, water or gas failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENTS

1. BOIL THREE DIFFERENT PASTA SHAPES "al dente" AND PRESENT THEM WITH THE FOLLOWING TYPES OF SAUCES:

TOMATO-BASED (describe dish)_____

CREAM-BASED (describe dish)_____

OIL-BASED (describe dish)_____

2. FRY NOODLES AS A SIDE DISH

3. BAKE AND PRESENT A MACARONI AND CHEESE DISH USING MACARONI AND FRESH INGREDIENTS

Type_____

4. BAKE AND PRESENT A LASAGNA USING YOUR CHOICE OF FRESH INGREDIENTS

Type_____

UNIT 4 – FOOD PRODUCTION – SECOND LEVEL

PREPARE, COOK AND PRESENT SAVOURY RICE DISHES

THIS UNIT APPLIES TO RICE TYPES WHICH MAY INCLUDE:

- converted rice
- long grain or basmati rice
- short grain or Italian rice
- wild rice
- brown rice

PREPARATION METHODS WHICH MAY INCLUDE:

- washing
- sorting
- soaking

COOKING METHODS WHICH MAY INCLUDE:

- boiling
- frying or stir frying
- steaming
- baking

QUALITY:

- appearance
- aroma
- taste
- texture

STANDARDS

1. The assigned work areas and equipment are checked to make certain that they are safe and ready for use.
2. Work is organized and carried out within the time allowed. (See Note 1).
3. Rice of uncertain quality is separated from other rice and shown to a supervisor.
4. Rice is prepared according to recipe instructions.
5. Rice is combined with other ingredients and cooked according to recipe instructions.
6. Rice dishes are finished and presented according to recipe instructions.
7. Finished rice dishes are portioned according to recipe instructions.
8. Finished rice dishes are checked each time before service to make certain that their presentation and quality are always the same. (The Instructor will counter-check the dish).

- | | | |
|-----|--|--------------------------|
| 9. | Cooked rice which is not for immediate use is held according to house rules. | <input type="checkbox"/> |
| 10. | Special diets are cooked according to instructions. (See Note 2). | <input type="checkbox"/> |
| 11. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 12. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 13. | Problem situations are noticed and immediately reported to a supervisor.
(See Note 3). | <input type="checkbox"/> |
| 14. | Staff and management in the kitchen and other departments are treated in a helpful
and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. SPECIAL DIETS MAY INCLUDE:
 - low fat requirements
 - low salt requirements
 - allergy requirements
 - vegetarian requirements
 - religious restrictions

3. PROBLEM SITUATIONS MAY INCLUDE:
 - power, water or gas failure
 - equipment failure
 - non-availability of ingredients
 - guest problems
 - staff problems

ASSIGNMENTS

- | | | |
|-----|---|--------------------------|
| 1. | BOIL YOUR CHOICE OF WHITE RICE UNTIL IT IS DRY AND FLUFFY | <input type="checkbox"/> |
| 2. | STEAM WHITE RICE | <input type="checkbox"/> |
| 3. | BOIL BROWN OR WILD RICE UNTIL IT IS DRY AND FLUFFY | <input type="checkbox"/> |
| 4. | FRY AND PRESENT YOUR CHOICE OF A DISH OF RICE, USING A VARIETY OF SPICES AND HERBS
Type_____ | <input type="checkbox"/> |
| 5. | PREPARE AND PRESENT A RICE DISH OF YOUR CHOICE USING A VARIETY OF SPICES, HERBS AND VEGETABLES WHICH IS FINISHED IN THE OVEN
Type_____ | <input type="checkbox"/> |
| 6. | COOK AND PRESENT A RISOTTO OF YOUR CHOICE USING AT LEAST A VARIETY OF VEGETABLES
Type_____ | <input type="checkbox"/> |
| 7. | COOK AND PRESENT A COLD RICE SALAD USING AT LEAST A VARIETY OF SPICES AND VEGETABLES
Type_____ | <input type="checkbox"/> |
| 8. | COOK AND PRESENT A TRADITIONAL CARIBBEAN SEASONED RICE WITH BEANS AND PORK
Type_____ | <input type="checkbox"/> |
| 9. | DESCRIBE THE DIFFERENCES BETWEEN WHITE AND BROWN RICE | <input type="checkbox"/> |
| 10. | DESCRIBE THE CHARACTERISTICS OF WILD RICE | <input type="checkbox"/> |

UNIT 5 – FOOD PRODUCTION – SECOND LEVEL

PREPARE AND PRESENT SANDWICHES AND CANAPÉS

THIS UNIT APPLIES TO:

- open sandwiches
- closed sandwiches
- club sandwiches
- toasted sandwiches
- tea sandwiches
- cold and hot canapés

INGREDIENTS WHICH MAY INCLUDE:

- cooked or cured meats, poultry or game
- cooked or preserved fish or shellfish
- patés
- cooked or uncooked vegetables or fruit
- eggs
- cheese
- toast
- breads
- pre-prepared puff or short pastry
- pre-prepared filo pastry
- pre-prepared pizza dough

PREPARATION, COOKING AND PRESENTATION METHODS WHICH MAY INCLUDE:

- | | |
|--------------|------------------------|
| • baking | • toasting |
| • trimming | • slicing or filleting |
| • shaping | • dressing |
| • garnishing | |

QUALITY:

- appearance
- aroma
- taste
- texture

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out efficiently within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 3. | Ingredients of uncertain quality are separated from other ingredients and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Ingredients are prepared and combined according to recipe instructions. | <input type="checkbox"/> |
| 5. | Canapés are cooked according to recipe instructions. | <input type="checkbox"/> |
| 6. | Sandwiches and canapés are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 7. | Sandwiches, canapés and other related goods which are not for immediate use are kept covered, wrapped or sealed, and are stored or held according to house rules. | <input type="checkbox"/> |
| 8. | Special diets are prepared according to instructions. (See Note 2). | <input type="checkbox"/> |
| 9. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 10. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 11. | Problem situations are noticed and immediately reported to a supervisor. (See Note 3). | <input type="checkbox"/> |
| 12. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. SPECIAL DIETS MAY INCLUDE:
 - low fat requirements
 - low salt requirements
 - allergy requirements
 - vegetarian requirements
 - religious restrictions

3. PROBLEM SITUATIONS MAY INCLUDE:

- power, water or gas failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT:

- | | | |
|----|--|-----|
| 1. | PREPARE A CLOSED LUNCHEON SANDWICH, USING YOUR CHOICE OF BREAD AND FILLING(S)
Type_____ | [] |
| 2. | PREPARE A CLOSED LUNCHEON SANDWICH FOR A GUEST WITH LOW FAT AND VEGETARIAN REQUIREMENTS
Type_____ | [] |
| 3. | PREPARE AND PRESENT THREE OPEN LUNCHEON SANDWICHES, USING YOUR CHOICE OF DIFFERENT BREADS, INGREDIENTS AND GARNISHES
Types_____ | [] |
| 4. | PREPARE AND PRESENT A TRAY OF AT LEAST FIVE ASSORTED TEA SANDWICHES, USING DIFFERENT BREADS, SHAPES, FILLINGS AND GARNISHES (these sandwiches must be small, thinly sliced and well-trimmed)
Types_____ | [] |
| 5. | PREPARE AND PRESENT A TRAY OF AT LEAST FIVE ASSORTED BAKED CANAPÉS, USING EACH OF THE FOLLOWING BASE TYPES AND YOUR CHOICE OF FILLINGS AND GARNISHES (these canapés must be small and neat) | |
| | * SMALL PIZZAS | [] |
| | * TARTLET SHELLS | [] |
| | * FILO PASTRY TRIANGLES | [] |
| | * PUFF PASTRY SHELLS (BOUCHEES) | [] |
| 6. | PREPARE AND PRESENT A TRAY OF AT LEAST FIVE ASSORTED COLD CANAPÉS, USING A VARIETY OF GARNISHES | [] |

UNIT 6 – FOOD PRODUCTION - SECOND LEVEL

PREPARE MEAT, POULTRY AND GAME

THIS UNIT APPLIES TO MEAT, POULTRY AND GAME WHICH MAY INCLUDE:

- beef
- veal
- lamb
- pork
- ham
- bacon
- cornish game hens
- chicken
- turkey
- duck
- goat
- rabbit

PREPARATION METHODS WHICH MAY INCLUDE:

- freezing/de-frosting
- skinning
- trimming
- mincing
- dicing
- dressing

QUALITY:

- appearance
- aroma
- taste
- texture

STANDARDS

1. The assigned work areas and equipment are checked to make certain that they are safe and ready for use.
2. Work is organized efficiently and carried out within the time allowed. (See Note 1).
3. Meat, poultry or game of uncertain quality is separated from other meat, poultry or game and shown to a supervisor.
4. Meat, poultry or game is prepared according to recipe instructions.
5. Meat, poultry or game which is not for immediate use is kept covered, wrapped or sealed, and is stored or held according to house rules.
6. Special diets are prepared according to instructions. (See Note 2).
7. Food waste is handled and disposed of according to house procedures.
8. Work areas are kept clean and tidy during food production.

- | | | |
|-----|---|---|
| 9. | Problem situations are noticed and immediately reported to a supervisor.
(See Note 3). | □ |
| 10. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | □ |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. SPECIAL DIETS MAY INCLUDE:
 - low fat requirements
 - low salt requirements
 - allergy requirements
 - vegetarian requirements
 - religious restrictions

3. PROBLEM SITUATIONS MAY INCLUDE:
 - power, water or gas failure
 - equipment failure
 - non-availability of ingredients
 - guest problems
 - staff problems

ASSIGNMENT:

1. PREPARE ONE MEAT AND ONE POULTRY OR GAME FOR FREEZING
Types _____

2. PREPARE AND TRIM ONE MEAT AND ONE POULTRY OR GAME FOR GRILLING
Types _____

3. PREPARE AND TRIM ONE MEAT AND ONE POULTRY OR GAME FOR SAUTÉÉING
Types _____

4. PREPARE, TRIM AND TRUSS ONE MEAT OR POULTRY FOR ROASTING
Type _____

5. PREPARE, TRIM AND CUBE ONE MEAT FOR STEWING
Type _____

6. PREPARE AND TRIM RIBS FOR BARBEQUEING

7. PREPARE TWO DIFFERENT MEAT BALLS, ONE FOR SHALLOW FRYING AND ONE FOR DEEP FRYING
Types _____

UNIT 7 - FOOD PRODUCTION – SECOND LEVEL

COOK MEAT, POULTRY AND GAME

THIS UNIT APPLIES TO MEAT, POULTRY AND GAME WHICH MAY INCLUDE:

- beef
- veal
- lamb
- pork
- hams
- bacon
- cornish game hens
- chicken
- turkey
- duck
- goat
- rabbit

COOKING METHODS WHICH MAY INCLUDE:

- roasting and basting
- grilling
- barbeque
- shallow or stir frying
- deep frying
- sautéeing
- stewing
- braising

QUALITY:

- appearance
- aroma
- taste
- texture

STANDARDS

1. The assigned work areas and equipment are checked to make certain that they are safe and ready for use.
2. Work is organized and carried out efficiently within the time allowed. (See Note 1).
3. Meat, poultry or game of uncertain quality is separated from other meat, poultry or game and shown to a supervisor.
4. Meat, poultry or game is combined with other ingredients and cooked according to recipe instructions.
5. Meat, poultry or game dishes are finished and presented according to recipe instructions.
6. Finished meat, poultry or game is portioned according to recipe instructions or house policy.
7. Finished meat, poultry or game dishes are checked each time before service to make certain that their presentation and quality are always the same. (The instructor will counter-check the dish).

- | | | |
|-----|--|--------------------------|
| 8. | Meat, poultry or game which is not for immediate use is kept covered, wrapped or sealed, and is stored or held according to house rules. | <input type="checkbox"/> |
| 9. | Special diets are cooked according to instructions. (See Note 2). | <input type="checkbox"/> |
| 10. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 11. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 12. | Problem situations are noticed and immediately reported to a supervisor. (See Note 3). | <input type="checkbox"/> |
| 13. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. SPECIAL DIETS MAY INCLUDE:
 - low fat requirements
 - low salt requirements
 - allergy requirements
 - vegetarian requirements
 - religious restrictions

3. PROBLEM SITUATIONS MAY INCLUDE:
 - power, water or gas failure
 - equipment failure
 - non-availability of ingredients
 - guest problems
 - staff problems

ASSIGNMENT

- | | | |
|-----|---|--------------------------|
| 1. | ROAST AND BASTE ONE CHICKEN, THEN CUT INTO PARTS | <input type="checkbox"/> |
| 2. | RENDER CHICKEN FAT | <input type="checkbox"/> |
| 3. | BRAISE ONE MEAT OR POULTRY
Type_____ | <input type="checkbox"/> |
| 4. | GRILL ONE MEAT AND ONE POULTRY OR GAME
Types_____ | <input type="checkbox"/> |
| 5. | BARBEQUE RIBS
Type_____ | <input type="checkbox"/> |
| 6. | DEEP FRY CHICKEN | <input type="checkbox"/> |
| 7. | SAUTÉE ONE MEAT AND ONE POULTRY OR GAME
Types_____ | <input type="checkbox"/> |
| 8. | COOK A PEPPER POT | <input type="checkbox"/> |
| 9. | DESCRIBE WHAT IT MEANS TO DEGREASE AND SKIM A STEW | <input type="checkbox"/> |
| 10. | COOK TWO DIFFERENT MEAT BALLS, ONE BY SHALLOW FRYING AND ONE BY DEEP FRYING
Types_____ | <input type="checkbox"/> |
| 11. | COOK ONE MEAT, POULTRY OR GAME PIE OF YOUR CHOICE
Type_____ | <input type="checkbox"/> |

UNIT 8 - FOOD PRODUCTION – SECOND LEVEL

PREPARE FISH AND SHELLFISH

THIS UNIT APPLIES TO FISH WHICH MAY INCLUDE:

- fish fillets
- fish steaks
- whole fish
- shark
- salt fish

SHELLFISH WHICH MAY INCLUDE:

- lobster
- shrimp
- scallops
- crab
- clams
- seacat
- mussels

PREPARATION METHODS WHICH MAY INCLUDE:

- freezing/de-frosting
- washing
- scaling/skinning
- trimming
- opening
- picking
- shelling
- purging

QUALITY:

- appearance
- aroma
- texture

STANDARDS

- | | | |
|----|--|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out efficiently within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 3. | Fish or shellfish of uncertain quality is separated from other fish or shellfish and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Fish or shellfish is prepared according to recipe instructions. | <input type="checkbox"/> |
| 5. | Fish and shellfish are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 6. | Fish or shellfish which is not for immediate use is kept covered, wrapped or sealed, and is stored or held according to house rules. | <input type="checkbox"/> |
| 7. | Special diets are prepared according to instructions. (See Note 2). | <input type="checkbox"/> |
| 8. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 9. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |

10. Problem situations are noticed and immediately reported to a supervisor.
(See Note 3).

11. Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:

- being at work on time and ready to work without delay
- planning in advance
- anticipating work load and focussing activity, without distraction, on work to be done
- having everything in place, easily at hand and ready to go
- starting and completing each job in logical order

2. SPECIAL DIETS MAY INCLUDE:

- low fat requirements
- low salt requirements
- allergy requirements
- vegetarian requirements
- religious restrictions

3. PROBLEM SITUATIONS MAY INCLUDE:

- power, water or gas failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. PREPARE ONE FISH AND ONE SHELLFISH FOR FREEZING AND DE-FROSTING
Fish _____ Shellfish _____ []

2. PREPARE A FISH FOR EACH OF THE FOLLOWING COOKING METHODS:
Grilling _____ Pan Frying _____ []

Poaching _____

3. PREPARE A SHELLFISH FOR EACH OF THE FOLLOWING COOKING METHODS:
Grilling _____ Pan Frying _____ []

Boiling _____

4. PREPARE FISH FOR STEW
Type of fish _____ []

5. PREPARE MINCED FISH FOR FISH BALLS []

6. PREPARE SHELLFISH BY OPENING, PICKING AND SHELLING
Type(s) of shellfish _____

OPENING _____ SHELLING _____

PICKING _____

7. PREPARE ONE FISH FOR A DISH OF YOUR CHOICE []

Fish _____ Dish _____

UNIT 9 – FOOD PRODUCTION – SECOND LEVEL

COOK FISH AND SHELLFISH

THIS UNIT APPLIES TO FISH WHICH MAY INCLUDE:

- fish fillets
- fish steaks
- whole fish
- shark
- salt fish

SHELLFISH WHICH MAY INCLUDE:

- lobster
- shrimp
- scallops
- crab
- clams
- seacat
- mussels

COOKING METHODS WHICH MAY INCLUDE:

- grilling/broiling
- pan or stir frying
- deep frying
- poaching
- boiling
- stewing
- braising
- baking

QUALITY:

- appearance
- aroma
- taste
- texture

STANDARDS

- | | | |
|----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out efficiently within the time allowed.[See Note 1.] | <input type="checkbox"/> |
| 3. | Fish or shellfish of uncertain quality is separated from other fish or shellfish and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Fish or shellfish is combined with other ingredients and cooked according to recipe instructions. | <input type="checkbox"/> |
| 5. | Fish or shellfish dishes are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 6. | Finished fish or shellfish are portioned according to recipe instruction or house policy. | <input type="checkbox"/> |
| 7. | Finished fish or shellfish dishes are checked each time before service to make certain that their presentation and quality are always the same. (The instructor will check the dish). | <input type="checkbox"/> |
| 8. | Fish or shellfish which is not for immediate use is kept covered, wrapped or sealed, and is stored or held according to house rules. | <input type="checkbox"/> |

- 9. Special diets are cooked according to instructions. (See Note 1).
- 10. Food waste is handled and disposed of according to house procedures.
- 11. Work areas are kept clean and tidy during food production.
- 12. Problem situations are noticed and immediately reported to a supervisor. (See Note 2).
- 13. Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly.

ASSIGNMENT

- 1. BROIL ONE FISH STEAK AND ONE TYPE OF SHELLFISH
Type of fish _____ Type of shellfish _____
- 2. PAN-FRY ONE FISH FILLET AND ONE TYPE OF SHELLFISH
Type of fish _____ Type of shellfish _____
- 3. POACH ONE TYPE OF FISH
Type _____
- 4. BOIL ONE TYPE OF SHELLFISH
Type _____
- 5. BRAISE ONE TYPE OF FISH OR SHELLFISH
Type _____
- 6. COOK A SEAFOOD STEW OF YOUR CHOICE
Stew _____
- 7. PAN-FRY A FISH CAKE
- 8. DEEP-FRY A FISH BALL
- 9. STIR-FRY FISH OR SHELLFISH FOR A DISH OF YOUR CHOICE
Dish _____

10. BAKE A SEAFOOD PIE OR PATTY

Type _____

11. COOK A SEAFOOD FRITTER (LIKE ACCRA OR CROQUETTE)

Type _____

UNIT 10 – FOOD PRODUCTION – SECOND LEVEL

PREPARE AND COOK STOCKS, SAUCES AND SOUPS

THIS UNIT APPLIES TO

STOCKS:

- beef
- chicken
- fish
- vegetable

SAUCES:

- velouté
- bechamel
- tomato
- beurre blanc
- demi-glace
- hollandaise
- gravy
- barbeque
- clarified butter
- mayonnaise
- vinaigrette

SOUPS:

- broths
- bouillons and consommés
- cream soups
- bisques
- purees

COOKING AND FINISHING METHODS WHICH MAY INCLUDE:

- | | | |
|----------------------------|------------------------|--|
| • boiling/simmering | • blending | QUALITY: <ul style="list-style-type: none">• appearance• aroma• taste• texture |
| • clarifying | • thickening | |
| • reducing | • chilling | |
| • degreasing and deglazing | • seasoning | |
| • liquidizing | • adding wines/spirits | |
| • puréeing | • adding herbs | |
| • adding cream | • garnishing | |

STANDARDS

- | | |
|---|--------------------------|
| 1. The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. Work is organized and carried out efficiently within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 3. Ingredients of uncertain quality are separated from other ingredients and shown to a supervisor. | <input type="checkbox"/> |
| 4. Ingredients are combined and cooked according to recipe instructions. | <input type="checkbox"/> |
| 5. Sauces and soups are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 6. Finished sauces and soups are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 7. Finished stocks, sauces and soups are checked each time before use or service to make certain that their presentation and quality are always the same. (The Instructor will counter-check the dish). | <input type="checkbox"/> |

- | | | |
|-----|---|--------------------------|
| 8. | Stocks, sauces and soups which are not for immediate use are kept covered, wrapped or sealed, and are stored or held according to house rules. | <input type="checkbox"/> |
| 9. | Special diets are cooked according to instructions. (See Note 2). | <input type="checkbox"/> |
| 10. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 11. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 12. | Problem situations are noticed and immediately reported to a supervisor. (See Note 3). | <input type="checkbox"/> |
| 13. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

ASSIGNMENT

1. COOK AND FINISH ONE BEEF STOCK, ONE CHICKEN STOCK, ONE FISH STOCK AND ONE VEGETABLE STOCK
2. COOK AND PRESENT ONE COLD VEGETABLE SOUP
Type_____
3. COOK AND PRESENT ONE CLEAR BOUILLON OR CONSOMMÉ USING FRESH STOCK
Type_____
4. COOK AND PRESENT ONE HOT VEGETABLE SOUP OF YOUR CHOICE USING FRESH STOCK
Type_____
5. COOK AND PRESENT ONE BEEF OR CHICKEN SOUP OF YOUR CHOICE USING FRESH STOCK AND CREAM
Type_____
6. COOK AND PRESENT ONE SHELLFISH BISQUE OF YOUR CHOICE USING FRESH STOCK
Type_____
7. COOK EACH ONE OF THE FOLLOWING SAUCES:

VELOUTÉ	BECHAMEL	TOMATO
DEMI-GLACE	HOLLANDAISE	BEURRE BLANC
GRAVY	BARBEQUE	
8. DEMONSTRATE HOW TO SAVE A CURDLED HOLLANDAISE
9. MAKE ONE MAYONNAISE
10. MAKE ONE REMOULADE USING FRESH INGREDIENTS
11. MAKE ONE AIOLI USING FRESH INGREDIENTS
12. MAKE ONE VINAIGRETTE

13. DEMONSTRATE HOW TO DEGREASE AND DEGLAZE MEAT JUICES

14. DEMONSTRATE HOW TO CLARIFY BUTTER AND REDUCE LIQUIDS

15. EXPLAIN THE DIFFERENCES BETWEEN A WHITE AND A BROWN
ROUX

UNIT 11 – FOOD PRODUCTION – SECOND LEVEL

PREPARE, COOK AND PRESENT DESSERTS

THIS UNIT APPLIES TO DESSERTS WHICH MAY INCLUDE:

- fruit fritters
- poached whole fruit
- baked fruit
- caramelized fruit
- fruit ices
- sweet fruit compôtes
- filled fruit
- baked custard (crème caramel)
- simmered custard
- blancmange
 - trifle
- fruit gelatin
- puddings
- chocolate mousse

PREPARATION METHODS WHICH MAY INCLUDE:

- trimming/cutting
- whipping/whisking
- hand or machine mixing
- melting
- folding
- using moulds

COOKING AND FINISHING METHODS WHICH MAY INCLUDE:

- baking
- poaching
- shallow frying
- chilling
- de-moulding
- glazing or coating
- piping
- sprinkling
- deep frying
- stewing
- simmering
- freezing
- filling
- dipping

QUALITY:

- appearance
- aroma
- taste
- texture

STANDARDS

- | | |
|---|--------------------------|
| 1. The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. Work is organized and carried out efficiently within the time allowed. (See Note 1) | <input type="checkbox"/> |
| 3. Ingredients of uncertain quality are separated from other ingredients and shown to a supervisor. | <input type="checkbox"/> |
| 4. Ingredients are prepared according to instructions. | <input type="checkbox"/> |
| 5. Ingredients are combined with other ingredients and cooked according to recipe instructions. | <input type="checkbox"/> |
| 6. Desserts are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 7. Finished desserts are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 8. Desserts are checked each time before service to make certain that their presentation and quality are always the same. (The instructor will counter-check the dish). | <input type="checkbox"/> |
| 9. Desserts which are not for immediate use are kept covered, wrapped or sealed, and are stored or held according to house rules. | <input type="checkbox"/> |
| 10. Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 11. Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 12. Problem situations are noticed and immediately reported to a supervisor. (See Note 2). | <input type="checkbox"/> |
| 13. Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. PROBLEM SITUATIONS MAY INCLUDE:
 - power, water or gas failure
 - equipment failure
 - non-availability of ingredients
 - guest problems
 - staff problems

ASSIGNMENT

1. COOK AND PRESENT ONE FRUIT GELATIN FROM SCRATCH, USING A FRUIT OF YOUR CHOICE
Type_____
2. MAKE AND PRESENT ONE FRUIT ICE FROM SCRATCH, USING A FRUIT OF YOUR CHOICE
Type_____
3. MAKE ONE FRUIT SALAD, USING AT LEAST FIVE FRESH FRUITS OF YOUR CHOICE; FILL ONE LARGE FRUIT WITH THE SALAD AND PRESENT
Type_____
4. COOK AND PRESENT ONE FRUIT COMPOTE, USING AT LEAST ONE FRUIT OF YOUR CHOICE
Type_____
5. POACH ONE WHOLE FRUIT IN SYRUP; CARAMELIZE AND PRESENT THE FRUIT
6. COOK AND PRESENT FRITTERS, USING A FRUIT OF YOUR CHOICE
Type_____
7. BAKE ONE OR MORE FRUITS, USING A VARIETY OF FLAVOURINGS
Type(s)_____
8. COOK AND PRESENT A CRÈME CARAMEL
9. COOK A SIMMERED CUSTARD
10. MAKE AND PRESENT A CHOCOLATE MOUSSE
11. COOK AND PRESENT AN AMERICAN BLANCMANGE
12. COOK AND PRESENT A RICE PUDDING
13. COOK AND PRESENT A BREAD PUDDING
14. MAKE AND PRESENT A TRIFLE
Type_____

UNIT 12 – FOOD PRODUCTION – SECOND LEVEL

PREPARE, COOK AND FINISH PASTRY

THIS UNIT APPLIES TO PASTRY TYPES WHICH MAY INCLUDE:

- pre-prepared filo
- pre-prepared bouchées or vols-au-vent
- basic or pre-prepared sweet pie shells
- basic or pre-prepared savoury pie shells

PASTRY GOODS WHICH MAY INCLUDE:

- | | |
|----------------------------|------------------------|
| • savoury pies and tarts | • sweet pies and tarts |
| • patties | • key lime pie |
| • sausage rolls | • custard pie |
| • bouchees or vols-au-vent | • lemon meringue pie |

PREPARATION METHODS WHICH MAY INCLUDE:

- | | |
|---|---------------------|
| • sifting | • cutting |
| • shaping | • rolling |
| • glazing | • piping |
| • dispersing of fats and oils | • moulding |
| • hand or machine mixing | • shaping |
| • positioning onto prepared baking tray | • folding |
| • adding fruit | • notching/crimping |
| • portioning | • relaxing |
| • spreading into sheets | |

COOKING AND FINISHING METHODS WHICH MAY INCLUDE:

- baking
- filling
- frying
- glazing

QUALITY:

- appearance
- aroma
- taste
- texture

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out efficiently within the time allowed.
(See Note 1). | <input type="checkbox"/> |
| 3. | Pastry (and related ingredients) of uncertain quality is separated from other pastry and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Pastry is shaped, combined with other ingredients and cooked according to recipe instructions. | <input type="checkbox"/> |
| 5. | Pastry is finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 6. | Finished pastry is portioned according to recipe instructions and house policy. | <input type="checkbox"/> |
| 7. | Finished pastry goods are checked each time before service to make certain that their presentation and quality are always the same. (The instructor will counter-check the pastry). | <input type="checkbox"/> |
| 8. | Pastry which is not for immediate use is kept covered, wrapped or sealed, and is stored or held according to house rules. | <input type="checkbox"/> |
| 9. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 10. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 11. | Problems situations are noticed and immediately reported to a supervisor.
(See Note 2). | <input type="checkbox"/> |
| 12. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order
2. PROBLEM SITUATIONS MAY INCLUDE:
 - power, water or gas failure
 - equipment failure
 - non-availability of ingredients
 - guest problems
 - staff problems

UNIT 13 - FOOD PRODUCTION – SECOND LEVEL

PREPARE, COOK AND FINISH BREAD TYPES

THIS UNIT APPLIES TO DOUGH TYPES AND PREPARATIONS WHICH MAY INCLUDE:

- white bread dough
- wholemeal bread dough
- bread rolls
- bun dough
- muffins
- scones
- bagels
- bread sticks
- still room
- dumplings
- pizza dough

PREPARATION METHODS WHICH MAY INCLUDE:

- | | |
|-----------------------------------|---|
| • kneading | • cutting |
| • proving | • shaping |
| • folding | • glazing |
| • adding fruit | • rolling |
| • knocking back | • portioning |
| • dividing manually or by machine | • positioning onto prepared baking tray |
| • relaxing | • moulding/shaping |
| • spreading into sheets | • notching/crimping |
| • yeasting | • simple plaiting |

COOKING AND FINISHING METHODS WHICH MAY INCLUDE:

- baking
- filling
- dusting
- poaching

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out efficiently within the time allowed.
(See Note 1). | <input type="checkbox"/> |
| 3. | Ingredients of uncertain quality are separated from other ingredients and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Ingredients are prepared and combined according to recipe instructions. | <input type="checkbox"/> |
| 5. | Dough is shaped, cooked and presented according to recipe instructions. | <input type="checkbox"/> |
| 6. | Finished bread types are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 7. | Dough and finished products which are not for immediate use are kept covered, wrapped or sealed, and are stored or held according to house rules. | <input type="checkbox"/> |
| 8. | Finished dough products are checked each time before service to make certain that their presentation and quality are always the same. (The Instructor will counter-check the dough product). | <input type="checkbox"/> |
| 9. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 10. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 11. | Problem situations are noticed and immediately reported to a supervisor.
(See Note 2). | <input type="checkbox"/> |
| 12. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. PROBLEM SITUATIONS MAY INCLUDE:
 - power, water or gas failure
 - equipment failure
 - non-availability of ingredients
 - guest problems
 - staff problems

ASSIGNMENT

- | | | |
|-----|---|--------------------------|
| 1. | MAKE DRY BREAD CRUMBS | <input type="checkbox"/> |
| 2. | MAKE SEASONED CROUTONS | <input type="checkbox"/> |
| 3. | MAKE A PIZZA DOUGH | <input type="checkbox"/> |
| 4. | PREPARE AND COOK ONE WHITE BREAD LOAF OF YOUR CHOICE
Type_____ | <input type="checkbox"/> |
| 5. | PREPARE AND COOK ONE WHOLEMEAL BREAD LOAF OF YOUR CHOICE
Type_____ | <input type="checkbox"/> |
| 6. | SHAPE, PLAIT AND COOK A SWEET DOUGH OF YOUR CHOICE
Type_____ | <input type="checkbox"/> |
| 7. | COOK AND PRESENT SCONES OF YOUR CHOICE
Type_____ | <input type="checkbox"/> |
| 8. | PREPARE AND COOK A BAGEL OF YOUR CHOICE
Type_____ | <input type="checkbox"/> |
| 9. | PREPARE AND COOK A CORN MUFFIN | <input type="checkbox"/> |
| 10. | MAKE GARLIC BREAD | <input type="checkbox"/> |
| 11. | PREPARE AND COOK YOUR CHOICE OF DUMPLINGS FOR SOUP | <input type="checkbox"/> |
| 12. | PREPARE, SHAPE, FILL AND COOK YOUR CHOICE OF ANY DOUGH
Type_____ | <input type="checkbox"/> |

UNIT 14 – FOOD PRODUCTION – SECOND LEVEL

PREPARE, COOK AND FINISH CAKES AND COOKIES

THIS UNIT APPLIES TO CAKE AND COOKIE TYPES WHICH MAY INCLUDE:

- angel cake
- sponge cake
- butter cake
- pound cake
- cup cakes
- jelly rolls
- cheesecake
- drop cookies
- bar cookies
- brownies
- chocolate chip cookies
- sugar cookies
- butter cookies
- ginger snaps
- johnny cakes
- doughnuts
- rolled cookies

FINISHES AND FILLINGS WHICH MAY INCLUDE:

- fruit/vegetables, i.e. carrots
- preserves or jellies
- whipped cream
- boiled icing
- water icing
- glazes

COOKING AND FINISHING METHODS WHICH MAY INCLUDE:

- creaming or beating
- whisking
- folding
- rubbing in
- greasing
- melting
- setting
- kneading
- rolling
- shaping
- mixing
- filling
- cooling
- smoothing
- piping with cream
- dusting
- coating
- topping
- spreading
- rolling

PREPARATION METHODS WHICH MAY INCLUDE:

- boiling
- baking
- deep frying

QUALITY:

- appearance
- aroma
- taste
- texture

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out efficiently within the time allowed.
(See Note 1). | <input type="checkbox"/> |
| 3. | Ingredients of uncertain quality are separated from other ingredients and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Ingredients are prepared, combined and cooked according to recipe instructions. | <input type="checkbox"/> |
| 5. | Cakes and cookies are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 6. | Finished cakes and cookies are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 7. | Finished cakes and cookies are checked before service to make certain that their presentation and quality are always the same. (The Instructor will counter-check the goods). | <input type="checkbox"/> |
| 8. | Finished cakes and cookies and other cake ingredients which are not for immediate use are kept covered, wrapped or sealed, and are stored or held according to house policy. | <input type="checkbox"/> |
| 9. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 10. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 11. | Problems situations are noticed and immediately reported to a supervisor.
(See Note 2). | <input type="checkbox"/> |
| 12. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and follow instructions exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:

- being at work on time and ready to work without delay
- planning in advance
- anticipating work load and focussing activity, without distraction, on work to be done
- having everything in place, easily at hand and ready to go
- starting and completing each job in logical order

2. PROBLEM SITUATIONS MAY INCLUDE:

- power, water or gas failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. MAKE ONE BOILED ICING OF YOUR CHOICE
Type_____
2. MAKE ONE WATER ICING
3. BAKE ONE EACH OF THE FOLLOWING CAKE TYPES
SPONGE ANGEL BUTTER

POUND
4. USING ONE OF THE ABOVE CAKE TYPES, FILL A LAYER CAKE WITH
YOUR CHOICE OF FILLING AND FINISH IT WITH YOUR CHOICE OF
BOILED ICING
Type_____
5. USING ONE OF THE ABOVE CAKE TYPES, FILL A LAYER CAKE WITH
YOUR CHOICE OF FILLING AND FINISH IT WITH WHIPPED CREAM
Type_____
6. USING ONE OF THE ABOVE CAKE TYPES, BAKE AND FINISH A CUPCAKE USING
YOUR CHOICE OF BOILED ICING
Type_____
7. USING YOUR CHOICE FROM THE ABOVE CAKE TYPES, BAKE AND
FINISH A MOULDED MARBLE CAKE (BAKED IN A MOULD)
8. USING YOUR CHOICE FROM THE ABOVE CAKE TYPES, BAKE AND
FINISH A JELLY ROLL
Type_____
9. COOK JOHNNY CAKES
10. COOK AND FILL A DOUGHNUT WITH YOUR CHOICE OF PRESERVES
OR JELLY
Type_____
11. FINISH A DOUGHNUT WITH WATER ICING OR YOUR CHOICE OF A
GLAZE
Type_____
12. BAKE AND FINISH A CHEESECAKE
Type_____
13. BAKE AND FINISH BROWNIES
14. EXPLAIN THE MEANINGS OF DROP, ROLLED AND BAR COOKIES

15. BAKE EACH ONE OF THE FOLLOWING COOKIE TYPES USING
DIFFERENT SHAPES



SUGAR

BUTTER

CHOCOLATE CHIP

GINGER SNAPS

UNIT 15 – FOOD PRODUCTION – SECOND LEVEL

PREPARE AND COOK SWEET FILLINGS, SPREADS AND SAUCES

THIS UNIT APPLIES TO

FILLINGS, SPREADS AND SAUCES WHICH MAY INCLUDE:

- conserves
- preserves
- jellies
- whipped cream
- crème chantilly
- pastry cream
- sweetened crème fraîche
- butterscotch sauce
- vanilla sauce
- chocolate sauce
- syrups
- coulis

PREPARATION METHODS WHICH MAY INCLUDE:

- washing, sorting and trimming
- mixing
- whipping
- straining

COOKING METHODS WHICH MAY INCLUDE:

- melting
- boiling
- simmering

QUALITY:

- appearance
- aroma
- taste
- texture

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | Work is organized and carried out efficiently within the time allowed.
(See Note 1). | <input type="checkbox"/> |
| 3. | Ingredients of uncertain quality are separated from other ingredients and shown to a supervisor. | <input type="checkbox"/> |
| 4. | Ingredients are combined and prepared or cooked according to recipe instructions. | <input type="checkbox"/> |
| 5. | Finished fillings, spreads and sauces are portioned according to recipe instruction or house policy. | <input type="checkbox"/> |
| 6. | Finished fillings, spreads or sauces are checked each time before service to make certain that their presentation and quality are always the same. (The Instructor will counter-check the goods). | <input type="checkbox"/> |
| 7. | Fillings, spreads or sauces which are not for immediate use are kept covered or sealed, and are stored or held according to house rules. | <input type="checkbox"/> |
| 8. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 9. | Work areas are kept clean and tidy during food production. | <input type="checkbox"/> |
| 10. | Problem situations are noticed and immediately reported to a supervisor.
(See Note 2). | <input type="checkbox"/> |
| 11. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:
 - being at work on time and ready to work without delay
 - planning in advance
 - anticipating work load and focussing activity, without distraction, on work to be done
 - having everything in place, easily at hand and ready to go
 - starting and completing each job in logical order

2. PROBLEM SITUATIONS MAY INCLUDE:
 - power, water or gas failure
 - equipment failure
 - non-availability of ingredients
 - guest problems
 - staff problems

ASSIGNMENT

1. COOK A BASIC SUGAR SYRUP
2. WHIP CREAM AND SWEETEN FOR A CRÈME CHANTILLY
3. PREPARE YOUR OWN CRÈME FRAÎCHE AND SWEETEN
4. COOK EACH ONE OF THE FOLLOWING SAUCES
BUTTERSCOTCH CHOCOLATE VANILLA
5. PREPARE AND STRAIN A COULIS, USING FRUIT OF YOUR CHOICE
Type_____
6. COOK A PASTRY CREAM
Type_____
7. COOK ONE PRESERVE, USING A FRUIT OF YOUR CHOICE
Type_____
8. COOK ONE CONSERVE, USING AT LEAST TWO FRUITS AND NUTS OR LIQUEURS OF YOUR CHOICE
Type_____
9. COOK A JAM OF YOUR CHOICE
Type_____
10. COOK A JELLY OR MARMALADE OF YOUR CHOICE
Type_____

UNIT 16 – FOOD PRODUCTION – SECOND LEVEL

ACCEPT FOOD DELIVERIES

THIS UNIT APPLIES TO ALL FOOD AND RELATED DELIVERIES.

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 2. | Work is organized and carried out efficiently within the time allowed. (See Note 1). | <input type="checkbox"/> |
| 3. | Deliveries are checked to make certain that the quantity delivered matches the original order and the delivery note. | <input type="checkbox"/> |
| 4. | Deliveries are examined to identify damage, noticeable defects and poor quality. | <input type="checkbox"/> |
| 5. | Frozen goods which are not for immediate use are stored promptly to avoid de-frosting. | <input type="checkbox"/> |
| 6. | Food items are brought to the kitchen or storage area in a way which makes certain that they are not damaged. | <input type="checkbox"/> |
| 7. | Delivery documentation is completed and handled according to house procedures. | <input type="checkbox"/> |
| 8. | Credit notes are obtained where appropriate and shortages or other deficiencies are recorded and immediately reported to a supervisor. | <input type="checkbox"/> |
| 9. | Receiving areas are kept clean, tidy and hygienic. | <input type="checkbox"/> |
| 10. | Problem situations are noticed and immediately reported to a supervisor. (See Note 2). | <input type="checkbox"/> |
| 11. | Staff and management in the kitchen are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. ORGANIZED WORK INCLUDES:

- being at work on time and ready to work without delay
- planning in advance
- anticipating work load and focussing activity, without distraction, on work to be done
- having everything in place, easily at hand and ready to go
- starting and completing each job in logical order

2. PROBLEM SITUATIONS MAY INCLUDE:

- losses/theft
- damages items/poor quality items
- late or no deliveries
- incorrect weights/amounts
- power failure
- safety risks

UNIT 1 – FOOD PRODUCTION – THIRD LEVEL

PREPARE, COOK AND PRESENT VEGETABLE DISHES

THIS UNIT APPLIES TO

VEGETABLE TYPES WHICH MAY INCLUDE:

- Roots (carrots, fennel, beets, cassava, turnips, parsnips, radishes)
- Tubers (white potato, sweet potato, yams)
- Bulbs (onions, garlic, scallions, chives)
- Leaves (cabbage, spinach, lettuce, arugula)
- Flowerheads (broccoli, cauliflower, brussels sprouts, artichokes)
- Vegetables/fruits (tomatoes, squash, pumpkin, avocado, plantains, cucumber, christophenes, paupau, okra, eggplant, bell peppers, hot peppers, breadfruit, ackee)
- Dry legumes (kidney beans, lentils, black-eyed peas, lima beans, chick peas, pigeon peas, split peas)
- Fresh legumes (string beans, green peas, alfalfa sprouts, bean sprouts)
- Corn
- Fungi (white mushrooms, truffles, morrels, shiitake)
- Stems (asparagus, celery, leeks)

DISHES AND PRESENTATION METHODS WHICH MAY INCLUDE:

- mousses
- pâtés and terrines
- soufflé
- pastry-encased
- stuffed vegetables
- complete vegetable entrées
- specialist carving (of single vegetables)
- complex garnishing (using three or more vegetables)

QUALITY:

- texture
- appearance
- flavour
- aroma

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe, clean, and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of vegetables are selected according to recipe requirements. | <input type="checkbox"/> |
| 5. | Vegetables are combined with other ingredients and are prepared, cooked and presented according to recipe instructions. | <input type="checkbox"/> |
| 6. | Cooked vegetables dishes are tasted and flavours are adjusted. | <input type="checkbox"/> |
| 7. | Techniques are used to correct faults during cooking. | <input type="checkbox"/> |
| 8. | Finished vegetables, before being presented to the guest, are of the quality required by house policy. | <input type="checkbox"/> |
| 9. | Finished vegetables are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 10. | Raw or cooked vegetables which are not for immediate use are kept covered, wrapped or sealed, and are stored or held in a way which makes certain that their best qualities are preserved. | <input type="checkbox"/> |
| 11. | Cooking methods are modified to meet any special requirements or diets asked for by the guest, provided that these are within house policy. (See Note 1). | <input type="checkbox"/> |
| 12. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 13. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 14. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 2). | <input type="checkbox"/> |
| 15. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |
| 16. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. SPECIAL DIETS MAY INCLUDE:

- allergy requirements
- low salt requirements
- low fat requirements
- vegetarian requirements
- religious restrictions

2. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, gas or water failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. COOK AND PRESENT TWO MOUSSES, USING DIFFERENT VEGETABLES OR COMBINATIONS ┌
Type_____ Type_____
2. COOK AND PRESENT ONE PÂTÉ OR TERRINE, USING ONE VEGETABLE OR A COMBINATION OF VEGETABLES ┌
Type_____
3. COOK AND PRESENT ONE SOUFFLÉ, USING ONE VEGETABLES OR A COMBINATION OF VEGETABLES ┌
Type_____
4. COOK AND PRESENT TWO PASTRY-ENCASED DISHES MADE WITH DIFFERENT VEGETABLES OR COMBINATIONS (can include canapés) ┌
Type_____ Type_____
5. COOK AND PRESENT TWO STUFFED-VEGETABLE DISHES MADE WITH DIFFERENT VEGETABLES OR COMBINATIONS (can include canapes) ┌
Type_____ Type_____
6. MAKE SIX SPECIALIST CARVINGS USING DIFFERENT VEGETABLES (list name of carving and vegetable used) ┌
 - a. b.
 - c. d.
 - e. f.
7. MAKE FIVE COMPLEX VEGETABLE GARNISHES USING THREE OR MORE VEGETABLES EACH (list the dish garnished and the vegetables used) ┌
 - a.
 - b.
 - c.
 - d.
 - e.

8. COOK AND PRESENT TWO ALL-VEGETABLE ENTRÉES, EACH INCLUDING FIVE DIFFERENT VEGETABLE PREPARATIONS (each entrée must be a whole meal in itself, focussing on composition and variety: list the vegetables and how served)



Entrée 1

Entrée 2

a.

a.

b.

b.

c.

c.

d.

d.

e.

e.

UNIT 2 – FOOD PRODUCTION – SECOND LEVEL

PRODUCE AND COOK FRESH PASTA AND PASTA DISHES

THIS UNIT APPLIES TO

FRESH PASTA TYPES WHICH MAY INCLUDE:

- white pasta
- green or red pasta
- wholewheat pasta
- egg noodles
- gnocchi

PASTA FILLINGS WHICH MAY INCLUDE:

- meat
- fish or shellfish
- vegetable
- cheese

PREPARATION METHODS WHICH MAY INCLUDE:

- by hand
- by machine

QUALITY:

- appearance
- aroma
- flavour
- texture

PASTA SHAPES WHICH MAY INCLUDE:

- cannelloni
- tortellini
- ravioli
- capellini
- penne
- rigatoni
- spaghetti
- lasagne
- linguini
- fettucini
- macaroni
- egg noodles
- chinese noodles

COOKING METHODS WHICH MAY INCLUDE:

- boiling
- baking
- stir frying
- steaming

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of ingredients are selected and combined to make pasta according to recipe instructions. | <input type="checkbox"/> |
| 5. | Pasta is correctly shaped according to requirements. | <input type="checkbox"/> |
| 6. | Pasta is combined with other ingredients and is prepared, cooked and presented according to recipe instructions. | <input type="checkbox"/> |
| 7. | Pasta is tasted and flavours are adjusted. | <input type="checkbox"/> |
| 8. | Techniques are used to correct faults during cooking. | <input type="checkbox"/> |
| 9. | Finished pasta, before being presented to the guest, is of the quality required by house policy. | <input type="checkbox"/> |
| 10. | Finished pasta is portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 11. | Pasta which is not for immediate use is kept covered, wrapped or sealed, and is stored or held in a way which makes certain that its best qualities are preserved. | <input type="checkbox"/> |
| 12. | Cooking methods are modified to meet any special requirements or diets asked for by the guest, provided that these are within house policy. (See Note 1). | <input type="checkbox"/> |
| 13. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 14. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 15. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 2). | <input type="checkbox"/> |
| 16. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |
| 17. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. SPECIAL DIETS MAY INCLUDE:

- allergy requirements
- low salt requirements
- low fat requirements
- vegetarian requirements
- religious restrictions

2. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, gas or water failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. PRODUCE THREE DIFFERENT TYPES OF PASTA (see "This Applies To") □
Types _____

2. PRODUCE RAVIOLI WITH TWO DIFFERENT FILLINGS □
Types _____

3. PRODUCE THREE DIFFERENT PASTA SHAPES OTHER THAN RAVIOLI (see above) □
Types _____

4. COOK AND PRESENT FIVE PASTA DISHES, USING A VARIETY OF PASTA TYPES, SHAPES AND OTHER INGREDIENTS □
 - a _____
 - b _____
 - c _____
 - d _____
 - e _____

UNIT 3 - FOOD PRODUCTION – SECOND LEVEL

PREPARE MEAT, POULTRY AND GAME

THIS UNIT APPLIES TO

MEAT TYPES WHICH MAY INCLUDE:

- beef
- veal
- lamb
- goat
- pork
- hams
- offal (kidneys, liver)
- cornish hens
- chicken
- turkey
- duck
- rabbit

QUALITY:

- texture
- aroma
- appearance

PREPARATION METHODS WHICH MAY INCLUDE:

- freezing/de-frosting
- trimming
- boning
- skinning
- portioning
- marinating
- stuffing
- tying or trussing
- dicing
- mincing/grinding

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of meat, poultry or game is selected according to requirements. | <input type="checkbox"/> |
| 5. | Meat, poultry or game is prepared according to requirements. | <input type="checkbox"/> |
| 6. | Meat, poultry or game which is not for immediate use is protected and is held or stored in a way which makes certain that its best qualities are preserved. | <input type="checkbox"/> |
| 7. | Preparation methods are modified to meet any special requirements or diets asked for by the guest, provided that these are within house policy. (See Note 1). | <input type="checkbox"/> |
| 8. | Meat, poultry or game is portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 9. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 10. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 11. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 2). | <input type="checkbox"/> |
| 12. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |
| 13. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. SPECIAL DIETS MAY INCLUDE:

- low salt requirements
- low fat requirements
- religious restrictions

2. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, gas or water failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. SELECT ONE OF THE FOLLOWING MEATS: []

Beef, Veal, Lamb, Pork, Hams, Goat

AND PREPARE IT FOR COOKING A DISH OF YOUR CHOICE, USING ALL OF THE FOLLOWING METHODS OF PREPARATION:

Trimming, Boning, Portioning, Tying.

Dish_____ Meat_____

2. SELECT ONE OF THE FOLLOWING POULTRY OR GAME ITEMS []

Chicken, Cornish Hen, Turkey, Duck, Rabbit

AND PREPARE IT FOR COOKING A DISH OF YOUR CHOICE USING ALL OF THE FOLLOWING METHODS OF PREPARATION:

Trimming,(Skinning)Boning, Portioning, Trussing

Dish_____ Item_____

3. EXPLAIN THE CORRECT WAY OF FREEZING MEAT, POULTRY OR GAME []

4. EXPLAIN THE CORRECT WAY OF DEFROSTING MEAT, POULTRY OR GAME []

5. MARINATE ONE ITEM OF MEAT, POULTRY OR GAME (list item and marinade) []

6. STUFF ONE ITEM OF MEAT, POULTRY OR GAME []

Type_____

7. POUND, STUFF AND ROLL A MEAT PAUPIETTE []

Type_____

- | | | |
|-----|---|--------------------------|
| 8. | PREPARE A STEAK FOR STEAK AU POIVRE | <input type="checkbox"/> |
| 9. | PREPARE A MEAT IN PASTRY FOR BAKING EN CROUTE
Type_____ | <input type="checkbox"/> |
| 10. | PREPARE DUCK OR GOOSE FOR CONFIT
Type_____ | <input type="checkbox"/> |
| 11. | PREPARE AN ITEM OF OFFAL SO THAT IT IS READY FOR COOKING A DISH OF YOUR CHOICE
Dish_____ Item_____ | <input type="checkbox"/> |
| 12. | ON ANY OUTLINED CHART, IDENTIFY ALL THE BUTCHERY CUTS OF BEEF | <input type="checkbox"/> |
| 13. | TRIM AND PORTION A BEEF TENDERLOIN; IDENTIFY ALL ITS PARTS | <input type="checkbox"/> |
| 14. | IDENTIFY THE CUTS IN A SIDE OF BEEF | <input type="checkbox"/> |
| 15. | IDENTIFY SIGNS OF FREEZER BURN; EXPLAIN HOW TO AVOID THEM | <input type="checkbox"/> |

UNIT 4 – FOOD PRODUCTION – THIRD LEVEL

COOK MEAT, POULTRY AND GAME

THIS UNIT APPLIES TO

MEAT, POULTRY AND GAME WHICH MAY INCLUDE:

- beef
- veal
- lamb
- goat
- pork
- hams
- cornish hens
- chicken
- turkey
- duck
- rabbit
- kidneys and liver

COOKING METHODS WHICH MAY INCLUDE:

- seasoning
- grilling
- shallow or stir frying
- sautéing
- roasting
- baking
- boiling or poaching
- braising or stewing
- en papillote
- glazing
- garnishing
- hot or cold smoking
- portioning
- appearance
- aroma
- flavour
- texture

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of meat, poultry or game is selected according to recipe requirements. | <input type="checkbox"/> |
| 5. | Meat, poultry or game is combined with other ingredients and is cooked and presented according to recipe instructions. | <input type="checkbox"/> |
| 6. | Cooked meat, poultry or game is tasted and flavours are adjusted. | <input type="checkbox"/> |
| 7. | Techniques are used to correct faults during cooking. | <input type="checkbox"/> |
| 8. | Finished meat, poultry or game, before being presented to the guest, is of the quality required by house policy. | <input type="checkbox"/> |
| 9. | Finished meat, poultry or game is portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 10. | Meat, poultry or game which is not for immediate use is kept covered, wrapped or sealed and is stored or held in a way which makes certain that its best qualities are preserved. | <input type="checkbox"/> |
| 11. | Cooking methods are modified to meet any special requirements or diets asked for by the guest, provided that these are within house policy. (See Note 1). | <input type="checkbox"/> |
| 12. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 13. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 14. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 2). | <input type="checkbox"/> |
| 15. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly, and instructions are followed exactly. | <input type="checkbox"/> |
| 16. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. SPECIAL DIETS MAY INCLUDE:

- low salt requirements
- low fat requirements
- religious restrictions

2. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, gas or water failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. ROAST AND PRESENT ONE MEAT AND ONE POULTRY OR GAME □
Types _____
2. COOK AND PRESENT ONE STUFFED MEAT PAUPIETTE □
Type _____
3. BRAISE AND PRESENT ONE MEAT (can include offal) AND ONE POULTRY OR GAME □
Types _____
4. BAKE AND PRESENT A MEAT IN PASTRY (EN CROUTE) □
Type _____
5. GRILL AND PRESENT RIBSTEAK (CÔTÉ DE BOEUF) □
6. SAUTÉ AND FLAMBÉ (AT STOVE) AND PRESENT PEPPER-COATED STEAK (STEAK AU POIVRE) □
7. COOK AND PRESENT A LEAN CASSOULET USING A COMBINATION OF MEATS □
Type _____
8. COOK AND PRESENT ONE STEW USING MEAT, POULTRY OR GAME □
Type _____
9. BREAD, SAUTÉ AND PRESENT VEAL OR OFFAL □
Type _____
10. COOK AND PRESENT ONE MEAT OR GAME PÂTÉ □
Type _____
11. COOK AND PRESENT A CHICKEN GALLANTINE □
Type _____
12. COOK AND PRESENT ONE GLAZED DISH OF YOUR CHOICE, USING MEAT OR POULTRY □
Type _____

13. COOK AND PRESENT DUCK OR GOOSE CONFIT

Type_____

14. EITHER COOK ONE EN PAPILOTE DISH OR SMOKE ONE MEAT,
POULTRY OR GAME

Type_____

UNIT 5 – FOOD PRODUCTION - THIRD LEVEL

PREPARE FISH AND SHELLFISH

THIS UNIT APPLIES TO

FISH TYPES WHICH MAY INCLUDE:

- swordfish
- game fish (tuna, king, wahoo, dolphin)
- reef fish (grouper, snapper)
- barracuda
- shark
- flying fish
- salmon
- sea urchins
- squid
- seacat

SHELLFISH TYPES WHICH MAY INCLUDE:

- shrimp and prawns
- lobster
- imitation crab
- land crab
- clams
- scallops
- escargots

PREPARATION METHODS WHICH MAY INCLUDE:

- freezing/de-frosting
- trimming
- boning/filleting
- portioning
- mincing/processing
- moulding
- stuffing

QUALITY:

- appearance
- aroma
- texture

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of fish or shellfish is selected according to requirements. | <input type="checkbox"/> |
| 5. | Fish or shellfish is prepared according to requirements. | <input type="checkbox"/> |
| 6. | Fish or shellfish is portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 7. | Fish or shellfish which is not for immediate use is kept covered, wrapped or sealed, and is stored or held in a way which makes certain that its best qualities are preserved. | <input type="checkbox"/> |
| 8. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 9. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 10. | Unexpected situations and problems are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 1). | <input type="checkbox"/> |
| 11. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |
| 12. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, gas or water failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. CLEAN, TRIM, STEAK AND PORTION TWO TYPES OF FISH FOR GRILLING □
Types _____

2. CLEAN, TRIM, FILLET AND PORTION TWO TYPES OF FISH FOR SAUTÉING □
Types _____

3. STUFF ONE TYPE OF FISH AND ONE TYPE OF SHELLFISH FOR DISHES OF YOUR CHOICE □
Types and Dishes _____

4. MARINATE ONE TYPE OF FISH (list type and marinade) □
Types and Marinade _____

5. PREPARE ONE WHOLE FISH FOR BAKING A DISH OF YOUR CHOICE □
Type and Dish _____

6. EXPLAIN THE CORRECT WAY OF FREEZING AND DE-FROSTING FISH AND SHELLFISH □

7. IDENTIFY SIGNS OF FREEZER BURN; DEMONSTRATE WAYS OF AVOIDING FREEZER BURN □

8. PREPARE ONE FISH AND ONE SHELLFISH FOR MAKING QUENELLES □
Fish _____ Shellfish _____

9. MAKE MOULDED MOUSSES FROM ONE FISH AND ONE SHELLFISH □
Types _____

10. ON ANY PHOTOGRAPH OR PICTURE OF FISH AND SHELLFISH, IDENTIFY ALL THE FISH AND SHELLFISH LISTED AT THE BEGINNING OF THIS UNIT. □

11. DEMONSTRATE HOW TO DE-GUT AND SCALE A FISH □

UNIT 6 – FOOD PRODUCTION – THIRD LEVEL

COOK FISH AND SHELLFISH

THIS UNIT APPLIES TO

FISH WHICH MAY INCLUDE:

- swordfish
- game fish (tuna, king, wahoo, dolphin)
- reef fish (grouper, snapper)
- shark
- salt fish
- barracuda
- flying fish
- salmon
- seacat

SHELLFISH WHICH MAY INCLUDE:

- lobster
- shrimp
- scallops
- crab
- escargots

COOKING AND FINISHING METHODS WHICH MAY INCLUDE:

- broiling
- grilling
- poaching
- stir or shallow frying
- boiling
- steaming
- baking
- stewing
- sautéing
- en papillote
- glazing
- smoking
- gratinating
- en brochette

QUALITY:

- appearance
- aroma
- flavour
- texture

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of fish or shellfish is selected according to the recipe requirements. | <input type="checkbox"/> |
| 5. | Fish or shellfish is combined with other ingredients and is cooked and presented according to recipe instructions. | <input type="checkbox"/> |
| 6. | Cooked fish or shellfish is tasted and flavours are adjusted. | <input type="checkbox"/> |
| 7. | Techniques are used to correct faults during cooking. | <input type="checkbox"/> |
| 8. | Finished fish or shellfish is portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 9. | Finished fish or shellfish, before being presented to the guest, is of the quality required by house policy. | <input type="checkbox"/> |
| 10. | Fish or shellfish which is not for immediate use is kept covered, wrapped or sealed, and is stored or held in a way which makes certain that its best qualities are preserved. | <input type="checkbox"/> |
| 11. | Cooking methods are modified to meet any special requirements or diets asked for by the guest, provided that these are within house policy. (See Note 1). | <input type="checkbox"/> |
| 12. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 13. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 14. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 2). | <input type="checkbox"/> |
| 15. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly | <input type="checkbox"/> |
| 16. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. SPECIAL DIETS MAY INCLUDE:

- religious restrictions
- allergy requirements
- low salt requirements
- low fat requirements

2. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, gas or water failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. COOK FISH USING EACH OF THE FOLLOWING METHODS:
(List the type of fish) []
Grilling_____ Broiling_____
Sautéing_____ Poaching_____
2. COOK SHELLFISH USING EACH OF THE FOLLOWING METHODS: []
Grilling_____ Broiling_____
Sautéing_____ Steaming_____
Boiling_____
3. STUFF, COOK AND PRESENT ONE FISH AND ONE SHELLFISH FOR DISHES OF YOUR CHOICE []
Dish_____ Dish_____
4. BAKE AND PRESENT A WHOLE FISH []
Type_____
5. COOK AND PRESENT FISH AND SHELLFISH QUENELLES FOR TWO DISHES OF YOUR CHOICE []
Types_____
6. COOK AND PRESENT ONE PÂTÉ USING FISH, SHELLFISH OR A COMBINATION []
Type_____
7. COOK AND PRESENT ONE SOUFFLÉ USING FISH, SHELLFISH OR A COMBINATION []
Type_____
8. COOK AND PRESENT ONE FISH OR SHELLFISH DISH OF YOUR CHOICE AU GRATIN []
Type_____
9. COOK AND PRESENT A FISH OR SHELLFISH DISH OF YOUR CHOICE USING ONE OF THE FOLLOWING METHODS: EN PAPILOTE, EN BROCHETTE, OR SMOKING. []
Type_____

UNIT 7 – FOOD PRODUCTION – THIRD LEVEL

PREPARE AND COOK STOCKS, SAUCES AND SOUPS

THIS UNIT APPLIES TO

SAUCES WHICH MAY INCLUDE:

- velouté
- béchamel
- tomato
- beurre blanc
- jus lié
- demi-glace
- hollandaise
- suprême
- allemande
- aurore
- mornay
- béarnaise
- bordelaise
- poivrade
- meunière
- clarified butter
- brown butter
- black butter
- sour-cream based
- oil based

STOCKS:

- white
- brown

SOUPS WHICH MAY INCLUDE:

- clear soups
- jellied soups
- puréed soups
- cream soups
- bisques
- chowders
- fruit soups
- traditional West Indian soups

COOKING AND FINISHING METHODS WHICH MAY INCLUDE:

- boiling/simmering
- clarifying
- reducing
- degreasing and deglazing
- straining
- liquidizing
- puréeing
- adding cream
- finishing with butter
- blending
- thickening
- chilling
- seasoning
- adding herbs
- adding wines/spirits
- finishing with yolks
- garnishing

QUALITY:

- appearance
- aroma
- flavour
- texture

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of ingredients are selected according to recipe requirements. | <input type="checkbox"/> |
| 5. | Ingredients are combined and cooked according to recipe instructions. | <input type="checkbox"/> |
| 6. | Stocks, sauces and soups are tasted and flavours are adjusted. | <input type="checkbox"/> |
| 7. | Techniques are used to correct faults during cooking. | <input type="checkbox"/> |
| 8. | Stocks, sauces and soups are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 9. | Sauces and soups are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 10. | Finished stocks, sauces and soups, before use or presentation, are of the quality required by house policy. | <input type="checkbox"/> |
| 11. | Stocks, sauces and soups which are not for immediate use are kept covered, wrapped or sealed, and are held or stored in a way which makes certain that their best qualities are preserved. | <input type="checkbox"/> |
| 12. | Cooking methods are modified to meet any special requirements or diets asked for by the guest, provided that these are within house policy. (See Note 1). | <input type="checkbox"/> |
| 13. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 14. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 15. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 2). | <input type="checkbox"/> |
| 16. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |
| 17. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. SPECIAL DIETS MAY INCLUDE:

- low fat requirements
- low salt requirements
- allergy requirements
- vegetarian requirements
- religious restrictions

2. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, water or gas failure
- equipment failure
- non-availability of ingredients
- guest or staff problems

ASSIGNMENT

1. MAKE ONE BROWN AND ONE WHITE STOCK []

2. MAKE EACH OF THE FOLLOWING SOUPS: []
COLD CUCUMBER VICHYSOISE BORSCHT
GAZPACHO BOUILLABAISE ONION

3. MAKE A COLD JELLIED SOUP OF YOUR CHOICE USING FRESH INGREDIENTS []
Type_____

4. MAKE A FRUIT SOUP OF YOUR CHOICE USING FRESH INGREDIENTS []
Type_____

5. COOK AND PRESENT YOUR CHOICE OF A TRADITIONAL WEST INDIAN SOUP []
Type_____

6. MAKE ANY KIND OF SOUP OF YOUR OWN CREATION, USING FRESH INGREDIENTS []
Type_____

7. MAKE EACH ONE OF THE FOLLOWING SAUCES []
SUPRÈME ALLEMANDE AURORE
MORNAY BÉARNAISE BORDELAISE
POIVRADE MEUNIÈRE BROWN
BUTTER BLACK BUTTER

8. MAKE A MARINADE FOR MEAT, POULTRY OR GAME []

Type_____

9. MAKE AN OIL-BASED SAUCE OF YOUR CHOICE USING FRESH INGREDIENTS []

Type_____

10. MAKE A SOUR-CREAM BASED SAUCE OF YOUR CHOICE USING FRESH INGREDIENTS []

Type_____

11. MAKE A GAME SAUCE OF YOUR CHOICE USING FRESH INGREDIENTS []

Type_____

12. MAKE THREE DIFFERENT SAUCES OF YOUR OWN CREATION, USING FRESH INGREDIENTS []

Sauce 1_____

Sauce 2_____

Sauce 3_____

13. DESCRIBE THE DIFFERENT WAYS TO ENRICH AND THICKEN SOUPS AND SAUCES []

UNIT 8 - FOOD PRODUCTION – THIRD LEVEL

DRESS AND LAY OUT A BUFFET

THIS UNIT APPLIES TO HOT AND/OR COLD BUFFETS

FOOD ITEMS WHICH MAY INCLUDE:

- whole poultry or game
- a joint of meat
- a whole cooked or smoked fish
- assorted hot casserole type dishes
- assorted seafood dishes or seafood salads
- assorted vegetable dishes
- assorted pâtés, terrines and mousses
- assorted pasta, potato and/or rice dishes
- assorted cheeses and cheese preparations
- assorted fruits
- assorted breads, pastries and desserts
- assorted canapés
- assorted salads

QUALITY:

- overall appearance
- variety in food types, colours and textures
- harmony in colours and textures
- variety and attractiveness of garnishes

DRESSING AND FINISHING METHODS WHICH MAY INCLUDE:

- carving
- re-shaping
- filling/stuffing
- piping
- setting in aspic
- glazing
- slicing/filleting
- garnishing and decorating
- saucing

BUFFET BACKGROUND ITEMS WHICH MAY INCLUDE:

- table cloths or another base such as palm leaves
- independent decorations such as flowers or ribbons
- tray sizes, shapes and materials
- balloons
- live candles

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type and amount of garnishes and food items to be served are selected according to the buffet requirements, and within specified cost limits. | <input type="checkbox"/> |
| 5. | The type and amount of food items are selected so that the amount of food left at the end of service in an unusable condition is kept to a minimum. (See Note 1.) | <input type="checkbox"/> |
| 6. | Food items are dressed and finished according to instructions. | <input type="checkbox"/> |
| 7. | Techniques are used to correct faults during dressing and finishing. | <input type="checkbox"/> |
| 8. | The buffet is laid out in a way which makes certain that its overall appearance is of the quality required by house policy. | <input type="checkbox"/> |
| 9. | Buffet items are portioned according to buffet requirements or house policy. | <input type="checkbox"/> |
| 10. | Buffet items which are not for immediate use are kept covered, wrapped or sealed, and are stored or held in a way which makes certain that they remain fresh. | <input type="checkbox"/> |
| 11. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 12. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 13. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 2). | <input type="checkbox"/> |
| 14. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |
| 15. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. WAYS OF MINIMIZING UNUSABLE FOOD MAY INCLUDE:

- selecting dishes and foods less likely to deteriorate
- replenishing the buffet as needed, instead of displaying maximum volume from the beginning
- using any available methods of temperature control

2. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, water or gas failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. Decide what assortment of hot and cold dishes might be appropriate for a formal wedding reception with a Caribbean theme. When choosing the dishes, think about the overall appearance of the buffet as well as creating a variety of textures, flavours and colours. (This can be in the form of a written menu and a bird's eye-view drawing of the table with the different trays etc. laid out).
2. Dress and layout the buffet items on the basis of your plan, making sure that you also consider the background decorations of the table itself.
3. You must include food types from Advanced Level work as well as complex garnishes and the use of aspic for setting a design.

UNIT 9 – FOOD PRODUCTION – THIRD LEVEL

PREPARE, COOK AND PRESENT DESSERTS

THIS UNIT APPLIES TO

DESSERTS WHICH MAY INCLUDE:

- hot soufflés
- bavarian creams
- crème brulée
- sabayon
- meringues
- mousses
- baked alaska
- floating island
- charlottes
- ice creams
- crêpes
- sorbets

PREPARATION METHODS WHICH MAY INCLUDE:

- using moulds
- creaming
- whipping/whisking
- hand or machine mixing
- melting
- folding
- aeration
- incorporation of fats
- addition or separation of flavours/colours

COOKING AND FINISHING METHODS WHICH MAY INCLUDE:

- baking
- deep frying
- poaching
- grilling
- shallow frying
- simmering
- chilling
- freezing
- flambeeing
- de-moulding
- filling
- piping
- sprinkling

QUALITY:

- appearance
- aroma
- flavour
- texture

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of ingredients is selected according to recipe requirements. | <input type="checkbox"/> |
| 5. | Ingredients are prepared, combined and cooked according to recipe instructions. | <input type="checkbox"/> |
| 6. | Desserts are tasted during preparation and cooking, and flavours are adjusted. | <input type="checkbox"/> |
| 7. | Techniques are used to correct faults during preparation and cooking. | <input type="checkbox"/> |
| 8. | Desserts are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 9. | Desserts are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 10. | Finished desserts, before being presented to the guest, are of the quality required by house policy. | <input type="checkbox"/> |
| 11. | Finished desserts which are not for immediate use are kept covered, wrapped or sealed, and are held or stored in a way which makes certain that their best qualities are preserved. | <input type="checkbox"/> |
| 12. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 13. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 14. | Unexpected situations and problems are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 1). | <input type="checkbox"/> |
| 15. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |
| 16. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, water or gas failure
- non-availability of ingredients
- equipment failure
- guest problems
- staff problems

ASSIGNMENT

1. COOK AND PRESENT A CRÈME BRULÉE
2. COOK AND PRESENT A SABAYON
3. PREPARE AND PRESENT ONE FRUIT BAVARIAN CREAM AND ONE OTHER BAVARIAN CREAM OF YOUR CHOICE
Type_____ Type_____
4. PREPARE AND PRESENT TWO DIFFERENT MOUSSES OF YOUR CHOICE
Type_____ Type_____
5. COOK AND PRESENT ONE HOT CHOCOLATE SOUFFLÉ
6. COOK AND PRESENT ONE OTHER HOT SOUFFLÉ OF YOUR CHOICE
Type_____
7. PREPARE AND PRESENT A CHARLOTTE OF YOUR CHOICE
Type_____
8. PREPARE AND PRESENT TWO DIFFERENT ICE CREAMS OF YOUR CHOICE
Type_____ Type_____
9. PREPARE AND PRESENT TWO DIFFERENT SORBETS OF YOUR CHOICE
Type_____ Type_____
10. PREPARE MERINGUE; COOK AND PRESENT FLOATING ISLAND

11. PREPARE MERINGUE; COOK AND PRESENT BAKED ALASKA

Type of ice cream and fruits_____

12. KNOW HOW TO PREPARE AND PRESENT CRÊPES SUZETTE

UNIT 10 - FOOD PRODUCTION – THIRD LEVEL

PREPARE, COOK AND FINISH FRESH PASTRY

THIS UNIT APPLIES TO

FRESH PASTRY TYPES AND GOODS WHICH MAY INCLUDE:

- puff paste (pâte feuilletée)
- cream puff paste (pâte à choux)
- short crust, all-purpose (pâte brisée)
- éclairs/profiteroles
- napoleons
- vols-au-vent
- strudel
- mincemeat pie
- tarte tatin

PREPARATION METHODS WHICH MAY INCLUDE:

- | | |
|-------------------------------|---|
| • sifting | • positioning onto prepared baking tray |
| • dispersing of fats and oils | • hand or machine mixing |
| • piping | • folding |
| • moulding | • laminating |
| • shaping | • adding fruit |
| • notching/crimping | • aerating |
| • portioning | • sheeting and cutting |
| • relaxing | • rolling |

COOKING AND FINISHING METHODS WHICH MAY INCLUDE:

- baking
- deep frying
- baking blind
- dusting or glazing
- piping or filling

QUALITY:

- appearance
- aroma
- flavour
- texture

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of ingredients are selected according to recipe requirements. | <input type="checkbox"/> |
| 5. | Ingredients are prepared, combined and cooked according to recipe instructions. | <input type="checkbox"/> |
| 6. | Techniques are used to correct faults during cooking and finishing. | <input type="checkbox"/> |
| 7. | Pastry is finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 8. | Pastry is portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 9. | Finished pastry, before being presented to the guest, is of the quality required by house policy. | <input type="checkbox"/> |
| 10. | Pastry which is not for immediate use is kept covered, wrapped or sealed, and is stored or held in a way which makes certain that its best qualities are preserved. | <input type="checkbox"/> |
| 11. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 12. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 13. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 1). | <input type="checkbox"/> |
| 14. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |
| 15. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, water or gas failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

- | | | |
|----|--|--------------------------|
| 1. | PREPARE PUFF PASTE | <input type="checkbox"/> |
| 2. | COOK AND PRESENT ONE VOL-AU-VENT OR BOUCHÉE USING YOUR CHOICE OF SAVOURY FILLING | <input type="checkbox"/> |
| 3. | COOK AND PRESENT A NAPOLEON | <input type="checkbox"/> |
| 4. | PREPARE CREAM PUFF PASTE | <input type="checkbox"/> |
| 5. | COOK AND PRESENT YOUR CHOICE OF ÉCLAIRS OR PROFITEROLES | <input type="checkbox"/> |
| | Type_____ | |
| 6. | PREPARE SHORT CRUST PASTE | <input type="checkbox"/> |
| 7. | COOK AND PRESENT MINIATURE MINCEMEAT PIES | <input type="checkbox"/> |
| 8. | PREPARE, COOK AND PRESENT A STRUDEL | <input type="checkbox"/> |
| | Type_____ | |
| 9. | PREPARE, COOK AND PRESENT A TARTE TATIN | <input type="checkbox"/> |

UNIT 11 – FOOD PRODUCTION – THIRD LEVEL

PREPARE, COOK AND FINISH BREAD TYPES

THIS UNIT APPLIES TO

DOUGH TYPES AND PREPARATIONS WHICH MAY INCLUDE:

- white bread dough
- sour-dough
- brioche
- wholemeal bread dough
- speciality dough
- croissants

PREPARATION METHODS WHICH MAY INCLUDE:

- sifting
- dissolving of salts and sugars
- hand or machine mixing
- folding
- adding fruit
- fermentation/aerating
- rolling
- relaxing
- retarding
- dispersing of yeast
- dispersing of fats and oils
- kneading
- glazing
- proving
- knocking back
- dividing manually or by machine
- conditioning
- moulding/shaping

COOKING AND FINISHING METHODS WHICH MAY INCLUDE:

- baking
- deep frying
- dusting or glazing

QUALITY:

- appearance
- aroma
- flavour
- texture

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of ingredients are selected according to recipe requirements. | <input type="checkbox"/> |
| 5. | Ingredients are prepared and combined according to recipe instructions. | <input type="checkbox"/> |
| 6. | Dough is correctly shaped, processed and cooked according to recipe instructions. | <input type="checkbox"/> |
| 7. | Techniques are used to correct faults during cooking and finishing. | <input type="checkbox"/> |
| 8. | Bread types are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 9. | Bread types are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 10. | Finished bread types, before being presented to the guest, are of the quality required by house policy. | <input type="checkbox"/> |
| 11. | Dough and bread types which are not for immediate use are kept covered, wrapped or sealed, and are stored or held in a way which makes certain that their best qualities are preserved. | <input type="checkbox"/> |
| 12. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 13. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 14. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 1). | <input type="checkbox"/> |
| 15. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |
| 16. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, water or gas failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. PREPARE, SHAPE AND COOK YOUR CHOICE OF ANY SOUR-DOUGH

Type_____

2. PREPARE, SHAPE AND COOK YOUR CHOICE OF ANY BREAD DOUGH

Type_____

3. PREPARE AND COOK BRIOCHE

4. PREPARE AND COOK CROISSANTS

5. PREPARE, SHAPE, FILL AND COOK YOUR CHOICE OF ANY SWEET DOUGH

Type_____

UNIT 12 – FOOD PRODUCTION – THIRD LEVEL

PRODUCE AND FINISH CAKES AND COOKIES

THIS UNIT APPLIES TO

CAKE AND COOKIE TYPES WHICH MAY INCLUDE:

- decorated layer cakes
- torten
- meringues
- genoise
- ladyfingers
- savarin
- madeleines
- petits fours
- macarons
- filled cookies
- almond lace cookies
- shortbread
- cookie houses
- fruit cake

COOKING AND FINISHING METHODS WHICH MAY INCLUDE:

- creaming or beating
- whisking/whipping
- mixing
- folding
- rubbing in
- filling
- coating
- greasing
- melting
- kneading
- rolling
- shaping

DECORATIONS WHICH MAY INCLUDE:

- smoothing
- piping
- dusting
- coating
- topping
- modelling
- run-outs
- templates

DECORATIONS WHICH MAY INCLUDE:

- modelling almond paste
- royal icing
- edible paint
- edible flowers

PREPARATION METHODS WHICH MAY INCLUDE:

- boiling
- baking
- deep frying
- cooling

QUALITY:

- appearance
- flavour
- aroma
- texture

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of ingredients are selected according to recipe requirements. | <input type="checkbox"/> |
| 5. | Ingredients are prepared, combined and cooked according to recipe instructions. | <input type="checkbox"/> |
| 6. | Doughs and batters are tasted and flavours are adjusted. | <input type="checkbox"/> |
| 7. | Techniques are used to correct faults during cooking and finishing. | <input type="checkbox"/> |
| 8. | Cakes and cookies are finished and presented according to recipe instructions. | <input type="checkbox"/> |
| 9. | Cakes and cookies are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 10. | Finished cakes and cookies, before being presented to the guest, are of the quality required by house policy. | <input type="checkbox"/> |
| 11. | Cakes, cookies and related goods which are not for immediate use are kept covered, wrapped or sealed, and are stored or held in a way which makes certain that their best qualities are preserved. | <input type="checkbox"/> |
| 12. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 13. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 14. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 1). | <input type="checkbox"/> |
| 15. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly | <input type="checkbox"/> |
| 16. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. PROBLEM SITUATIONS MAY INCLUDE:

- power, water or gas failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. BAKE AND FINISH EACH ONE OF THE FOLLOWING USING YOUR CHOICE OF FINISHING AND DECORATION

- | | | |
|---------------|-------------|------------|
| GENOISE | LADYFINGERS | MADELEINES |
| PETITS FOURS | SAVARIN | FRUIT CAKE |
| BÛCHE DE NOEL | | |

2. BAKE AND DECORATE ONE THREE-TIERED WEDDING CAKE USING YOUR CHOICE OF CAKE, ICING AND AT LEAST FIVE DIFFERENT TYPES OF DECORATIONS AND/OR DECORATION METHODS (see above)

Type of cake and decorations _____

3. BAKE AND DECORATE A THREE-LAYER CAKE USING
A) AT LEAST ONE LAYER OF MERINGUE
B) YOUR CHOICE OF BUTTER CREAM
C) YOUR CHOICE OF FINISH AND DECORATION

Type of cake and decorations _____

4. SHAPE, BAKE AND FINISH EACH ONE OF THE FOLLOWING COOKIE TYPES

- | | | |
|---------------------|-----------|-------------|
| MACAROONS | MERINGUES | SHORT-BREAD |
| ALMOND LACE COOKIES | | |

5. BAKE AND FINISH YOUR CHOICE OF A FILLED COOKIE

Type _____

UNIT 13 – FOOD PRODUCTION – THIRD LEVEL

PREPARE, COOK AND FINISH SWEET FILLINGS AND SAUCES

THIS UNIT APPLIES TO

FILLINGS AND SAUCES WHICH MAY INCLUDE:

- crème anglaise
- pastry cream
- butter cream
- ganache
- fondant
- marzipan
- suzette
- hard sauce
- chocolate sauce
- caramel sauce
- royal icing

PREPARATION AND COOKING METHODS WHICH MAY INCLUDE:

- mixing
- whipping/whisking
- melting
- boiling
- simmering
- cooling

QUALITY:

- appearance
- aroma
- flavour
- texture

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | The assigned work areas and equipment are checked to make certain that they are safe and ready for use. | <input type="checkbox"/> |
| 2. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 3. | All work is carried out in an organized and efficient way, and within the time allowed. | <input type="checkbox"/> |
| 4. | The type, amount and quality of ingredients are selected according to recipe requirements. | <input type="checkbox"/> |
| 5. | Ingredients are prepared, combined and cooked according to recipe instructions. | <input type="checkbox"/> |
| 6. | Fillings and sauces are tasted and flavours are adjusted. | <input type="checkbox"/> |
| 7. | Techniques are used to correct faults during cooking. | <input type="checkbox"/> |
| 8. | Fillings and sauces are finished according to recipe instructions. | <input type="checkbox"/> |
| 9. | Fillings and sauces are portioned according to recipe instructions or house policy. | <input type="checkbox"/> |
| 10. | Finished fillings and sauces, before being presented to the guest, are of the quality required by house policy. | <input type="checkbox"/> |
| 11. | Fillings and sauces which are not for immediate use are kept covered, wrapped or sealed, and are stored or held in a way which makes certain that their best qualities are preserved. | <input type="checkbox"/> |
| 12. | Food waste is handled and disposed of according to house procedures. | <input type="checkbox"/> |
| 13. | Work areas are kept tidy during food production. | <input type="checkbox"/> |
| 14. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 1). | <input type="checkbox"/> |
| 15. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |
| 16. | Instructions to staff are given clearly. | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power, gas or water failure
- equipment failure
- non-availability of ingredients
- guest problems
- staff problems

ASSIGNMENT

1. COOK AND FINISH EACH OF THE FOLLOWING SAUCES

CRÈME ANGLAISE

CHOCOLATE SAUCE

CARAMEL SAUCE

SUZETTE

2. COOK AND FINISH EACH OF THE FOLLOWING:

GANACHE

ROYAL ICING

3. PREPARE EACH OF THE FOLLOWING, USING YOUR CHOICE OF FLAVOURINGS

PASTRY CREAM

BUTTER CREAM

Types_____

4. MAKE A HARD SAUCE

5. COOK YOUR CHOICE OF A FONDANT

Type_____

6. PREPARE A MARZIPAN TO COVER A CAKE

Type_____

UNIT 14 – FOOD PRODUCTION – THIRD LEVEL

SUPERVISE A KITCHEN SECTION (PARTIE)

STANDARDS

1. Work is organized within the section to make certain that food production is efficient.
2. Food production within the section is supervised to make certain that the foods prepared are of the quality required by house policy.
3. Food production within the section is monitored to make certain that the foods prepared are portioned and presented according to instructions.
4. Food orders within the section are monitored to make certain that they are carried out in a sequence which ensures that they will be ready when required.
5. Staff are supervised to make certain that they carry out their work as required and within the time allowed; one-on-one training is given to staff as necessary.
6. Mistakes or faults in the section are privately pointed out to staff in a helpful and constructive way, and corrective training is given.
7. Work is monitored to identify weaknesses in operations, and suggestions for correcting them are made to management.
8. The cost of foods used within the section is kept within the limits set by house policy.
9. The use within the section of materials other than food is monitored to make certain that costs are kept at a minimum.
10. The use of gas and electricity within the section is monitored to make certain that costs are kept at a minimum.
11. The appropriate foods and other materials are checked every day to make certain that the section has what it needs before work begins.
12. Foods, tools, equipment and materials are checked daily to identify any losses.
13. Food requisitions for the section are planned and handled in good time and according to house procedures; all un-used foods are promptly returned to the appropriate store.
14. Staff are supervised to make certain that they maintain personal cleanliness and hygiene.
15. Staff are supervised to make certain that they maintain safe practices.

- | | | |
|-----|---|--------------------------|
| 16. | The section area is supervised to make certain that it is kept clean, tidy and hygienic throughout production. | <input type="checkbox"/> |
| 17. | The close-down of the section is supervised to make certain that house procedures are followed. | <input type="checkbox"/> |
| 18. | Problem situations are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 1). | <input type="checkbox"/> |
| 19. | Staff and management are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:
- power, gas or water failure
 - equipment failure
 - non-availability of ingredients
 - guest problems
 - staff problems

UNIT 15 – FOOD PRODUCTION – THIRD LEVEL

MAINTAIN FOOD STORES

THIS UNIT APPLIES TO:

- ALL COLD STORAGE FOODS (including fruits and vegetables)
- STORAGE CONDITIONS
 - cleanliness
 - temperature
 - ventilation

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 2. | Work is organized and carried out within the time allowed. | <input type="checkbox"/> |
| 3. | Food items are stored according to house procedures. (See Note 1). | <input type="checkbox"/> |
| 4. | Food stocks are rotated and used according to the date order. | <input type="checkbox"/> |
| 5. | Food stocks are regularly counted and records are kept according to house procedures. | <input type="checkbox"/> |
| 6. | Food items are issued according to house procedures. | <input type="checkbox"/> |
| 7. | Food items are unpacked and handled carefully and hygienically. | <input type="checkbox"/> |
| 8. | Storage areas are kept clean, tidy and hygienic. | <input type="checkbox"/> |
| 9. | Storage conditions are monitored to make certain that the right temperature and ventilation are maintained; any problems are dealt with or reported to management. | <input type="checkbox"/> |
| 10. | Storage areas are secured according to house procedures. | <input type="checkbox"/> |
| 11. | Missing stock is reported to management according to house procedures. | <input type="checkbox"/> |
| 12. | Steps are taken according to house procedures to identify why stock is missing. | <input type="checkbox"/> |
| 13. | Unexpected situations and problems are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 2). | <input type="checkbox"/> |
| 14. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. CORRECT STORAGE OF FOOD INCLUDES:

- not mixing items together
- avoiding cross-contamination
- heavy items on bottom, lighter items on top
- all steps taken to avoid freezer burn
- rotational steps
- checking for any signs of damage before storing
- items to be covered are well-sealed or wrapped
- sound hygienic work practices

2. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:

- power failure
- missing items/theft
- damage
- health risks
- staff problems

UNIT 16 – FOOD PRODUCTION – THIRD LEVEL

MAINTAIN DRY STORES

THIS UNIT APPLIES TO

DRY GOODS WHICH MAY INCLUDE:

- dry foods (flour, sugar, tea, coffee, rice, pasta, canned foods, etc.)
- paper and/or plastic goods
- cleaning agents and materials

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | A daily plan of work is prepared. | <input type="checkbox"/> |
| 2. | Work is organized and carried out within the time allowed. | <input type="checkbox"/> |
| 3. | Dry goods are stored according to house procedures. (See Note 1). | <input type="checkbox"/> |
| 4. | Stock is rotated and used according to the date order. | <input type="checkbox"/> |
| 5. | Stocks are regularly counted and records are kept according to house procedures. | <input type="checkbox"/> |
| 6. | Dry goods are issued according to house procedure. | <input type="checkbox"/> |
| 7. | Action is taken according to house procedures when stock levels reach a specified minimum level. | <input type="checkbox"/> |
| 8. | Dry foods are unpacked and handled carefully and hygienically. | <input type="checkbox"/> |
| 9. | Storage areas are kept clean, tidy and hygienic. | <input type="checkbox"/> |
| 10. | Storage areas are secured according to house procedures. | <input type="checkbox"/> |
| 11. | Missing stock is reported to management according to house procedures. | <input type="checkbox"/> |
| 12. | Steps are taken according to house procedures to identify why stock is missing. | <input type="checkbox"/> |
| 13. | Pesticides are used according to the manufacturer's printed instructions. | <input type="checkbox"/> |
| 14. | Pesticides are used in small amounts and in such a way that the spray, liquid or powder does not come into contact with guests, staff, food or drink. (See Note 2). | <input type="checkbox"/> |
| 15. | Unexpected situations and problems are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 3). | <input type="checkbox"/> |
| 16. | Staff and management in the kitchen and other departments are treated in a helpful and co-operative way, and instructions are followed exactly. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. CORRECT STORAGE OF DRY GOODS INCLUDES:
 - heavy items on bottom, lighter items on top
 - rotational steps
 - checking for any signs of damage
 - sound hygienic principles
 - avoiding cardboard boxes which attract pests

2. PESTICIDES MAY INCLUDE:
 - OFF/BAYGON/SHELLTOX
 - other roach and insect sprays
 - rat poison

3. UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:
 - power failure
 - missing items/theft
 - damage
 - health risks
 - staff problems

UNIT 17 – FOOD PRODUCTION – THIRD LEVEL

SUPERVISE THE MAINTENANCE OF KITCHEN AND SERVICE EQUIPMENT AND CLEANLINESS

STANDARDS

- | | | |
|-----|---|--------------------------|
| 1. | Work is organized and controlled to make certain that it is carried out efficiently and according to house procedures. | <input type="checkbox"/> |
| 2. | The uses of cleaning or disinfecting agents and equipment are monitored to make certain that they follow house procedures and costs are kept at a minimum. | <input type="checkbox"/> |
| 3. | The use of pesticides is monitored to make certain that poisonous sprays, liquids and/or powders do not come into contact with guests, staff, food or drink. | <input type="checkbox"/> |
| 4. | The cleaning of food areas and food-related equipment is monitored to make certain that cleaning is carried out efficiently, hygienically and according to house procedures. (See Notes 1 and 2). | <input type="checkbox"/> |
| 5. | The condition of kitchen equipment is monitored and necessary maintenance is requested in good time and according to house procedures. | <input type="checkbox"/> |
| 6. | The storage of food-related equipment is controlled to make certain that storage conditions are clean and according to house policy. (See Note 2). | <input type="checkbox"/> |
| 7. | Staff are supervised to make certain that they carry out their work as required and within the time allowed. (See Note 3). | <input type="checkbox"/> |
| 8. | One-on-one training is given to staff as necessary. | <input type="checkbox"/> |
| 9. | Mistakes or faults in work performance are privately pointed out to staff in a helpful and constructive way, and corrective training is given. | <input type="checkbox"/> |
| 10. | Weaknesses in the way work is organized or carried out are identified and suggestions for improvements are made to management. | <input type="checkbox"/> |
| 11. | The use of electricity is monitored to make certain that costs are kept at a minimum. | <input type="checkbox"/> |
| 12. | Kitchen utensils, equipment and materials are checked daily to identify any losses. Reserve stocks of utensils, crockery, glassware and cutlery are monitored, and necessary requisitions are planned and handled in good time and according to house procedures. | <input type="checkbox"/> |
| 13. | Staff are supervised to make certain that they maintain personal cleanliness and hygiene. | <input type="checkbox"/> |
| 14. | Staff are supervised to make certain that they maintain safe practices. | <input type="checkbox"/> |

15. Unexpected situations and problems are reported and dealt with effectively within the scope of the employee's responsibility. (See Note 4).

16. Staff and management are treated in a helpful and co-operative way.

NOTES ON STANDARDS

1. **FOOD AREAS MAY INCLUDE:**

- food delivery and reception areas
- the kitchen and other food preparation areas
- food storage areas
- dishwashing and glasswashing areas

2. **FOOD-RELATED EQUIPMENT MAY INCLUDE:**

- food preparation machinery
- cooking equipment
- dishwashing, glasswashing and cutlery cleaning equipment
- food preparation and serving utensils
- pots, pans and other cooking utensils
- crockery and glassware
- cutlery (knives, forks, spoons and other metal serving or eating utensils)

3. **STAFF MAY INCLUDE:**

- kitchen porters
- stewards
- dishwashing and glasswashing staff

4. **UNEXPECTED SITUATIONS AND PROBLEMS MAY INCLUDE:**

- power or water failure
- equipment failure
- losses/theft
- staff problems

UNIT 1 – FOOD PRODUCTION – FOURTH LEVEL

SUPERVISE KITCHEN OPERATIONS

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | Work is organized to make effective use of staff skills, time and equipment to meet the needs of the kitchen. | <input type="checkbox"/> |
| 2. | Staff are supervised to make certain that they maintain personal hygiene and cleanliness. | <input type="checkbox"/> |
| 3. | Staff are advised on the best working methods so that the required amount and quality of work are achieved. | <input type="checkbox"/> |
| 4. | Staff are supervised to make certain that they are carrying out their work according to instructions; corrective coaching is given where necessary. | <input type="checkbox"/> |
| 5. | Staff are supervised to make certain that the preparations necessary to ensure smooth service are carried out before food service begins. | <input type="checkbox"/> |
| 6. | Section activities are co-ordinated so that foods are ready at the right time for the next stage of preparation, cooking and finishing. | <input type="checkbox"/> |
| 7. | During service, the kitchen is monitored to make certain that all sections are kept clean and tidy, and that unused foods are promptly returned to the appropriate stores. | <input type="checkbox"/> |
| 8. | It is made certain that dishes are prepared, cooked and finished according to instructions and within the time allowed. | <input type="checkbox"/> |
| 9. | Finished dishes are checked to make certain that they are portioned according to instructions. | <input type="checkbox"/> |
| 10. | Food orders are monitored to make certain that they are correctly filled. | <input type="checkbox"/> |
| 11. | It is made certain that, when served to the waiter, hot foods are hot and chilled foods are chilled. | <input type="checkbox"/> |
| 12. | Special requests from guests are monitored to make certain that they are fulfilled within the requirements of house policy. | <input type="checkbox"/> |
| 13. | Guest feedback is reported to management. | <input type="checkbox"/> |
| 14. | Problems situations are reported to management. (See Note 1). | <input type="checkbox"/> |
| 15. | The close-down of the kitchen is supervised to make certain that house procedures are followed. | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. PROBLEMS SITUATIONS MAY INCLUDE:

- staff problems
- food supply problems
- equipment failure
- power, gas or water failure
- guest complaints

PROJECT ASSIGNMENT

You are required to supervise three shifts.

A: For each shift, carefully plan the work you will do and the activities you will supervise. Make notes on your plan of work, so that you can discuss it with the Assessor. During the shift, carry out routine procedures, supervise the work of staff, and deal with unexpected situations and problems.

B: Observe carefully what happens, and make notes during the shift so that you can recall, while talking to the Assessor, the main points you need to discuss. You will be expected to discuss the following:

- the mise en place details
- the dishes produced by the staff
- the number of guests served
- an evaluation of the performance of the kitchen staff
- an evaluation of the quality of the food produced
- an evaluation of the handling of special requests from guests
- a description of problems which occurred and an evaluation of how they were dealt with
- an evaluation of the standards of cleanliness
- an evaluation of the efficiency of working practices
- an evaluation of any needed corrective coaching which was or was not carried out
- an evaluation of the close-down procedures

C: Consider ways in which your own work and the running of the kitchen as a whole could be improved. Discuss with the Assessor how your suggested improvements could be implemented.

UNIT 2 – FOOD PRODUCTION – FOURTH LEVEL

MAINTAIN SAFETY AND HYGIENE STANDARDS

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | Staff are supervised to make certain that the required standard of personal hygiene is maintained. (See "Maintain Personal Hygiene"). | <input type="checkbox"/> |
| 2. | Staff are supervised to make certain that their working practices do not create the risk of food poisoning. | <input type="checkbox"/> |
| 3. | The handling and storage of fresh and frozen foods is monitored to make certain that hygienic practices are maintained. | <input type="checkbox"/> |
| 4. | It is made certain that cooked foods waiting to be served warm are kept hot in order to avoid the risk of food poisoning. | <input type="checkbox"/> |
| 5. | It is made certain that cooked foods waiting to be served cold are kept chilled in order to avoid the risk of food poisoning. | <input type="checkbox"/> |
| 6. | It is made certain that raw foods, needing to be kept chilled, are kept chilled. | <input type="checkbox"/> |
| 7. | The careful handling and correct use of cooking, refrigerating and food processing equipment is monitored to make certain that safe and hygienic practices are maintained. | <input type="checkbox"/> |
| 8. | The kitchen premises are monitored to make certain that they are kept clean and in a safe condition. | <input type="checkbox"/> |
| 9. | The kitchen premises are monitored to identify any hazards; any hazards which cannot be immediately eliminated are reported to management. | <input type="checkbox"/> |
| 10. | It is made certain that any spillage on the kitchen floor is immediately cleaned up. | <input type="checkbox"/> |
| 11. | Problems with staff not complying with the safety and hygiene standards are identified and immediately reported to management. | <input type="checkbox"/> |

PROJECT ASSIGNMENTS

1. Conduct a training session to explain to staff the required standards of personal hygiene and why they must be achieved.

2. Explain how the following foods should be stored, and what special care should be taken while they are being used or are exposed in the kitchen:

- raw fish
- cooked shellfish
- raw meat
- cooked meat
- fresh milk
- raw egg yolks

3. Conduct a training session to explain to staff the safe and hygienic way of using each type of equipment in your kitchen. (NOTE: Equipment refers to cutting equipment, equipment with moving parts, heat-producing equipment, and refrigerating equipment).

UNIT 3 – FOOD PRODUCTION – FOURTH LEVEL

MANAGE STAFF

STANDARDS

- | | | |
|----|---|--------------------------|
| 1. | The work of staff is assessed, and feedback is given in a constructive and positive way in order to motivate staff and encourage further improvement. | <input type="checkbox"/> |
| 2. | Proposals are made for the training and development of staff. | <input type="checkbox"/> |
| 3. | Rotas are planned to make certain that staffing resources are used effectively. | <input type="checkbox"/> |
| 4. | House regulations and codes of behaviour are clearly communicated to staff. | <input type="checkbox"/> |
| 5. | The problems and view-points of other departments are explained to staff so that conflicts are minimized and working relationships between departments are effective. | <input type="checkbox"/> |
| 6. | Full and accurate records are kept of staff attendance and punctuality and these are monitored; any problems are immediately reported to management. | <input type="checkbox"/> |
| 7. | Staff are treated in a helpful and co-operative way. | <input type="checkbox"/> |

PROJECT ASSIGNMENTS

You are asked to complete the following project assignments for Assessment.

- | | | | |
|----|----|---|-----|
| 1. | A. | Discuss with a staff member his or her work performance. Ask the staff member to assess himself or herself, and also to identify any negative aspects of his or her work. | [] |
| | B. | Give a detailed account of what was said in 1(A) and how you obtained a commitment from the staff member to maintain the positive aspects of his/her work performance and deal with the negative aspects. | [] |
| 2. | | Covering the staff for whom you are responsible, prepare weekly duty rotas for two consecutive weeks which make certain that the required duties are efficiently resourced. | [] |
| 3. | | Keep accurate attendance and punctuality records for a team of staff for at least one month, and recommend to management any action which you feel needs to be taken. | [] |
| 4. | | Communicate to all staff within your department the current house regulations and codes of behaviour. (Carry this out by having a meeting with all members of your staff). | [] |
| 5. | A. | Prepare a briefing for your staff which explains the problems and attitudes of another department so that common problems can be discussed. (The briefing can be written in note form). | [] |
| | B. | Carry out this briefing with your staff in order to help both departments to work together more effectively. | [] |

UNIT 4 – FOOD PRODUCTION – FOURTH LEVEL

DEVELOP TEAMWORK

STANDARDS

- | | | |
|----|--|--------------------------|
| 1. | A personal example is set for co-operation, punctuality and quality of work. | <input type="checkbox"/> |
| 2. | Co-operative and helpful working relationships are created and maintained with colleagues and staff. | <input type="checkbox"/> |
| 3. | Effective working relationships are created and maintained with management. | <input type="checkbox"/> |
| 4. | Changes in policy and/or work procedures are communicated to staff in a way which enables them to understand why the changes are taking place. | <input type="checkbox"/> |
| 5. | Disagreements and conflict within the team are dealt with in a way which maintains productive working relationships. | <input type="checkbox"/> |
| 6. | Staff are encouraged to feel that their personal efforts are essential to the success of the kitchen as a whole. | <input type="checkbox"/> |
| 7. | Staff are encouraged to feel that the work of each section of the kitchen is essential to the success of the kitchen as a whole. | <input type="checkbox"/> |

PROJECT ASSIGNMENTS

You are asked to complete the following project assignments for Assessment.

1. A. After discussion with your Assessor, list your strengths and weaknesses in terms of setting a personal example for your staff, and state what further steps you need to take in order to reach a higher level of success. []

- B. Discuss what you consider to be the quality of your work, i.e. what the term "quality" means in relation to your work, and how far you achieve quality. []

2. Assess the quality of the working relationships in your own team. Give a detailed account of why you believe that the good features and the bad features of these working relationships have arisen. Explain how you could make improvements in the working relationships of the team. []

3. Discuss the areas in which you feel that management needs your co-operation, and in what ways you are able to co-operate with management. []

4. A. Give a detailed account of what you consider to be the most important ways to encourage staff to feel that their individual personal efforts, as well as the overall role of their section, are essential to the success of the kitchen. []

- B. Interview two staff members to find out how they see the importance of their personal contribution to the success of the kitchen. Give a detailed account of how you would improve any negative feelings they might have, or how you would reinforce their positive feelings. []

5. Give a detailed account of the possible ways to encourage staff to share their ideas and views on how to improve their work performance. []

UNIT 5 – FOOD PRODUCTION – FOURTH LEVEL

PLAN AND SUPERVISE TRAINING

THIS UNIT APPLIES TO

TYPES OF TRAINING WHICH MAY INCLUDE:

- orientation/induction training
- initial training
- staff updating
- corrective coaching

TRAINING NEEDS WHICH MAY INCLUDE:

- learning culinary skills
- learning existing or new work procedures
- learning the use of new equipment
- inter-personal skills

TRAINING METHODS WHICH INCLUDE:

- on-the-job training
- job rotation

STANDARDS

- | | | |
|-----|--|--------------------------|
| 1. | The training needs of inexperienced and experienced staff are identified. | <input type="checkbox"/> |
| 2. | Training for staff members is planned and carried out. | <input type="checkbox"/> |
| 3. | Staff are trained to carry out their tasks to the standards of performance required by house policy. | <input type="checkbox"/> |
| 4. | Staff are trained to follow house procedures. | <input type="checkbox"/> |
| 5. | Staff are trained to appreciate the importance of the guest to the successful operation of the establishment. | <input type="checkbox"/> |
| 6. | Staff are told of the benefits to themselves of training. | <input type="checkbox"/> |
| 7. | Individual staff training records are maintained and kept updated according to house procedures. | <input type="checkbox"/> |
| 8. | Staff are given guidance and support throughout their training. | <input type="checkbox"/> |
| 9. | Staff are kept informed of their progress and encouraged to continue their self-development. | <input type="checkbox"/> |
| 10. | Each training plan is monitored as it progresses and changed where necessary to make certain that the training is useful to the individual and to the establishment. | <input type="checkbox"/> |

11. Training is followed up by further training or corrective coaching where needed.
12. Staff are treated in a helpful and co-operative way.

PROJECT ASSIGNMENTS

You are asked to complete the following project assignments for Assessment.

1. A. State the tasks to be carried out by one of your experienced members of staff and one of your inexperienced members of staff. Compare the skills of these two members of staff with the tasks you have identified, and state their training needs.
- B. Draw up a training plan for each of these two members of staff, showing all subjects of training, the method(s) of training, the time schedule, and the trainers involved.
- C. Make certain that the training plans are carried out. During training, hold individual meetings with each of the trainees and give them feedback on their performance. (The feedback should be a balance between positive and negative comments). Give the trainees opportunities to share with you their ideas and to comment on their own training.
- D. Give a detailed account of how you would make certain that:
i.) the training is useful to the trainee;
ii.) the training is useful to the establishment
- (Note: this asks HOW you would do it, not what your hunch feelings are).
2. A. Give a detailed account of what you would have done if the experienced member of staff had felt that the training was not necessary, and the trainer had reported that he was not turning up for training sessions.
- B. Give a detailed account of what you would have done if the inexperienced member of staff had keenly attended the training but little improvement had occurred in his performance on-the-job, and he continued to make mistakes.
3. Give three or more examples of how one might give "guidance and support" to a trainee during training.
4. An experienced and senior member of your kitchen staff is in need of corrective coaching. Give a detailed account of how you would interpret his emotions and habits; then draw up a plan of corrective coaching which is sensitive to those emotions and habit and avoids antagonizing him.

5. Give a detailed account of some of the possible ways one might convince staff of the benefits of training to themselves. Consider, too, how to counteract what might be perceived by some staff members as the disadvantages of training, e.g. extra responsibilities arising from a higher level job, etc.



UNIT 6 – FOOD PRODUCTION – FOURTH LEVEL

TRAIN STAFF ONE-ON-ONE

THIS UNIT APPLIES TO

- One-on-One On-the-Job Training
- Coaching/Corrective Training

SKILLS TRAINING WHICH MAY INCLUDE:

- the preparation of a dish on the menu
- the safe and proper use of a piece of equipment
- knife skills
- safe practices
- kitchen cleaning
- accepting deliveries
- the procedures for storing foods and other items

STANDARDS

- | | | |
|----|--|--------------------------|
| 1. | Staff are told of the benefits of training to themselves so that they will be encouraged to participate in training. | <input type="checkbox"/> |
| 2. | The level and pace of the training session matches the needs of the individual staff member taking the training. | <input type="checkbox"/> |
| 3. | The individual staff member to be trained is fully briefed before the training begins on what will be taught and practised. | <input type="checkbox"/> |
| 4. | The task to be taught is broken down into well-organized stages in order to make it easier for the individual staff member to understand and learn. | <input type="checkbox"/> |
| 5. | Each stage is explained and demonstrated in a clear and helpful way, and the individual member of staff is allowed to practise after each demonstration. | <input type="checkbox"/> |
| 6. | Staff are encouraged to ask questions and participate throughout their training. | <input type="checkbox"/> |
| 7. | Staff are observed while they do their work, and feedback is given in a clear and helpful way. | <input type="checkbox"/> |
| 8. | Corrective coaching is given where necessary and in a clear and helpful way. | <input type="checkbox"/> |

PROJECT ASSIGNMENTS

You are asked to complete the following project assignments for Assessment.

1. Carry out two training sessions, each for a different task to be learned and each with a different trainee.

A. During each session, make sure to include the following:

- fully brief the trainee on what will be taught;
- break down the task to be taught into well-organized stages;
- make certain that the level and pace you have chosen match the abilities and needs of the trainee;
- explain and demonstrate each stage in a clear and helpful way, and allow the trainee to practise after each demonstration;
- encourage the trainee to participate in the training rather than just stand and observe you while you work;
- ask questions to make sure that the trainee has understood each stage;
- encourage the trainee to ask questions and give comments;
- give positive encouragement and praise.

B. Let the trainee perform the task without help. Ask the trainee to evaluate his or her own performance and where s/he would like to improve. Give feedback in a clear and helpful way. The feedback should be a balance between positive and negative comments.

2. There is a staff member in your kitchen who has been working in the industry for many years. You know he has potential and experience but he seems bored and more concerned with time off than with carrying out the tasks his job requires. You have mentioned training to him before but he shrugs his shoulders and seems disinterested. How do you create in him the desire to learn? Give a detailed account of what you would do and say.

3. Several weeks later, the same staff member is beginning to perk up and show enthusiasm for learning. He enjoyed the training you gave him and is doing good work. What are the different ways you would choose to keep his enthusiasm alive? Give a detailed account of what you would plan, do and say.

4. One year later, the same person is one of your best assistants. He has, however, become careless about some of the fundamentals you taught him in the beginning. How would you give corrective coaching? Give a detailed account of what you would do and say.

5. You are asked to give "helpful" feedback to staff: what are some of the ways you might accomplish this? Give some possible examples.

6. What are some of the things which might create a negative environment for learning?
Give some possible examples of what a successful training session should avoid.

UNIT 7 – FOOD PRODUCTION – FOURTH LEVEL

COMMUNICATE WITH OTHERS

THIS UNIT APPLIES TO:

- verbal communication
- written communication
- visual communication

STANDARDS

- | | | |
|----|---|--------------------------|
| 1. | The best form of communication for the particular subject matter is selected.
(See Note 1). | <input type="checkbox"/> |
| 2. | Communication takes place in a form which is understandable to all parties. | <input type="checkbox"/> |
| 3. | Communication is timely, clear and specific. | <input type="checkbox"/> |
| 4. | Instructions and requirements are given in a clear and helpful way, and questions are asked to make certain that instructions and requirements have been understood.
(See Note 2). | <input type="checkbox"/> |
| 5. | Corrections are communicated in a clear, helpful and fair way, and in a way which does not cause embarrassment. (See Note 3). | <input type="checkbox"/> |
| 6. | Relevant information is given to staff in a timely, clear and helpful way. (See Note 4). | <input type="checkbox"/> |
| 7. | Staff are encouraged to ask questions in order to make certain that they have understood the communication. | <input type="checkbox"/> |
| 8. | Staff are given a variety of opportunities to share their ideas and suggestions on how to improve the flow of work and the quality of service. | <input type="checkbox"/> |
| 9. | Relevant information, suggestions and ideas are given to other departments and/or management in a clear, specific and helpful way. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. FORMS OF COMMUNICATION MAY INCLUDE:

- *verbal*: face-to-face or by telephone
- *written*: memos, reports, letters, messages, standards of performance, training schedules
- *visual*: drawings, photographs, posters, videos, slides

(Note: high levels of skill in writing or drawing are not required).

SUBJECT MATTERS TO BE COMMUNICATED MAY INCLUDE:

- requirements/standards
- information
- advice/suggestions/opinions
- instructions/procedures
- corrections

2. PHRASING QUESTIONS:

- questions should be open-ended and not elicit a "yes" or "no" response
- questions should begin with "who, what, when, where, how," or "why"

3. COMMUNICATION STYLES WHICH MAY CAUSE EMBARRASSMENT INCLUDE:

- public chastisement
- sarcasm/taunting
- shouting
- personal attacks

4. RELEVANT INFORMATION TO STAFF MAY INCLUDE:

- changes
- special events
- food and beverage menus/specials
- current industry trends
- occupancy levels
- departmental issues/problems
- training/staff meeting sessions
- staff opportunities

PROJECT ASSIGNMENTS

1. Give instructions, in pictorial form, on how a menu dish should look before it leaves the kitchen. (A high level of drawing skill is not required but the drawing must be easy to understand and follow, and it must be specific). □

2. A steward in your kitchen consistently forgets at least one of the daily tasks he is required to perform. Explain how you would handle this situation. Give a detailed account of what you would communicate and how. □

3. A cook in your kitchen consistently has problems with another staff member in the restaurant. Their hostility towards each other often causes heated arguments during service and is affecting other members of staff and the quality of service. □

4. A cook in your kitchen is acting surly and rude to colleagues and does little to contribute to the team effort of the department. The rare times that he speaks, he gives the impression that he is frustrated and hostile towards management. To complicate matters more, he is a close neighbor of yours and a distant relative. Explain how you would handle this situation. Give a detailed account of what you would communicate and how. □

5. You have ideas on how your kitchen could be better organized and how you could improve the flow of work and quality of service. You have heard a rumour, however, that management does not like to make any changes. Explain how you would handle this situation. Give a detailed account of what you would communicate and how. □

6. Explain what aspects of your own communication skills might be considered to be your best, as seen from the viewpoint of management and fellow-staff. □

UNIT 8 – FOOD PRODUCTION - FOURTH LEVEL

MAINTAIN STAFF DISCIPLINE

STANDARDS

- | | | |
|----|---|--------------------------|
| 1. | Disciplinary procedures are clearly made known to staff. | <input type="checkbox"/> |
| 2. | Steps are taken to prevent potential problems from reaching a stage requiring disciplinary action. (See Note 1). | <input type="checkbox"/> |
| 3. | Action is taken without delay in the event of a disciplinary problem. | <input type="checkbox"/> |
| 4. | In the first instance, an attempt is made to deal with unsatisfactory situations by means of advice and guidance. | <input type="checkbox"/> |
| 5. | Where further action is needed, the matter is immediately referred to management. | <input type="checkbox"/> |
| 6. | Full and accurate records are kept of all the events and circumstances prior to and during the disciplinary proceedings and subsequent actions. | <input type="checkbox"/> |
| 7. | Records of all the events and circumstances prior to and during the disciplinary proceedings are evaluated in a balanced way. | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. CAUSES OF POTENTIAL PROBLEMS MAY INCLUDE:
 - the personality of some members of staff
 - security weaknesses resulting in situations of temptation
 - the influence of outside forces

PROJECT ASSIGNMENTS

You are asked to complete the following project assignments for Assessment.

1. A. Consider your present work situation and the staff members who work with you: identify any potential problems which might lead to a situation requiring disciplinary action. []

- B. Give a detailed account of what your course of action would be to avoid these problems. []

2. You are having a problem with a member of your staff who is working too slowly and whose standards are poor. It seems that this staff member is fundamentally lazy, unmotivated, and openly disinterested in receiving training. Moreover, he is suspected of taking advantage of weaknesses in the stores system to take food home. []

- A: Give a detailed account of how you would conduct a preliminary interview in order to deal with the situation by means of advice and guidance. []

- B: On the basis of the preliminary interview, report to management what course of action you think should be taken regarding the staff member's unsatisfactory speed and quality of work, as well as the suspicion that he steals from food stores. []

- C. State what records would need to be kept to cover the case fully. []

- D. Discuss what you think would be the appropriate instances in which the details of the case could properly be disclosed to others. []

UNIT 9 – FOOD PRODUCTION – FOURTH LEVEL

HANDLE STAFF GRIEVANCES

STANDARDS

- | | | |
|----|--|--------------------------|
| 1. | The procedures for handling grievances are made known to staff. | <input type="checkbox"/> |
| 2. | Staff are helped to discuss grievances or problems on an individual basis by using techniques to encourage the individual to speak freely. (See Note 1). | <input type="checkbox"/> |
| 3. | Action is taken to deal with grievances without delay. | <input type="checkbox"/> |
| 4. | Grievances are dealt with in the first instance by advice and guidance and/or by discussion with any other parties involved. | <input type="checkbox"/> |
| 5. | A record is kept of the action or actions taken to deal with staff grievances. | <input type="checkbox"/> |
| 6. | Grievances arising between one member of staff and another are handled in a way which encourages future co-operation between the parties. | <input type="checkbox"/> |
| 7. | Grievances which cannot be resolved are referred without delay to management. | <input type="checkbox"/> |

NOTE ON THE STANDARDS

1. TECHNIQUES WHICH MIGHT ENCOURAGE A PERSON TO SPEAK FREELY MAY INCLUDE:
- attentive listening
 - assuring confidentiality
 - speaking in a gentle, caring tone
 - speaking in a non-threatening and non-patronizing way
 - being non-aggressive
 - asking questions

PROJECT ASSIGNMENTS

You are asked to complete the following project assignments for Assessment.

1. You are going to have an interview with a member of staff who wishes to discuss a grievance against another member of staff. (The Assessor may act as the member of staff).

A. Based on what the staff member tells you, state what action you will take and/or what further discussion you feel will be necessary.

B. Report to management and explain the details and evidence related to the case. Recommend the course of action you think should be taken.

2. You are reliably informed that a newly-appointed young apprentice is being roughly treated by two fellow-apprentices, who have been on the staff for a longer period of time. The new apprentice is particularly bright and keen and seems likely to become an asset to the kitchen. He is, however, shy and has made no attempt to discuss the problem with you or any other senior staff. You suspect that he might feel humiliated if you openly stepped in to defend him; however, if nothing is done, you fear he might leave, and you do not wish this to happen.

Discuss with the Assessor how you would handle such a situation.

UNIT 10 – FOOD PRODUCTION: FOURTH LEVEL: UNIT 10

DEVELOP LIAISON WITH OTHER DEPARTMENTS

STANDARDS

- | | | |
|----|--|--------------------------|
| 1. | It is made certain that information from other departments and units is received and acted upon promptly. (See Note 1). | <input type="checkbox"/> |
| 2. | It is made certain that accurate and complete information is sent to other departments and units promptly. (See Note 2). | <input type="checkbox"/> |
| 3. | It is made certain that information is given in the appropriate form and through appropriate channels. (See Note 3). | <input type="checkbox"/> |
| 4. | It is made certain that other departments are co-operated with in a helpful and polite way. | <input type="checkbox"/> |
| 5. | Information which may be useful to other departments is identified and communicated to the appropriate people. | <input type="checkbox"/> |
| 6. | Causes of friction between Food Production staff and the staff of other departments are identified and either eliminated or referred to senior management. (See Note 4). | <input type="checkbox"/> |
| 7. | Steps are taken to encourage staff to understand the motivation, attitudes and problems of staff from other departments. | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. INFORMATION FROM OTHER DEPARTMENTS MAY INCLUDE:

- **FROM FOOD AND BEVERAGE SERVICE**
 - the number of guests with table reservations, and times
 - details for and requirements of functions/special events
 - the number of group bookings, and times
 - VIP guests or special requests
 - the timing of service requirements
 - food orders
- **FROM HOUSEKEEPING**
 - the laundry procedures for towels, uniforms, etc..
 - the availability of towels, uniforms, etc.
 - the requirements for fruit, etc. in guest rooms
- **FROM FRONT OFFICE**
 - the number of guests in-house
 - the number of group bookings which may need food and beverage facilities
 - the food revenue allocation arising from inclusive terms

2. INFORMATION TO OTHER DEPARTMENTS MAY INCLUDE:

- **TO FOOD AND BEVERAGE SERVICE**
 - the menu
 - the specials of the day
 - descriptions of dishes for waiter information
 - any dishes which are not available or are in short supply
 - the dishes to be promoted
 - the most profitable dishes
 - the length of time between ordering and service for specific dishes
 - the availability of special requests, e.g. vegetarian dishes or dishes not on the menu
 - any problems which may affect service
- **TO FRONT OFFICE**
 - any menus to be typed
- **TO HOUSEKEEPING**
 - uniform requirements
 - laundry requirements
 - linen requirements
 - the availability of fruit, etc. for guest rooms

3. APPROPRIATE CHANNELS MAY INCLUDE:

- verbal
- written
- electronic/computer

4. CAUSES OF FRICTION MAY INCLUDE:

- unfair blame or criticism
- incorrect information
- poor organization leading to poor service and guest complaints

PROJECT ASSIGNMENTS

You are asked to complete the following project assignments for Assessment.

- | | | | |
|----|----|--|---|
| 1. | A. | Give a detailed account of what information is supplied by the kitchen and what information is received by the kitchen from other departments. State how this information is communicated, e.g. face-to-face, or by telephone, form, report, computer print-out, etc. Use examples to support your answer. | □ |
| | B. | Explain the reasons for break-downs in communication | □ |
| | C. | Make recommendations for improvements in the communication between the departments in your hotel or restaurant.
Your recommendations should cover: <ul style="list-style-type: none">• any weaknesses in the forms or channels used• any information now being supplied that is no longer useful• any information not being supplied which is essential• the timeliness with which information is communicated | □ |
| 2. | A. | Identify the main areas of friction between the kitchen and other departments. | □ |
| | B. | Analyze the causes of the friction, and propose some possible solutions. | □ |

UNIT 11 – FOOD PRODUCTION – FOURTH LEVEL

PURCHASE DRY GOODS

THIS UNIT APPLIES TO

DRY GOODS WHICH MAY INCLUDE:

- canned foods
- dry foods (pasta, rice, flour, tea, coffee, etc.)
- paper and/or plastic goods
- cleaning materials
- small cleaning equipment

STANDARDS

- | | | |
|----|---|--------------------------|
| 1. | Comparisons are made between suppliers to achieve the best balance between quality, price and service. | <input type="checkbox"/> |
| 2. | The lowest price for a given quantity, and level of service quality is obtained from suppliers. | <input type="checkbox"/> |
| 3. | After consultation with management, appropriate re-order quantities are established to achieve the best balance between discounts for bulk buying, the rate of usage, the storage life of the product, and the cost of the money tied up in stock, and the storage capacity of the establishment. | <input type="checkbox"/> |
| 4. | After authorization from an appropriate person, orders are placed with approved suppliers in a clear and accurate way and according to house procedures. | <input type="checkbox"/> |
| 5. | Deliveries are checked to make certain that the quality and quantity supplied is the same as the quality and quantity ordered. | <input type="checkbox"/> |
| 6. | Deliveries are transferred to storage areas immediately. | <input type="checkbox"/> |
| 7. | Records are carefully maintained of all transactions, quantities and prices for subsequent checking against invoices. | <input type="checkbox"/> |

PROJECT ASSIGNMENTS

You are asked to complete the following project assignments for Assessment.

1. There has recently been a problem with the condition of the following dry goods items which have been delivered to your restaurant. You have been asked to prepare purchase specifications or quality notes for each of the items so that the suppliers will know what is required by the restaurant, and the quality can be checked at the time of delivery.

- canned tomatoes
- garbage bags
- detergent for cleaning kitchen floors
- tea bags

2. A: You have been asked to obtain and negotiate prices from several suppliers for the following:

- flour
- long-life milk
- paper towels
- coffee
- dish-washing liquid

- B: Present the prices in a report, giving suggestions as to which suppliers should be chosen, and the reasons for your choice.

3. Prepare a manual which can be used by the kitchen staff to assist them in purchasing and receiving dry goods in your absence.

The manual should include:

- suppliers used for different dry goods items
- prices
- quantities to be ordered
- ordering procedures - when to order, lead-times, delivery times, etc.
- any documentation needed when purchasing
- delivery and storage procedures
- recording procedures

Note: A higher level of writing skill is not required, but the manual should be informative and easy to understand.

UNIT 12 – FOOD PRODUCTION – FOURTH LEVEL

MINIMIZE FOOD AND MATERIALS COSTS

STANDARDS

- | | | |
|----|---|--------------------------|
| 1. | Food waste is monitored and action is taken to make certain that it is kept to a minimum. (See Note 1). | <input type="checkbox"/> |
| 2. | Established portion sizes are maintained. | <input type="checkbox"/> |
| 3. | Operations are monitored to make certain that the portion sizes which are specified on the menu are actually served. | <input type="checkbox"/> |
| 4. | Staff are informed of the importance of energy cost control, and steps are taken to ensure that energy costs are kept to a minimum. | <input type="checkbox"/> |
| 5. | The careful handling and the correct use of kitchen equipment and utensils are monitored to make certain that the equipment and utensils are kept in good condition, and that waste, damage, and breakages are kept to a minimum. | <input type="checkbox"/> |
| 6. | Defects in equipment or kitchen areas which cannot be immediately put right are reported without delay so that remedial action can be taken. | <input type="checkbox"/> |
| 7. | Costs arising from ancillary items (cloths, cleaning agents, etc.) are kept to a minimum. | <input type="checkbox"/> |
| 8. | Sources of information relevant to the control of costs are monitored and acted upon. (See Note 2). | <input type="checkbox"/> |

NOTES ON THE STANDARDS

1. CAUSES OF WASTE MAY INCLUDE:

- wasteful preparation of raw or unfinished foods
- over-production of foods
- food spoilage
- poor cooking methods
- overcooking foods
- failing to re-use food items in alternative ways
- poor portion control
- not following standard recipes

2. SOURCES OF INFORMATION MAY INCLUDE:

- comparisons between (a) the amounts of foods used and (b) the amounts of foods which should have been used according to standard recipes and the number of portions of dishes served
- comparison between the target kitchen percentage and the actual kitchen percentage
- the types and amounts of foods being put in the garbage bin
- the number of portions being obtained from a specified unit of food (e.g. a particular fish) compared with the target number of portions

PROJECT ASSIGNMENTS

You are asked to complete the following project assignments for Assessment.

- | | | |
|----|---|--------------------------|
| 1. | Prepare standard recipes for four dishes which are on your restaurant's menu. The standard recipes should be able to be used by any of your chefs to produce dishes using set ingredients. Emphasize in the recipes the importance of using set ingredients in order to minimize waste. | <input type="checkbox"/> |
| 2. | Select ten items from different parts of your menu and describe how portion control is ensured for each item. | <input type="checkbox"/> |
| 3. | Describe how wastage of food can be controlled in your kitchen. You should include examples of the re-use of specific items from your menu. | <input type="checkbox"/> |
| 4. | List at least six practical ways of saving energy in your kitchen. | <input type="checkbox"/> |
| 5. | Explain how the costs of other kitchen items such as cloths, cleaning agents, aluminum foil, plastic wrap, paper towels, etc. can be kept to a minimum in the kitchen. | <input type="checkbox"/> |

UNIT 13 – FOOD PRODUCTION – FOURTH LEVEL

MONITOR PEST-CONTROL PROCEDURES

STANDARDS

1. The type(s) and name(s) of pest-control chemicals for the job, and used by the contracted pest-control company, are known.
2. The correct uses for the type(s) and name(s) of pest-control chemicals for the job, and used by the contracted pest-control company, are known.
3. Any antidotes as prescribed by the manufacturer are known and kept on record; in the event of human poisoning, this information is immediately made available to the medical authorities.
4. The exact areas to be sprayed are agreed with the pest-control company and known. (See Note 1).
5. The areas to be sprayed are thoroughly prepared according to house procedures, before spraying occurs. (See Note 2).
6. The spraying is monitored to make certain that the correct areas are sprayed and that the poison does not come into contact with humans, food or drink.
7. Clean-up procedures as prescribed by the manufacturer are known.
8. Staff are fully briefed on correct clean-up procedures to safeguard their health and avoid cross-contamination. (See Note 3).
9. Staff are monitored to make certain that correct clean-up procedures are followed.
10. Clean-up equipment for pest-poisons are used for this purpose only, to avoid cross-contamination; this is fully communicated to staff.
11. Staff are monitored to make certain that clean-up equipment is used in the clean-up of pest-poisons only.
12. Areas are monitored for any signs of dead pests; these are cleaned up immediately and disposed of according to house procedures.
13. Problem situations are noticed and immediately reported to management. (See Note 4).
14. Staff and management in Food and Beverage and other departments are treated in a helpful and co-operative way.

NOTES ON THE STANDARDS

1. AREAS TO BE SPRAYED MAY INCLUDE:

- entire kitchen: behind equipment, floor rims, shelving, drawers, etc
- service points
- vent/water outlet areas
- stock rooms/shelving/storage
- staff areas
- garbage areas

2. PREPARING AREAS INCLUDES:

- all items which come into contact with humans removed from areas to be sprayed
- all foods and beverages properly wrapped, sealed and stored away safely

3. CLEAN-UP PROCEDURES MUST INCLUDE:

- thorough removal of exposed poisons
- thorough wipe-down of surfaces (shelving, floors, etc.)
- use of plastic gloves (and face masks, as appropriate)
- use of equipment for poison clean-up only (bucket, rags, sponges, mop, etc).
- avoidance of cleaning agents which may cause toxic vapours when mixed with poisons
- the safe disposal of waste water to avoid cross-contamination or environmental poisoning
- the safe marking and storage of clean-up equipment
- thorough hand-washing and washing of any skin areas which may have come into accidental contact with poisons or waste water

4. PROBLEM SITUATIONS MAY INCLUDE:

- accidental poisoning
- cross-contamination
- incorrect areas sprayed
- incorrect clean-up equipment used
- damage to surfaces or items
- dead pests/vermin
- other noticeable safety risks