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| Unit/Standard Number | <p>High School Graduation Years 2014, 2015 and 2016</p> <p>Institutional Food Worker CIP 12.0508 Task Grid</p> |
| | Secondary Competency Task List |
| 100 | DEMONSTRATE SAFETY PROCEDURES |
| 101 | Wear appropriate apparel in the food preparation area. |
| 102 | Demonstrate safe use of cutting tools. |
| 103 | Demonstrate procedures for safe lifting and carrying of heavy objects. |
| 104 | List common causes of typical accidents and injuries in the food service industry. |
| 105 | Follow appropriate emergency procedures for kitchen and dining room injuries. |
| 106 | Describe appropriate types and use of fire extinguishers used in the food service area. |
| 107 | Pass safety tests for all motor-driven and stationary equipment. |
| 108 | Complete safety checklist and demonstrate general safety procedures in a food preparation area. |
| 109 | Recognize safe design and construction features of food production equipment and facilities (i.e. NSF, UL, OSHA, ADA, etc.). |
| 110 | Review Material Safety Data Sheets (MSDS) and explain their requirements in handling hazardous materials. |
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| 200 | DEMONSTRATE SANITATION PROCEDURES |
| 201 | Demonstrate good personal hygiene and health practices that must be followed in the food service area. |
| 202 | Demonstrate the difference between cleaning and sanitizing equipment and facilities. |
| 203 | Identify proper waste disposal methods and recycling. |
| 204 | Maintain and develop schedule and procedures for sanitizing equipment and facilities. |
| 205 | Demonstrate precautions to follow when handling blood borne pathogens (ECP). |
| 206 | List reasons for and signs of food spoilage and contamination. |
| 207 | Describe cross-contamination and acceptable procedures to follow when preparing and storing for temperature control safety (TCS) of foods. |
| 208 | Identify the Hazard Analysis Critical Control Point (HACCP) during all food handling processes as a method for minimizing the risk of food borne illness. |
| 209 | Describe laws and rules of the regulatory agencies governing sanitation and safety in food service operations. |
| 210 | Describe and demonstrate ServSafe certification requirements. |
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| 300 | DEMONSTRATE KNOWLEDGE OF THE FOOD INDUSTRY |
| 301 | Trace growth and development of the hospitality and tourism industry. |
| 302 | Describe the various cuisines and their relationship to history and cultural development. |
| 303 | Identify professional organizations that compare and contrast their purposes and benefits to the industry. |
| 304 | Evaluate career opportunities utilizing field trips, guest speakers, and other industry resources. |
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| 400 | PURCHASING, RECEIVING AND STORAGE PROCEDURES |
| 401 | Demonstrate proper receiving and storing of fresh, frozen, refrigerated, and staple goods |

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| 402 | Demonstrate labeling requirements for food products. |
| 403 | Discuss legal and ethical consideration of purchasing. |
| 404 | Inventory food and non-food items kept on hand. |
| 405 | Explain the procedures for rotation of stock and for costing and evaluating including FIFO. |
| 500 | DEMONSTRATE SKILL IN GARDE MANGER |
| 501 | Identify tools and equipment used in GARDE MANGER and emphasizing safety and sanitation procedures. |
| 502 | Develop fundamental skills in the preparations of cold items to include soups, presentation techniques. |
| 503 | Demonstrate food presentation techniques, i.e. platters, bowls, and plates. |
| 504 | Demonstrate basic garnishes to produce decorative pieces to include fruit/vegetable carvings and accompaniments. |
| 505 | Identify and prepare types of hors d'oeuvres, canapés, appetizers, and fancy sandwiches. |
| 506 | Identify and prepare types of hot and cold sandwiches. |
| 507 | Wrap and store cold sandwiches. |
| 600 | DEMONSTRATE USE AND CARE OF CUTTING TOOLS & UTENSILS |
| 601 | Identify and demonstrate use and care of kitchen cutting tools and utensils. |
| 602 | Demonstrate how to carve, cut, slice, and trim meat, seafood and poultry |
| 603 | Demonstrate classical cuts |
| 700 | DEMONSTRATE USE AND CARE OF MECHANICAL FOOD PREPARATION EQUIPMENT |
| 701 | Identify various types and uses of kitchen equipment. |
| 702 | Define and understand general safety requirements and procedures for kitchen equipment. |
| 703 | Operate and clean major appliances such as a refrigerator, dish washer, ovens, range and freezer. |
| 704 | Operate and clean mixers. |
| 705 | Operate and clean a slicer, food processor and food grinder. |
| 706 | Operate and clean a deep fat fryer. |
| 707 | Operate and clean steam cooking equipment. |
| 708 | Operate and clean a proof cabinet |
| 709 | Operate and clean a steamer or steam kettle. |
| 710 | Operate and clean a steam table. |
| 711 | Operate and clean oven. |
| 712 | Operate and clean coffee equipment. |
| 713 | Operate and clean a broiler, griddle and grill. |
| 714 | Operate and clean a can opener. |
| 715 | Operate a waste disposal |

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| 716 | Operate and prepare items for retail sale. |
| 800 | DEMONSTRATE HOW TO PREPARE STANDARDIZED RECIPES |
| 801 | Demonstrate how to read and follow a standardized recipes within industry time limits. |
| 802 | Reduce and increase a recipe. |
| 803 | Describe components of the recipes, such as yield, time, and nutrition fact. |
| 900 | DEMONSTRATE KNOWLEDGE OF NUTRITION |
| 901 | List food groups and recommended servings in the current USDA Food Guide for My Plate. |
| 902 | Discuss current dietary guidelines and recommended dietary allowances. |
| 903 | Interpret food labels in terms of the portion size, ingredients, and nutritional value. |
| 904 | Describe primary functions and major food sources of major nutrients. |
| 905 | List the six food groups in the current USDA Food Guide for My Plate and the recommended daily servings from each group. |
| 906 | Discuss and demonstrate cooking techniques and storage principles for maximum retention of nutrients. |
| 907 | Discuss various contemporary nutritional concerns such as allergies, vegetarianism, heart healthy menus, and religious dietary laws. |
| 1000 | PREPARE BREAKFAST FOODS |
| 1001 | Identify common breakfast foods and condiments. |
| 1002 | Prepare various egg cookery methods |
| 1003 | Prepare breakfast potatoes. |
| 1004 | Prepare breakfast meats. |
| 1005 | Prepare and cook pancakes, griddle cakes and waffles. |
| 1006 | Prepare hot breakfast cereals. |
| 1007 | Prepare crepes. |
| 1008 | Prepare and cook fritters. |
| 1100 | DEMONSTRATE KNOWLEDGE OF BEVERAGES |
| 1101 | Match terms related to beverages with their correct definitions. |
| 1102 | List the standards of quality for coffee and tea. |
| 1103 | Reconstitute powdered and frozen beverages. |
| 1200 | PREPARE VEGETABLES AND FRUITS |
| 1201 | Identify and prepare market forms of vegetables and fruits. |
| 1202 | Prepare vegetables by boiling, simmering, steaming, baking, sautéing, blanching, and grilling. |
| 1203 | List the factors to consider when preparing vegetables and fruits. |
| 1204 | Explain and describe the standards of quality for cooked vegetables. |

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| 1205 | Identifying and prepare different forms of potatoes. |
| 1300 | PREPARE PASTA AND RICE |
| 1301 | Identify and prepare market forms of pasta and rice using various cooking methods. |
| 1302 | List the standards of quality for receiving pasta and rice. |
| 1303 | Identify and prepare various cooking methods using pasta and rice. |
| 1304 | List the standards of quality for cooked pasta and rice. |
| 1400 | PREPARE CHEESE |
| 1401 | Identify various classes of cheese. |
| 1402 | Select common cheese textures. |
| 1403 | Properly handle cheese. |
| 1404 | Identify and prepare foods using cheese as main ingredient such as dressings, platters, spreads, and fillings. |
| 1405 | Slice, grate, cube and shape cheese. |
| 1500 | PREPARE SALADS, FRUITS, AND SALAD DRESSINGS |
| 1501 | Identify and prepare types of salads. |
| 1502 | Identify basic parts of a salad. |
| 1503 | Prepare and store salad greens. |
| 1504 | Prepare a variety of protein salads. |
| 1505 | Demonstrate methods of serving salads. |
| 1506 | Prepare various types of dressings, temporary, permanent and cooked. |
| 1507 | Peel, cut and zest fruits and vegetables. |
| 1508 | Set-up/maintain/breakdown salad bars properly. |
| 1600 | PROPERLY ADD SEASONINGS TO FOODS |
| 1601 | List market forms in which herbs, spices and seasonings may be available. |
| 1602 | Analyze the quality of spices & flavorings. |
| 1603 | Explain techniques for seasoning uncooked foods. |
| 1604 | Use and identify seasonings, herbs and condiments. |
| 1605 | Test foods for proper seasoning by taste, smell, texture, and sight. |
| 1700 | PREPARE STOCKS, SOUPS AND SAUCES |
| 1701 | Identify, prepare and evaluate a variety of stocks. |
| 1702 | Identify, prepare and evaluate a variety of mother and small sauces. |
| 1703 | Prepare and evaluate types of soups. |

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| 1704 | Identify the purpose of sauces and gravies. |
| 1705 | Identify and prepare thickening agents for sauces. |
| 1706 | Demonstrate knowledge of standards of quality for stocks, soups, and sauces. |
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| 1800 | IDENTIFY PREPARE AND COOK MEATS |
| 1801 | Identify primal, sub-primal and retail cuts and their sources. |
| 1802 | Prepare beef, veal, pork and lamb |
| 1803 | Identify factors affecting the cooking of beef, veal, pork, poultry, and seafood. |
| 1804 | Describe how to cook poultry and seafood using dry and moist heat cooking methods. |
| 1805 | Demonstrate methods for checking degrees of doneness. |
| 1806 | Identify types of poultry and their market forms. |
| 1807 | Identify types of seafood and their market forms. |
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| 1900 | DEMONSTRATE SKILL IN BASIC BAKING PRACTICES |
| 1901 | Define vocabulary terms used in baking. |
| 1902 | Identify and demonstrate equipment and utensils used in baking and discuss proper use and care. |
| 1903 | List and describe the factors influencing the quality of baked products. |
| 1904 | Identify ingredients used in baking and describe their properties. |
| 1905 | Identify and prepare a variety of quick breads. |
| 1906 | Identify and prepare a variety of types of pies and tarts. |
| 1907 | Identify and prepare a variety of fillings and toppings for pastries and baked goods. |
| 1908 | Identify, prepare, and evaluate a variety of yeast products, such as bread, rolls and sweet rolls. |
| 1909 | Match bread ingredients with their functions. |
| 1910 | Identify, prepare and evaluate baking powder biscuits. |
| 1911 | Identify, prepare and evaluate cake doughnuts. |
| 1912 | Identify, prepare and evaluate standards of quality cakes. |
| 1913 | Identify, prepare, apply and evaluate various types of icings. |
| 1914 | Identify, prepare and evaluate various types of cookies and bar cookies. |
| 1915 | Discuss and demonstrate the procedure for preparing puff pastry. |
| 1916 | Prepare and evaluate pate a choux. |
| 1917 | Identify, prepare and evaluate a variety of custards and puddings |
| 1918 | Identify, prepare and evaluate a variety of frozen desserts. |
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| 2000 | PLAN AND COST MENUS |
| 2001 | Plan and design a menu based upon customer and management needs. |
| 2002 | List the methods to use for giving variety to a menu. |

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| 2003 | List the reasons for costing recipes. |
| 2004 | Plan, prepare, produce, and serve a complete menu based on customer and management needs. |
| 2100 | PERFORM INSTITUTIONAL FOOD SERVICE PROCEDURES |
| 2101 | Identify and demonstrate proper use and care of smallwares. |
| 2102 | Set up, operate, and clean a dish room during restaurant service. |
| 2103 | Set up, operate, and clean various prep stations in the restaurant kitchen. |
| 2104 | Demonstrate opening and closing procedures for "back of-the- house" operations. |
| 2105 | Perform duties as a cook. |
| 2106 | Perform duties as a cook's helper. |
| 2107 | Perform duties as an expeditor. |
| 2108 | Perform duties as a dessert person. |
| 2109 | Perform duties as a line server and beverage person. |
| 2200 | PERFORM "FRONT- OF- THE- HOUSE" OPERATIONS |
| 2201 | Identify and describe various types of service used in restaurants. |
| 2202 | Perform the basic duties of a wait person. |
| 2203 | Perform duties of a host/hostess. |
| 2204 | Perform duties of a beverage person. |
| 2205 | Perform duties as a cashier to include register operations, record keeping and reconcile cash accounts. |
| 2206 | Perform duties of a salad bar attendant. |
| 2207 | Perform duties of a bus person, food runner, and liquid server. |
| 2208 | Perform sidework duties. |
| 2209 | Serve on a serving line. |
| 2210 | Handle a compliment and complaint. |
| 2211 | Define hospitality and the importance of quality customer service within the hospitality industry. |
| 2300 | PERFORM DINING ROOM SERVICE |
| 2301 | Describe the rules and responsibilities of personnel for dining service. |
| 2302 | Describe the general rules of table settings and service. |
| 2303 | Discuss sales techniques for service personnel including menu knowledge and suggestive selling. |
| 2304 | Explain inter-relationships and work flow between dining room and kitchen operations. |
| 2305 | Develop an awareness of special customer needs including dietary needs and food allergies as it relates to the menu. |
| 2306 | Demonstrate an understanding of guest service and customer relations, including handling of difficult situations and accommodations for the disabled. |
| 2307 | Discuss various procedures for processing guest checks. |
| 2308 | Close a dining room for the day. |

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| 2400 | DEMONSTRATE SKILL IN THE USE OF A PERSONAL COMPUTER |
| 2401 | Perform care and handling of computer hardware and software. |
| 2402 | Describe proper use of industry standard software, such as Point of Sale systems (P.O.S.). |
| 2403 | Describe use of industry computer accessories and peripherals such as scanners, touch screens and printers, |
| 2404 | Describe use of current industry communication and research technology, including e-mail usage and hand-held equipment |