

Unit/Standard Number	<p>High School Graduation Years 2014, 2015 and 2016</p> <p>Institutional Food Worker</p> <p>CIP 12.0508</p> <p>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.
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.
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.
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.
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.
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.
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

<p>Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>