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### SELF-ASSESSMENT GUIDE

Qualification:	<b>FOOD PRODUCTION (PROFESSIONAL COOKERY) NC III</b>
COC 2:	<b>PLAN, COST, AND PREPARE QUANTITY FOODS</b>
Units of Competency Covered:	<ul style="list-style-type: none"> <li>• Organize bulk cooking operations for buffet service</li> <li>• Plan, prepare and serve specialty cuisines</li> <li>• Plan and prepare Garde Manger products</li> <li>• Develop and maintain beverage and wine product knowledge</li> <li>• Apply catering control and procedures</li> <li>• Plan and cost menus</li> </ul>

**Instruction:**

Read each question and check the appropriate column to indicate your answer.

<b>Can I?</b>	<b>YES</b>	<b>NO</b>
1. Design buffet concept according to enterprise and customers requirement		
2. Determine menu, layout, display and presentation of buffet		
3. Select food items according to season, budget, occasion and customer specific requirement		
4. Calculate and request quantities and food cost components		
5. Design work schedule and work flow plan to maximize time and temperature considerations, teamwork and efficiency, minimize spoilage, and other food safety risks		
6. Organize preparation and service of orders for relevant section of the kitchen		
7. Control the sequence of dishes to enable smooth service flow and to minimize delays and risk to food safety concerns		
8. Exercise quality control at all stages of preparation and cooking to ensure presentation, design, eye appeal and portion size of menu items meets enterprise standards		
9. Apply portion control to minimize wastage and maximize profits		
10. Liaise preparations and conduct of buffet service with relevant people		
11. Determine food safe production system for bulk cooking operations		
12. Identify appropriate equipment to assist production and cooking operation		
13. Select menu items according to compatibility with the system		

14. Prepare and serve recipes according to the type of food service system		
15. Prepare food using safe methods of preparation to enhance nutritional value in terms of quality and structure		
16. Display food items with artistry to create customer appeal		
17. Use garnishes and accompaniments to enhance taste and appeal.		
18. Supervise buffet service to ensure food items are replenished and remains neat and attractive.		
19. Select appropriate service equipment, service wares and linens to display dishes and decoration for presentation		
20. Determine tables and service points according to requirements, occasion and safe customer and staff accessibility		
21. Store buffet items at a safe temperature, hygienically and correctly in correct containers and labeled and in correct conditions.		
<b>PLAN, PREPARE AND PRESENT SPECIALTY CUISINES *</b>		
22. Identify and select a range of dishes for special cuisines		
23. Select dishes taking into account cultural/cuisines or special customer requests		
24. Ensure resources available to prepare, cook and serve special cuisines		
25. Communicate production/service of menu with front of house staff		
26. Ensure and use special Ingredients and sustainable ingredients, and their availability and determines with accurately calculated quantities according to recipes and specifications.		
27. Ensure conditions of ingredients to maintain the freshness and quality		
28. Select and use tools and equipment that are environmentally friendly in accordance to menu requirements.		
29. Design work schedule and workflow plan to maximize teamwork and efficiency.		
30. Prepare a clear and complete mise en place list		
31. Identify preparation techniques for a variety of ingredients according to enterprise standards and recipe requirements.		
32. Establish and correctly observe appropriate purchasing, receiving, and storing procedures		
33. Minimize trimmings and wastage through appropriate preparation and handling.		
34. Maintain thawing of frozen items in accordance enterprise standards.		
35. Observe steps, cultural requirements and major issues in the preparation of specialty dishes using a variety of cooking methods and complex techniques appropriate for the dishes selected.		
36. Prepare complex dishes in a logical manner and within industry realistic time frame.		
37. Prepare sauces, garnishes, and accompaniments appropriate for the dishes		
38. Apply workplace and food safety, sanitation and hygiene in-accordance with HACCP standards		
39. Keep complex dishes at required storage or holding temperatures to maintain quality and freshness prior to service.		

40. Follow heating procedures of cold or frozen stored food according to enterprise standards.		
41. Present a variety of specialty according to plating and presentation requirement including ways of serving.		
42. Select appropriate service wares or eco-friendly packaging to suite the type and style of presentation for complex dishes.		
43. Portion dishes according to required service requirements and enterprise standards.		
44. Present dishes hygienically, logically and sequentially within required timeframe		
45. Evaluate and visually adjusts dishes for presentation.		
46. Store fresh and/or cryovac items according to enterprise standards		
47. Store food items in appropriate containers and are properly labeled according to sanitation and safety standards and FIFO procedures.		
48. Ensure storage conditions to maintain freshness and quality.		
49. Ensure economic viability of preparation and holding quantities		
50. Select and calculates food production requirements for hot and cold appetizer using standard recipes		
51. Identify and prepare appetizer ingredients according to standard recipe, quality, freshness and stock rotation requirements to minimize wastage		
52. Prepare appropriate sauces and dressings according to recipe requirements		
53. Select and use appropriate and relevant equipment, tools and utensils		
54. Identify and apply appropriate methods of cookery and preparations for appetizers according to recipe requirement		
55. Make food adjustment to follow standard recipe		
56. Present appetizers in appropriate service wares and adjusts to enhance visual appeal		
57. Select and calculate food production requirements for hot and cold salad dishes using standard recipes		
58. Identify and prepare salad ingredients according to standard recipe, quality, freshness and stock rotation requirements to minimize wastage		
59. Prepare appropriate sauces and dressings according to recipe requirements		
60. Select and use appropriate and relevant equipment, tools and utensils		
61. Identify and apply appropriate methods of cookery and preparations for salads according to standard recipes requirements		
62. Make food quality adjustment are mad to follow standard recipe		
63. Present salads in appropriate service wares and adjusts to enhance visual appeal		
64. Prepare a variety of classical and contemporary sandwiches		
65. Select suitable bases from a range of bread		
66. Produce sandwiches using correct ingredients		
67. Use a range of appropriate techniques to prepare sandwiches		
68. Select and use appropriate equipment for toasting, reheating and presenting sandwiches		
69. Prepare sandwiches within the required timeframe and presented using suitable accompaniments and service wares		
70. Store sandwiches hygienically at correct environmental conditions to maintain freshness and quality		

71. Identify a variety of cheeses.		
72. Prepare cheeses for food service		
73. Present cheeses complementary garnishes and accompaniments		
74. Store cheeses in correct storage practices to minimize wastage		
75. Prepare a range of charcuterie products according to standard recipes		
76. Use appropriate ingredients for the production of charcuterie products		
77. Determine and use specialized equipment correctly and safely according to manufacturer's instruction and enterprise requirements		
78. Present charcuterie products attractively for various uses		
79. Store charcuterie products in appropriate containers, properly labeled and under specific environmental condition		
<b>DEVELOP AND MAINTAIN BEVERAGE AND WINE PRODUCT KNOWLEDGE *</b>		
80. Research general information on beverage products		
81. Develop and maintain beverage and wine product knowledge in line with job role and responsibilities are developed and maintained.		
82. Identify features of specific food and beverages which have potential customer appeal		
83. Identify and differentiate different types of non-alcoholic and alcoholic beverages		
84. Determine beverage quality and characteristics.		
85. Describe origins and production methods for different types of beverages		
86. Explain proper service of different beverages		
87. Identify and differentiates different wine styles		
88. Identify and differentiates the major grape varieties used in wine production		
89. Identify major wine producing countries and the wines they produce		
90. Explain steps in basic wine production		
91. Describe variations in grape growing and wine production techniques		
92. Interpret wine labels to identify and make assessment of wine contained within bottles		
93. Explain proper storage of wine		
94. Create the conditions for wine tasting and appraisal		
95. Evaluate wines by sight, taste and smell		
96. Determine wine quality and characteristics		
97. Identify major wine faults		
98. Offer advice, where appropriate, on suitable combinations of foods and food and beverages		
99. Provide assistance to customers on selection of food and beverage items.		
100. Respond courteously and authoritatively to customer questions in relation to menus and drink lists		
<b>APPLY CATERING CONTROLS AND PROCEDURES *</b>		
101. Identify the range of catering products used within the enterprise		
102. Use requisition/portion control effectively.		
103. Use standard recipes correctly		
104. Control portion sizes effectively using calibrated equipment where appropriate.		
105. Implement ordering and stock rotation practices		

106. Use optimum storage conditions to minimize contamination, wastage, loss and theft.		
107. Take appropriate measures to reduce loss		
108. Use trimmings of food products		
109. Dispose of food wastage in line with enterprise and local authorities' requirements		
110. Process recyclable products to local authority requirements		
<b>PLAN AND COST MENUS *</b>		
111. Identify current customer profile for the food business		
112. Analyze characteristic of the different markets and food preferences of customer base		
113. Generate a range of ideas for menus for dishes or food production ranges, their merits assessed, and discussed with relevant personnel.		
114. Choose menu items to meet customer preferences		
115. Identify organizational service style and cuisine and develops suitable menus		
116. Include balanced variety of dishes or food production items for the style of service and cuisine.		
117. Itemize proposed components of included dishes or food production items		
118. Calculate portion yields and costs from raw ingredients		
119. Assess cost-effectiveness of proposed dishes or food production items and chooses menu items that provide high yield.		
120. Price menu items to ensure maximum profitability.		
121. Write menus using words that appeal to customer base and fit with the business service style.		
122. Use correct names for style of cuisine.		
123. Use descriptive writing to promote sale of menu items.		
124. Seek ongoing feedback from customers and others and uses it to improve menu performance.		
125. Assess success of menus against customer satisfaction and sales data. Adjusts menus based on feedback and profitability.		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name and Signature		Date

\* Critical Aspects of Competency