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SELF-ASSESSMENT GUIDE

Qualification:	FOOD PRODUCTION (PROFESSIONAL COOKERY) NC III		
COC 1:	Plan, Prepare, Hold, and Present Foods		
Units of Competency Covered:	<ul style="list-style-type: none"> • Monitor daily cleaning routines • Apply and demonstrate current trends in methods of cookery • Organize bulk cooking operations for buffet service • Establish and maintain quality control in food production • Plan, prepare and serve specialty cuisines • Plan and prepare Garde Manger products • Develop and maintain beverage and wine product knowledge • Prepare bakery products for patisserie • Apply catering control and procedures • Plan and cost menus 		
Instruction: Read each question and check the appropriate column to indicate your answer.			
Can I?	YES	NO	
1. Review cleaning needs and assess site according to company requirements to determine work implications, and issues are clarified with appropriate persons.			
2. Do general assessments in line with cleanliness requirements			
3. Identify work areas, equipment and utensils to be cleaned			
4. Identify special requirements arising from site characteristics or client requests according to company and occupational health and safety (OHS) requirements.			
5. Determine scope and timing of cleaning			
6. Identify quality of a safe and hygienic workplace as required by the enterprise			
7. Analyze resource according to availability and enterprise standard			
8. Develop work schedules and assigns available personnel with recognized competencies according to OHS and enterprise standards.			
9. Assess type and quantity of equipment, personal protective equipment (PPE), chemicals and consumables required to perform cleaning and maintenance task according to enterprise standard.			
10. Provide suitable equipment, PPE, chemicals and consumables for the cleaning operation according to task, manufacturer specifications, and OHS and company requirements.			

11. Identify potential risks according to food safety standards and reported to persons of authority.		
12. Prepare maintenance checklist		
13. Prepare Forms and templates for recording		
14. Advice work team members of work schedules and responsibilities using communication methods according to enterprise standards.		
15. Monitor use of cleaning agents, chemicals and cleaning equipment safely and according to manufacturer instructions		
16. Monitor use of personal protective equipment and safe manual handling techniques when cleaning equipment and premises		
17. Reduce negative environmental impacts through efficient use of energy, water and other resources.		
18. Monitor sorting of general kitchen waste from recyclables and their disposal of in designated recycling bins		
19. Monitor safe disposal of kitchen waste, especially hazardous substances, to minimize negative environmental impacts		
20. Determine preventive measures to avoid further damages		
21. Identify work restrictions affecting completion of work order and changed customer needs, expectations and preferences and adjusts work schedules according to company requirements.		
APPLY AND DEMONSTRATE CURRENT TRENDS IN METHODS OF COOKERY *		
22. Identify, assess and obtain information sources regarding current trends in methods of cookery		
23. Identify, obtain and store correct information on methods and techniques to assist kitchen staff queries.		
24. Update and align appropriate knowledge and skills according to current trends of cookery		
25. Select and use appropriate cooking tools and equipment that are environmentally friendly in accordance to menu requirements.		
26. Determine, ensure, use, prepare, cook and present special and sustainable ingredients and their availability accurately according to recipe specifications to match intended final product in a safe manner.		
27. Observe steps, cultural requirements and major issues in the preparation of specialty and variety of dishes using a variety of cooking methods and complex techniques appropriate for the dishes selected.		
28. Design work schedule and workflow plan to maximize teamwork and efficiency.		
29. Apply and perform current methods of cookery to enhance taste, texture and presentation		
30. Determine and prepare garnishes, sauces and accompaniments for dishes		
31. Apply workplace and food safety, sanitation and hygiene in-accordance with HACCP standards		
32. Hold a variety of specialty dishes in required temperature, condition and prescribed containers prior to presentation		

33. Use contemporary and current design of plates and utensils to complement and enhance elements of the plated dish		
34. Determine portion control to ensure food items are served according to enterprise policies and standard recipes		
35. Evaluate and visually adjusts dishes for presentation.		
36. Store cooked product items correctly in appropriate temperature conditions and locations using correct containers to ensure freshness and quality		
37. Maintain correct thawing procedures of cooked products		
38. Maintain correct conditions to ensure freshness and quality		
ORGANIZE BULK COOKING OPERATIONS FOR BUFFET SERVICE *		
39. Design buffet concept according to enterprise and customers requirement		
40. Determine menu, layout, display and presentation of buffet		
41. Select food items according to season, budget, occasion and customer specific requirement		
42. Calculate and request quantities and food cost components		
43. Design work schedule and work flow plan to maximize time and temperature considerations, teamwork and efficiency, minimize spoilage, and other food safety risks		
44. Organize preparation and service of orders for relevant section of the kitchen		
45. Control the sequence of dishes to enable smooth service flow and to minimize delays and risk to food safety concerns		
46. 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		
47. Apply portion control to minimize wastage and maximize profits		
48. Liaise preparations and conduct of buffet service with relevant people		
49. Determine food safe production system for bulk cooking operations		
50. Identify appropriate equipment to assist production and cooking operation		
51. Select menu items according to compatibility with the system		
52. Prepare and serve recipes according to the type of food service system		
53. Prepare food using safe methods of preparation to enhance nutritional value in terms of quality and structure		
54. Display food items with artistry to create customer appeal		
55. Use garnishes and accompaniments to enhance taste and appeal.		
56. Supervise buffet service to ensure food items are replenished and remains neat and attractive.		
57. Select appropriate service equipment, service wares and linens to display dishes and decoration for presentation		
58. Determine tables and service points according to requirements, occasion and safe customer and staff accessibility		
59. Store buffet items at a safe temperature, hygienically and correctly in correct containers and labeled and in correct conditions.		

ESTABLISH AND MAINTAIN QUALITY CONTROL IN FOOD PRODUCTION *		
60. Identify appropriate quality standards in food production to ensure the quality of raw materials, cooking processes, portion control, presentation and protection of food from contamination for all menu items		
61. Develop appropriate quality procedures to maintain quality		
62. Ensure quality procedures for products and services to meet consistency and enterprise requirements.		
63. Verify and ensures products produced in-line with established quality standards to match menu descriptions.		
64. Apply procedures to monitor quality, including observation, formal audits and reviews, tasting and seeking feedback.		
65. Ensure procedures to monitor applied and compliance with current food safety program and legislative and regulatory requirements		
66. Identify and solve problems related to quality control of food		
PLAN, PREPARE AND PRESENT SPECIALTY CUISINES *		
67. Identify and select a range of dishes for special cuisines		
68. Select dishes taking into account cultural/cuisines or special customer requests		
69. Ensure resources available to prepare, cook and serve special cuisines		
70. Communicate production/service of menu with front of house staff		
71. Ensure and use special Ingredients and sustainable ingredients, and their availability and determines with accurately calculated quantities according to recipes and specifications.		
72. Ensure conditions of ingredients to maintain the freshness and quality		
73. Select and use tools and equipment that are environmentally friendly in accordance to menu requirements.		
74. Design work schedule and workflow plan to maximize teamwork and efficiency.		
75. Prepare a clear and complete mise en place list		
76. Identify preparation techniques for a variety of ingredients according to enterprise standards and recipe requirements.		
77. Establish and correctly observe appropriate purchasing, receiving, and storing procedures		
78. Minimize trimmings and wastage through appropriate preparation and handling.		
79. Maintain thawing of frozen items in accordance enterprise standards.		
80. 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.		
81. Prepare complex dishes in a logical manner and within industry realistic time frame.		
82. Prepare sauces, garnishes, and accompaniments appropriate for the dishes		
83. Apply workplace and food safety, sanitation and hygiene in-accordance with HACCP standards		
84. Keep complex dishes at required storage or holding temperatures to maintain quality and freshness prior to service.		
85. Follow heating procedures of cold or frozen stored food according to enterprise standards.		

86. Present a variety of specialty according to plating and presentation requirement including ways of serving.		
87. Select appropriate service wares or eco-friendly packaging to suite the type and style of presentation for complex dishes.		
88. Portion dishes according to required service requirements and enterprise standards.		
89. Present dishes hygienically, logically and sequentially within required timeframe		
90. Evaluate and visually adjust dishes for presentation.		
91. Store fresh and/or cryovac items according to enterprise standards		
92. Store food items in appropriate containers and are properly labeled according to sanitation and safety standards and FIFO procedures.		
93. Ensure storage conditions to maintain freshness and quality.		
94. Ensure economic viability of preparation and holding quantities		
PLAN AND PREPARE GARDE MANGER PRODUCTS *		
95. Select and calculate food production requirements for hot and cold appetizer using standard recipes		
96. Identify and prepare appetizer ingredients according to standard recipe, quality, freshness and stock rotation requirements to minimize wastage		
97. Prepare appropriate sauces and dressings according to recipe requirements		
98. Select and use appropriate and relevant equipment, tools and utensils		
99. Identify and apply appropriate methods of cookery and preparations for appetizers according to recipe requirement		
100. Make food adjustment to follow standard recipe		
101. Present appetizers in appropriate service wares and adjusts to enhance visual appeal		
102. Select and calculate food production requirements for hot and cold salad dishes using standard recipes		
103. Identify and prepare salad ingredients according to standard recipe, quality, freshness and stock rotation requirements to minimize wastage		
104. Prepare appropriate sauces and dressings according to recipe requirements		
105. Select and use appropriate and relevant equipment, tools and utensils		
106. Identify and apply appropriate methods of cookery and preparations for salads according to standard recipes requirements		
107. Make food quality adjustment are to follow standard recipe		
108. Present salads in appropriate service wares and adjusts to enhance visual appeal		
109. Prepare a variety of classical and contemporary sandwiches		
110. Select suitable bases from a range of bread		
111. Produce sandwiches using correct ingredients		
112. Use a range of appropriate techniques to prepare sandwiches		
113. Select and use appropriate equipment for toasting, reheating and presenting sandwiches		
114. Prepare sandwiches within the required timeframe and presented using suitable accompaniments and service wares		
115. Store sandwiches hygienically at correct environmental conditions to maintain freshness and quality		

116. Identify a variety of cheeses.		
117. Prepare cheeses for food service		
118. Present cheeses complementary garnishes and accompaniments		
119. Store cheeses in correct storage practices to minimize wastage		
120. Prepare a range of charcuterie products according to standard recipes		
121. Use appropriate ingredients for the production of charcuterie products		
122. Determine and use specialized equipment correctly and safely according to manufacturer's instruction and enterprise requirements		
123. Present charcuterie products attractively for various uses		
124. Store charcuterie products in appropriate containers, properly labeled and under specific environmental condition		
DEVELOP AND MAINTAIN BEVERAGE AND WINE PRODUCT KNOWLEDGE *		
125. Research general information on beverage products		
126. Develop and maintain beverage and wine product knowledge in line with job role and responsibilities are developed and maintained.		
127. Identify features of specific food and beverages which have potential customer appeal		
128. Identify and differentiate different types of non-alcoholic and alcoholic beverages		
129. Determine beverage quality and characteristics.		
130. Describe origins and production methods for different types of beverages		
131. Explain proper service of different beverages		
132. Identify and differentiate different wine styles		
133. Identify and differentiate the major grape varieties used in wine production		
134. Identify major wine producing countries and the wines they produce		
135. Explain steps in basic wine production		
136. Describe variations in grape growing and wine production techniques		
137. Interpret wine labels to identify and make assessment of wine contained within bottles		
138. Explain proper storage of wine		
139. Create the conditions for wine tasting and appraisal		
140. Evaluate wines by sight, taste and smell		
141. Determine wine quality and characteristics		
142. Identify major wine faults		
143. Offer advice on suitable combinations of foods and food and beverages, where appropriate		
144. Provide assistance to customers on selection of food and beverage items.		
145. Respond courteously and authoritatively to customer questions in relation to menus and drink lists		
PREPARE BAKERY PRODUCTS FOR PATISSERIE *		
146. Communicate production/service of menu with front of house staff		
147. Use special Ingredients and sustainable ingredients, if appropriate, and determines accurately calculated quantities according to recipes and specifications.		
148. Ensure conditions of ingredients to maintain the freshness and quality.		

149. Select and use tools and equipment that are environmentally friendly to in accordance to menu requirements.		
150. Design work schedule and workflow plan to maximize teamwork and efficiency.		
151. Prepare a clear and complete mise en place list.		
152. Identify preparation techniques for a variety of ingredients according to enterprise standards and recipe requirements.		
153. Establish and correctly observe appropriate purchasing, receiving, and storing procedures		
154. Minimize trimmings and wastage through appropriate preparation and handling.		
155. Maintain thawing of frozen items in accordance enterprise standards.		
156. Prepare selection of desserts, bakery and patisserie products using a variety of baking techniques and selects complex techniques appropriate for the dishes.		
157. Prepare bakery and patisserie products to desired product characteristics, and bakes to enterprise requirements and standards in a logical manner and within industry realistic time frame.		
158. Prepare sweet sauces, filling, coating/icings, decorations/ garnishes and accompaniments appropriate for the bakery and patisserie products.		
159. Apply workplace and food safety, sanitation and hygiene in accordance with HACCP standards.		
160. Keep desserts, bakery and patisserie products at required storage or holding temperatures to maintain quality and freshness prior to service.		
161. Present a variety of desserts, bakery and patisserie products according to plating and presentation requirement including ways of serving.		
162. Select appropriate service equipment to suite the type and style of presentation for bakery and patisserie goods.		
163. Portion desserts, bakery and patisserie products are portioned according to required service requirements and enterprise standards.		
164. Present dishes are presented hygienically, logically and sequentially within required timeframe		
165. Evaluate and visually adjust dishes for presentation.		
166. Store desserts, bakery and patisserie products items at correct temperature and conditions of storage.		
167. Select and use suitable eco-friendly packaging to preserve taste, appearance and quality		
168. Store food items in appropriate containers and are properly labeled according to sanitation and safety standards and FIFO procedures.		
169. Ensure storage conditions to maintain freshness and quality.		
170. Ensure economic viability of preparation and holding quantities.		
APPLY CATERING CONTROLS AND PROCEDURES *		
171. Identify the range of catering products used within the enterprise		
172. Use requisition/portion control effectively.		
173. Use standard recipes correctly		
174. Control portion sizes effectively using calibrated equipment where appropriate.		

175. Implement ordering and stock rotation practices		
176. Use optimum storage conditions to minimize contamination, wastage, loss and theft.		
177. Take appropriate measures to reduce loss		
178. Use trimmings of food products		
179. Dispose of food wastage in line with enterprise and local authorities' requirements		
180. Process recyclable products to local authority requirements		
PLAN AND COST MENUS *		
181. Identify current customer profile for the food business		
182. Analyze characteristic of the different markets and food preferences of customer base		
183. Generate a range of ideas for menus for dishes or food production ranges, their merits assessed, and discussed with relevant personnel.		
184. Choose menu items to meet customer preferences		
185. Identify organizational service style and cuisine and develops suitable menus		
186. Include balanced variety of dishes or food production items for the style of service and cuisine.		
187. Itemize proposed components of included dishes or food production items		
188. Calculate Portion yields and costs from raw ingredients		
189. Assess cost-effectiveness of proposed dishes or food production items and chooses menu items that provide high yield.		
190. Price menu items to ensure maximum profitability.		
191. Write menus using words that appeal to customer base and fit with the business service style.		
192. Use correct names for style of cuisine.		
193. Use descriptive writing to promote sale of menu items.		
194. Seek ongoing feedback from customers and others and uses it to improve menu performance.		
195. 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