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| Reference No. | | | | | | | | | | | | | | | | | |
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SELF-ASSESSMENT GUIDE

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| Qualification: | FOOD PRODUCTION (PROFESSIONAL COOKERY) NC III | | |
| 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 | |
| MONITOR DAILY CLEANING ROUTINES | | | |
| 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. | | | |

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| 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. Advise 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 adjust 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 | | |

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| 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 * | | |
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| 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. | | |

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| 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 | | |
| 95. Selects and calculates food production requirements for hot and cold appetizer using standard recipes | | |
| 96. Identifies and prepares appetizer ingredients according to standard recipe, quality, freshness and stock rotation requirements to minimize wastage | | |
| 97. Prepares appropriate sauces and dressings according to recipe requirements | | |
| 98. Selects and uses appropriate and relevant equipment, tools and utensils | | |
| 99. Identifies and applies appropriate methods of cookery and preparations for appetizers according to recipe requirement | | |
| 100. Makes food adjustment to follow standard recipe | | |
| 101. Presents appetizers in appropriate service wares and adjusts to enhance visual appeal | | |
| 102. Selects and calculates food production requirements for hot and cold salad dishes using standard recipes | | |
| 103. Identifies and prepares salad ingredients according to standard recipe, quality, freshness and stock rotation requirements to minimize wastage | | |
| 104. Prepares appropriate sauces and dressings according to recipe requirements | | |
| 105. Selects and uses appropriate and relevant equipment, tools and utensils | | |
| 106. Identifies and applies appropriate methods of cookery and preparations for salads according to standard recipes requirements | | |
| 107. Makes food quality adjustment are mad to follow standard recipe | | |
| 108. Presents salads in appropriate service wares and adjusts to enhance visual appeal | | |
| 109. Prepares a variety of classical and contemporary sandwiches | | |
| 110. Selects suitable bases from a range of bread | | |
| 111. Produces sandwiches using correct ingredients | | |
| 112. Uses a range of appropriate techniques to prepare sandwiches | | |
| 113. Selects and uses appropriate equipment for toasting, reheating and presenting sandwiches | | |
| 114. Prepares sandwiches within the required timeframe and presented using suitable accompaniments and service wares | | |

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| 115. Stores sandwiches hygienically at correct environmental conditions to maintain freshness and quality | | |
| 116. Identifies a variety of cheeses. | | |
| 117. Prepares cheeses for food service | | |
| 118. Presents cheeses complementary garnishes and accompaniments | | |
| 119. Stores cheeses in correct storage practices to minimize wastage | | |
| 120. Prepares a range of charcuterie products according to standard recipes | | |
| 121. Uses appropriate ingredients for the production of charcuterie products | | |
| 122. Determines and uses specialized equipment correctly and safely according to manufacturer's instruction and enterprise requirements | | |
| 123. Presents charcuterie products attractively for various uses | | |
| 124. Stores charcuterie products in appropriate containers, properly labeled and under specific environmental condition | | |
| PLAN AND PREPARE GARDE MANGER PRODUCTS * | | |
| 125. Select and calculate food production requirements for hot and cold appetizer using standard recipes | | |
| 126. Identify and prepare appetizer ingredients according to standard recipe, quality, freshness and stock rotation requirements to minimize wastage | | |
| 127. Prepare appropriate sauces and dressings according to recipe requirements | | |
| 128. Select and use appropriate and relevant equipment, tools and utensils | | |
| 129. Identify and apply appropriate methods of cookery and preparations for appetizers according to recipe requirement | | |
| 130. Make food adjustment to follow standard recipe | | |
| 131. Present appetizers in appropriate service wares and adjusts to enhance visual appeal | | |
| 132. Select and calculate food production requirements for hot and cold salad dishes using standard recipes | | |
| 133. Identify and prepare salad ingredients according to standard recipe, quality, freshness and stock rotation requirements to minimize wastage | | |
| 134. Prepare appropriate sauces and dressings according to recipe requirements | | |
| 135. Select and use appropriate and relevant equipment, tools and utensils | | |
| 136. Identify and apply appropriate methods of cookery and preparations for salads according to standard recipes requirements | | |
| 137. Make food quality adjustment are to follow standard recipe | | |
| 138. Present salads in appropriate service wares and adjusts to enhance visual appeal | | |
| 139. Prepare a variety of classical and contemporary sandwiches | | |
| 140. Select suitable bases from a range of bread | | |
| 141. Produce sandwiches using correct ingredients | | |
| 142. Use a range of appropriate techniques to prepare sandwiches | | |
| 143. Select and use appropriate equipment for toasting, reheating and presenting sandwiches | | |
| 144. Prepare sandwiches within the required timeframe and presented using suitable accompaniments and service wares | | |

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| 145. Store sandwiches hygienically at correct environmental conditions to maintain freshness and quality | | |
| 146. Identify a variety of cheeses. | | |
| 147. Prepare cheeses for food service | | |
| 148. Present cheeses complementary garnishes and accompaniments | | |
| 149. Store cheeses in correct storage practices to minimize wastage | | |
| 150. Prepare a range of charcuterie products according to standard recipes | | |
| 151. Use appropriate ingredients for the production of charcuterie products | | |
| 152. Determine and use specialized equipment correctly and safely according to manufacturer's instruction and enterprise requirements | | |
| 153. Present charcuterie products attractively for various uses | | |
| 154. Store charcuterie products in appropriate containers, properly labeled and under specific environmental condition | | |
| DEVELOP AND MAINTAIN BEVERAGE AND WINE PRODUCT KNOWLEDGE * | | |
| 155. Research general information on beverage products | | |
| 156. Develop and maintain beverage and wine product knowledge in line with job role and responsibilities are developed and maintained. | | |
| 157. Identify features of specific food and beverages which have potential customer appeal | | |
| 158. Identify and differentiate different types of non-alcoholic and alcoholic beverages | | |
| 159. Determine beverage quality and characteristics. | | |
| 160. Describe origins and production methods for different types of beverages | | |
| 161. Explain proper service of different beverages | | |
| 162. Identify and differentiate different wine styles | | |
| 163. Identify and differentiate the major grape varieties used in wine production | | |
| 164. Identify major wine producing countries and the wines they produce | | |
| 165. Explain steps in basic wine production | | |
| 166. Describe variations in grape growing and wine production techniques | | |
| 167. Interpret wine labels to identify and make assessment of wine contained within bottles | | |
| 168. Explain proper storage of wine | | |
| 169. Create the conditions for wine tasting and appraisal | | |
| 170. Evaluate wines by sight, taste and smell | | |
| 171. Determine wine quality and characteristics | | |
| 172. Identify major wine faults | | |
| 173. Offer advice on suitable combinations of foods and food and beverages, where appropriate | | |
| 174. Provide assistance to customers on selection of food and beverage items. | | |
| 175. Respond courteously and authoritatively to customer questions in relation to menus and drink lists | | |
| PREPARE BAKERY PRODUCTS FOR PATISSERIE * | | |
| 176. Communicate production/service of menu with front of house staff | | |
| 177. Use special Ingredients and sustainable ingredients, if appropriate, and determines accurately calculated quantities according to recipes and specifications. | | |

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| 178. Ensure conditions of ingredients to maintain the freshness and quality. | | |
| 179. Select and use tools and equipment that are environmentally friendly to in accordance to menu requirements. | | |
| 180. Design work schedule and workflow plan to maximize teamwork and efficiency. | | |
| 181. Prepare a clear and complete mise en place list. | | |
| 182. Identify preparation techniques for a variety of ingredients according to enterprise standards and recipe requirements. | | |
| 183. Establish and correctly observe appropriate purchasing, receiving, and storing procedures | | |
| 184. Minimize trimmings and wastage through appropriate preparation and handling. | | |
| 185. Maintain thawing of frozen items in accordance enterprise standards. | | |
| 186. Prepare selection of desserts, bakery and patisserie products using a variety of baking techniques and selects complex techniques appropriate for the dishes. | | |
| 187. 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. | | |
| 188. Prepare sweet sauces, filling, coating/icings, decorations/ garnishes and accompaniments appropriate for the bakery and patisserie products. | | |
| 189. Apply workplace and food safety, sanitation and hygiene in accordance with HACCP standards. | | |
| 190. Keep desserts, bakery and patisserie products at required storage or holding temperatures to maintain quality and freshness prior to service. | | |
| 191. Present a variety of desserts, bakery and patisserie products according to plating and presentation requirement including ways of serving. | | |
| 192. Select appropriate service equipment to suite the type and style of presentation for bakery and patisserie goods. | | |
| 193. Portion desserts, bakery and patisserie products are portioned according to required service requirements and enterprise standards. | | |
| 194. Present dishes are presented hygienically, logically and sequentially within required timeframe | | |
| 195. Evaluate and visually adjust dishes for presentation. | | |
| 196. Store desserts, bakery and patisserie products items at correct temperature and conditions of storage. | | |
| 197. Select and use suitable eco-friendly packaging to preserve taste, appearance and quality | | |
| 198. Store food items in appropriate containers and are properly labeled according to sanitation and safety standards and FIFO procedures. | | |
| 199. Ensure storage conditions to maintain freshness and quality. | | |
| 200. Ensure economic viability of preparation and holding quantities. | | |
| APPLY CATERING CONTROLS AND PROCEDURES * | | |
| 201. Identify the range of catering products used within the enterprise | | |
| 202. Use requisition/portion control effectively. | | |
| 203. Use standard recipes correctly | | |

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| 204. Control portion sizes effectively using calibrated equipment where appropriate. | | |
| 205. Implement ordering and stock rotation practices | | |
| 206. Use optimum storage conditions to minimize contamination, wastage, loss and theft. | | |
| 207. Take appropriate measures to reduce loss | | |
| 208. Use trimmings of food products | | |
| 209. Dispose of food wastage in line with enterprise and local authorities' requirements | | |
| 210. Process recyclable products to local authority requirements | | |
| PLAN AND COST MENUS * | | |
| 211. Identify current customer profile for the food business | | |
| 212. Analyze characteristic of the different markets and food preferences of customer base | | |
| 213. Generate a range of ideas for menus for dishes or food production ranges, their merits assessed, and discussed with relevant personnel. | | |
| 214. Choose menu items to meet customer preferences | | |
| 215. Identify organizational service style and cuisine and develops suitable menus | | |
| 216. Include balanced variety of dishes or food production items for the style of service and cuisine. | | |
| 217. Itemize proposed components of included dishes or food production items | | |
| 218. Calculate Portion yields and costs from raw ingredients | | |
| 219. Assess cost-effectiveness of proposed dishes or food production items and chooses menu items that provide high yield. | | |
| 220. Price menu items to ensure maximum profitability. | | |
| 221. Write menus using words that appeal to customer base and fit with the business service style. | | |
| 222. Use correct names for style of cuisine. | | |
| 223. Use descriptive writing to promote sale of menu items. | | |
| 224. Seek ongoing feedback from customers and others and uses it to improve menu performance. | | |
| 225. 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