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SELF-ASSESSMENT GUIDE

Qualification:	FOOD PRODUCTION (PROFESSIONAL COOKERY) NC IV		
COC 1:	Plan, Prepare and Serve Complex and Specialty Foods		
Units of Competency Covered:	<ul style="list-style-type: none"> • Design meals to meet special dietary, religious and cultural requirements • Design menus to meet specific market requirements • Manage food production operations for catering • Manage bakery and patisserie production for catering 		
Instruction: Read each question and check the appropriate column to indicate your answer.			
Can I?	YES	NO	
DESIGN MEALS TO MEET SPECIAL DIETARY, RELIGIOUS AND CULTURAL REQUIREMENTS *			
1. Identify dietary, religious and cultural food requirements according to instructions from customers and relevant persons.			
2. Design menus in accordance with dietary, religious and cultural food requirements			
3. Consider health consequences of ignoring special dietary requirements of customer and common food allergens			
4. Modify recipes according to specific diets and cultural requirements			
5. Select specialized ingredients based on dietary and cultural food requirements			
6. Identify and select suppliers for purchasing of products			
7. Follow special dietary and cultural food requirements and communicates them to team members.			
8. Select ingredients to ensure optimum nutritional values.			
9. Use appropriate tools and equipment for specific diets and cultural needs			
10. Apply suitable preparation and cooking techniques to retain optimum nutritional values			
11. Present and serve foods with appropriate garnishes and accompaniments are added to enhance service presentation			
12. Store fresh and/or cryovac items according to enterprise standards			
13. Store food items in appropriate containers and properly labels them according to sanitation and safety standards and FIFO procedures.			

14. Ensure storage conditions to maintain freshness and quality.		
15. Ensure economic viability of preparation and holding quantities		
DESIGN MENUS TO MEET SPECIFIC MARKET REQUIREMENTS *		
16. Identify characteristics of the different markets within the vicinity based on past and current operations and performance.		
17. Identify target markets based on review of the current market place and the nature and style of the operations		
18. Evaluate preferences of key market and matches them with overall enterprise products and services		
19. Identify and access information sources on market trends in food service		
20. Evaluate market trends for relevance to the enterprise current and potential market		
21. Incorporate relevant market trends and market needs into food service and menu planning		
22. Develop menus taking into account resources and enterprise operational constraints or limitations		
23. Construct menus to meet budget and profitability targets		
24. Develop menus taking into account requirements/ preferences		
25. Monitor customer satisfaction with menu based on demand patterns and in consultation with customers and operational staff		
26. Analyze menu items in terms of sales and profit performance		
27. Adjust menus based on feedback and profitability		
MANAGE FOOD PRODUCTION OPERATIONS FOR CATERING*		
28. Communicate production/service of menu with front of house staff		
29. Use special Ingredients and sustainable ingredients, if appropriate, and determines with accurately calculated quantities according to recipes and specifications.		
30. Ensure conditions of ingredients to maintain the freshness and quality.		
31. Select and use tools and equipment that are environmentally friendly in accordance to menu requirements.		
32. Designe work schedule and workflow plan to maximize teamwork and efficiency.		
33. Prepare a clear and complete mise en place list.		
34. Identify preparation techniques for a variety of ingredients according to enterprise standards and recipe requirements.		
35. Establish and correctly observe appropriate purchasing, receiving, and storing procedures.		

36. Minimize trimmings and wastage through appropriate preparation and handling.		
37. Maintain thawing of frozen items in accordance enterprise standards.		
38. Cook selection of complex dishes using a variety of cooking methods and complex techniques appropriate for the dishes selected.		
39. Prepare complex dishes in a logical manner and within industry realistic time frame.		
40. Prepare sauces, garnishes, and accompaniments appropriate for the dishes.		
41. Apply workplace and food safety, sanitation and hygiene in accordance with HACCP standards		
42. Keep complex dishes at required storage or holding temperatures to maintain quality and freshness prior to service.		
43. Follow heating procedures of cold or frozen stored food according to enterprise standards.		
44. Present a variety of complex dishes according to plating and presentation requirement including ways of serving.		
45. Select appropriate service wares or eco-friendly packaging to suite the type and style of presentation for complex dishes.		
46. Portion dishes according to required service requirements and enterprise standards.		
47. Present dishes hygienically, logically and sequentially within required timeframe		
48. Evaluate and visually adjust dishes for presentation.		
49. Store fresh and/or cryovac items according to enterprise standards		
50. Store food items in appropriate containers and properly labels according to sanitation and safety standards and FIFO procedures.		
51. Ensure storage conditions to maintain freshness and quality.		
52. Ensure economic viability of preparation and holding quantities.		
MANAGE BAKERY AND PATISSERIE OPERATIONS FOR CATERING *		
53. Communicate production/service of menu with front of house staff		
54. Use special Ingredients and sustainable ingredients, if appropriate, and determines with accurately calculated quantities according to recipes and specifications.		
55. Ensure conditions of ingredients to maintain the freshness and quality.		
56. Select and use tools and equipment that are environmentally friendly in accordance to menu requirements.		
57. Design work schedule and workflow plan to maximize teamwork and efficiency.		

58. Prepare a clear and complete mise en place list.		
59. Identify preparation techniques for a variety of ingredients according to enterprise standards and recipe requirements.		
60. Establish and correctly observes appropriate purchasing, receiving, and storing procedures.		
61. Minimize trimmings and wastage through appropriate preparation and handling.		
62. Maintain thawing of frozen items in accordance enterprise standards.		
63. Prepare selection of complex desserts, bakery and patisserie products using a variety of baking techniques and complex techniques appropriate for the dishes selected.		
64. Prepare complex bakery and patisserie products to desired product characteristics, and bake to enterprise requirements and standards in a logical manner and within industry realistic time frame.		
65. Prepare sweet sauces, filling, coating/icings, decorations/ garnishes and accompaniments appropriate for the bakery and patisserie products.		
66. Apply workplace and food safety, sanitation and hygiene in accordance with HACCP standards		
67. Keep complex desserts, bakery and patisserie products at required storage or holding temperatures to maintain quality and freshness prior to service.		
68. Present a variety of complex desserts, bakery and patisserie products according to plating and presentation requirement including ways of serving.		
69. Select appropriate service equipment to suite the type and style of presentation for complex dishes.		
70. Portion complex desserts, bakery and patisserie products according to required service requirements and enterprise standards.		
71. Present dishes hygienically, logically and sequentially within required timeframe		
72. Evaluate and visually adjust dishes for presentation.		
73. Store desserts, bakery and patisserie products items at correct temperature and conditions of storage.		
74. Select and used suitable eco-friendly packaging to preserve taste, appearance and quality		
75. Store food items in appropriate containers and properly label them according to sanitation and safety standards and FIFO procedures.		
76. Ensure storage conditions to maintain freshness and quality.		
77. Ensure economic viability of preparation and holding quantities.		

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*