

Basic Kitchen Skills Course



Trainee Workbook



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Acknowledgements

Skills for Inclusive Growth (S4IG) is an initiative of the Australian Government in collaboration with the Ministry of Science, Technology, Research, Skills Development and Vocational Training and Kandyan Heritage (Sri Lanka). S4IG is an integrated skills development program supporting inclusive employment opportunities along the tourism value chain in Trincomalee, Ampara, Batticaloa and Polonnaruwa. S4IG aims to support sustainable job creation, increased incomes and business growth for marginalized and disadvantaged individuals, particularly women and those with special needs.

This Basic Kitchen Skills course has been designed to enable workplaces to deliver on the job training and assess and track the skills of employees as they achieve required industry competency standards. This approach is supporting employers to deliver quality vocational training and strengthen the quality and relevance of the skills ecosystem in Sri Lanka.

This particular course was developed alongside the Supreme Chef reality TV programme broadcast between December 2018 to March 2019 in which 600 contestants battled it out to see who would become Sri Lanka's Supreme Chef. The majority of contestants were women who did not have any prior tertiary education or vocational skills. Therefore a basic kitchen skills course was necessary to give a crash course in the fundamentals of working with food in a professional kitchen.

This course is aimed for staff who have little to no formal training in kitchen skills. Areas covered include health and safety, food safety, food storage, equipment and an introduction into cooking vegetables, fish and meat. It can be completed in as few as 12 days but it is recommended the trainee goes at a pace which allows them to absorb and practice everything included.

The training includes:

- Trainee workbook
- Mentor Notes
- End of course assessment (with answers)

The training package has been developed by Training and Recruitment Academy (TRAc) and their highly skilled professional team.

We gratefully acknowledge the support extended from both government and the private sector towards the development of these training resources and look forward to their widespread implementation across workplaces in Sri Lanka. I also extend our gratitude to the service providers that have worked tirelessly to prepare and test the training package resources.



David Ablett
Team Leader
Skills for Inclusive Growth (S4IG)



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DAY 1

PERSONAL HYGIENE, HEALTH AND SAFETY

1. Here is a personal checklist to maintain personal hygiene and health. Do you do this every day?

		I do this well	I could do better	Not necessary
1	Shower regularly.			
2	Wash my hair regularly.			
3	Brush my teeth regularly.			
4	Shave every day.			
5	Keep my nails short and clean. (No nail polish and no fake nails)			
6	Cover any cuts or scratches with a secure band aid or dressing.			
7	Brush my hair well before I start work to get rid of loose hair.			
8	At work, tie my hair up or put it into a hairnet.			
9	At work, remove ALL jewellery.			

2. If you work in a professional kitchen you are a professional . That means you have a responsibility to your customer. What do you think your responsibilities are concerning Personal Hygiene?

Connect a) - d) on the left to i) – iv) on the right:

- a) a. I should look presentable and be clean so that- ()
- b) b. I should practice safe behaviour in the kitchen so that- ()
- c) c. I should stay healthy so that – ()
- d) d. I should clean and take care of my uniform and apron so that – ()
- i. I can continue my work and I do not spread dangerous germs.
- ii. I look professional and I do not spread germs.
- iii. I prevent injury to myself and to others.
- iv. I protect my body and prevent the spread of germs.

3. Read the information in this table:

How to maintain personal hygiene	Why doing this helps
Shower every day.	Prevents body odour, maintain a healthy look.
Wash my hair.	Prevents odours, maintain a healthy look.
Shave.	Prevents hair falling into food, etc..
Brush my hair.	Removes loose hair.
Tie long hair away from my face.	Prevents hair fall into food etc..
Keep fingernails short and clean.	Prevents dirt and germs from collecting under the fingernails.
Remove nail polish and artificial nails	Prevents nail polish or artificial nail from falling into food or onto beds.
Any cuts or open wounds must be covered/dressed.	Prevents wound from getting infected and leading to more serious disease. Also prevents spread of germs.
Remove jewellery such as earrings, rings, necklaces and bracelets.	Prevents such items from falling into food etc.
Remove my watch.	Prevents loss of watch.
Wear clean clothes to work.	Maintains a good image.
Wear a clean uniform.	Maintains a good image.
Wear appropriate shoes.	Allows me to work without difficulty.
Wash my hands.	Prevents cross contamination.
Brush my teeth.	Prevents bad breath and helps maintain a good image.
Do not come to work when you are sick. Call your Manager to let him/her know.	Prevents further sickness. Prevents germs from spreading to colleagues and guests.
If you are very sick at work, especially stomach pain or fever, report it to your Manager and then go home immediately.	Prevents contamination of food.

4. It is also very important to look after your health and your safety. There are many ways to do this:

- By eating well, sleeping well, being clean, washing hands thoroughly helps prevent sickness.
- By knowing what to do if you are sick or injured helps prevent more serious sickness or injury.
- By avoiding dangerous activity in the kitchen helps prevent injury.
- By knowing what to do in an emergency helps prevent any risks to personal health and safety.
- By reading important notices, signs, posters, information about health, hygiene and safety can help prevent risks to personal health and safety.
- By using the kitchen and everything in it correctly can reduce any risks to personal health and safety (cleaning chemicals, broken utensils, electrical plug points are all risks).

5. Answer the following questions:

I. What should you do if you are sick at work?

II. What should you do if you have an open wound?

Circle the correct answer. There is only one.

III. Why is it dangerous to work with an open wound?

- a) The wound may get worse.
- b) You may hurt yourself again because you cannot work properly with an open wound.
- c) You will spread germs to your guests and to any food you touch.
- d) You will get infected by germs from different surfaces.
- e) All of the above.

IV. Why is it dangerous to work when you are sick?

- a) You cannot work well and you may have an accident.
- b) You will spread germs to your guests who will complain to the manager.
- c) You will get sicker and sicker.
- d) You will contaminate any food you touch.
- e) All of the above.

V. If you feel sick and cannot go to work what should you do?

- a) Stay at home so you do not spread the germs.
- b) Do not call anyone.
- c) Call the owner/manager and inform him/her that you cannot come to work because you are sick.
- d) Answer a) and c).
- e) Go to work no matter what.

VI. You have been sick for three days but now you are better. Can you go back to work?

- a) Yes.
- b) No, you must stay at home for 7 days.
- c) That depends on the rules of your workplace. Usually you can return to work two days after your symptoms have stopped.
- d) Yes but you have to take your medicine to work because you still have a small cough.

6. Read about the potential safety hazards there are working in a professional kitchen:

Situation	What could happen in these situations?
A greasy or wet floor	Falling, broken bones
Moving heavy plates or pots and pans	Falling, back injury
Leaving bags in the hallway	Tripping
Broken glass	Cuts and infection
Broken light fixture	Electrocution
Cooking with hot oil	Burns, Fire
Kitchen tools left on the counter	Injury to the body
Chopping vegetables in a hurry	Cut to the hand
Faulty plug point	Electrocution
Blocked emergency exit	Cannot escape fire emergency, death

How can we avoid dangerous situations and accidents?

- ❖ Be aware of areas of the body that can be easily hurt– shoulder, back, wrists, ankles, knees, feet and toes (lifting/carrying) forearms, hands and fingers (burns and cuts)
- ❖ Eat and sleep well. An injury or illness is more likely if you are overly tired or work too hard. Skipping meals can lead to illness and fatigue.
- ❖ Wear protective clothing:

What to wear	Why
Gloves	Gloves will protect your hands from heat or chemical burns. Gloves can protect your hands from cuts as well as protect existing wounds from getting worse. Gloves prevent germs from spreading.
Apron	Aprons protect your clothing from stains and hot spills.
Hairnet or cap	Hairnets or caps help prevent hair from falling into food or public areas.
Strong and comfortable shoes	Good shoes that do not slip help prevent accidents from trips and falls. Good shoes help alleviate fatigue from standing for long periods.
Rubber boots for cleaning waste disposal bins.	Rubber boots help keep your feet and legs safe and clean especially when cleaning waste disposal bins.

Know how and when to wash your hands.

- ❖ Do put your personal items in a locker or in a secure place in the staff room. This prevents loss or theft. It also helps keep the hotel tidy and remove items that endanger the guest by blocking a hallway or doorway.
- ❖ Do not come to work if you have taken drugs or alcohol.
- ❖ Do any kind of training that builds hazard awareness or safety and hygiene awareness. Educate yourself.
- ❖ Be careful when using electrical equipment.
 - Electrical equipment, when handled incorrectly, can lead to serious injury such electrocution, hot water burns and hand/wrist injury. Read the manual carefully. Ask Senior Staff to help you learn how to use electrical equipment carefully and correctly. Be especially careful of the long electrical lead that may block a path.
 - Know who to report to if you see a problem with electrical equipment. If you do get involved in a workplace incident/accident follow your hotel's procedures/protocol. Inform the relevant people immediately and ensure that the incident/accident is recorded for future reference.

7. Answer the following questions:

Where else can you find information? Write "T" for True or "F" for False.

- a) I can get information from my manager. ()
- b) I can get information just by thinking about it. ()
- c) I can read a manual about hotel industry guidelines. ()
- d) I can look for information on the Internet. ()
- e) I can ask my mother and father. ()
- f) I can study the posters and leaflets in my hotel. ()
- g) I can ask my fellow workers, Senior Staff. ()

Why is it important to know/ follow the basic hygiene and safety guidelines/ procedures of the hotel industry? Write “T” for True or “F” for False.

- a) So that I know how to maintain my personal hygiene and safety. ()
- b) So that I can sing a song about it. ()
- c) So that I can tell everyone what to do. ()
- d) So that I can identify hazards or any potential hazards. ()
- e) So that I know which hazards I can deal with personally and which I must report. ()
- f) So that I know who I report hazards or potential hazards to. ()
- g) So that I can help keep my work environment hygienic and safe for everyone. ()
- h) So that I know what to do during a fire emergency. ()
- i) So that I can show off. ()
- j) So that I can help other people improve their own safety and hygiene. ()

If you practice good hygiene, maintain good health, and understand safe procedure you can prevent the people around you (your co-workers, your customers) from getting hurt or sick. If something happens to you, your co-workers or your customers, this will negatively affect your business or your hotel's business.

8. Read the following information about Cross Contamination

Cross contamination occurs when bacteria or chemicals/poisons or objects contaminate food, working surfaces, equipment or even your bare hands. Cross contamination can happen at any time or place and can lead to disease, food poisoning, sickness and serious injury.

Type of Contamination	Example	What could happen
Microbiological	bacteria, viruses, fungus and mould.	Microbiological contamination can lead to disease.
Physical	sand, stones, hair, glass pieces, wood pieces, soil	Physical contamination can lead to injury.
Chemical	pesticide, herbicide, tobacco, soap, detergent	Chemical contamination can lead to sickness/poisoning.

Cross contamination can happen in very obvious ways and in ways that you may not consider. It can happen:

- When you shake hands with someone
- Petting a dog or a cat
- Touching raw food with a cut finger
- Using a dirty cloth to wipe kitchen counters
- Sand, dust or dirt blowing from the road, garden or beach into food preparation areas
- Using the same knife to cut raw meat and fruit
- Touching your face while you are cooking
- Sneezing while you are cooking
- Tasting food with your finger
- Touching your hair while you are cooking
- Smoking before work

Be aware of and monitor your immediate surroundings and actions so that you can take the necessary precautions (washing hands, using clean and the correct equipment, keeping areas tidy and sanitary) to avoid cross contamination.

9. Give one example of how cross contamination can happen in the following situations:

- a) Person to Person -
- b) Person to Food -
- c) Food to Food -
- d) Linen to Food -
- e) Food Service items to Food -
- f) Equipment to Food -

10. Hands should be washed:

- Before starting work
- Before handling food at any time
- After going to the washroom
- After handling waste/garbage
- After smoking
- After handling animals
- After handling raw meat
- After handling hazardous chemicals
- After taking a break
- After touching your face, nose, hair – after sneezing or coughing
- After cleaning a wound or a cut
- After being outside
- After handling dirty linen

11. Read how hands should be washed:

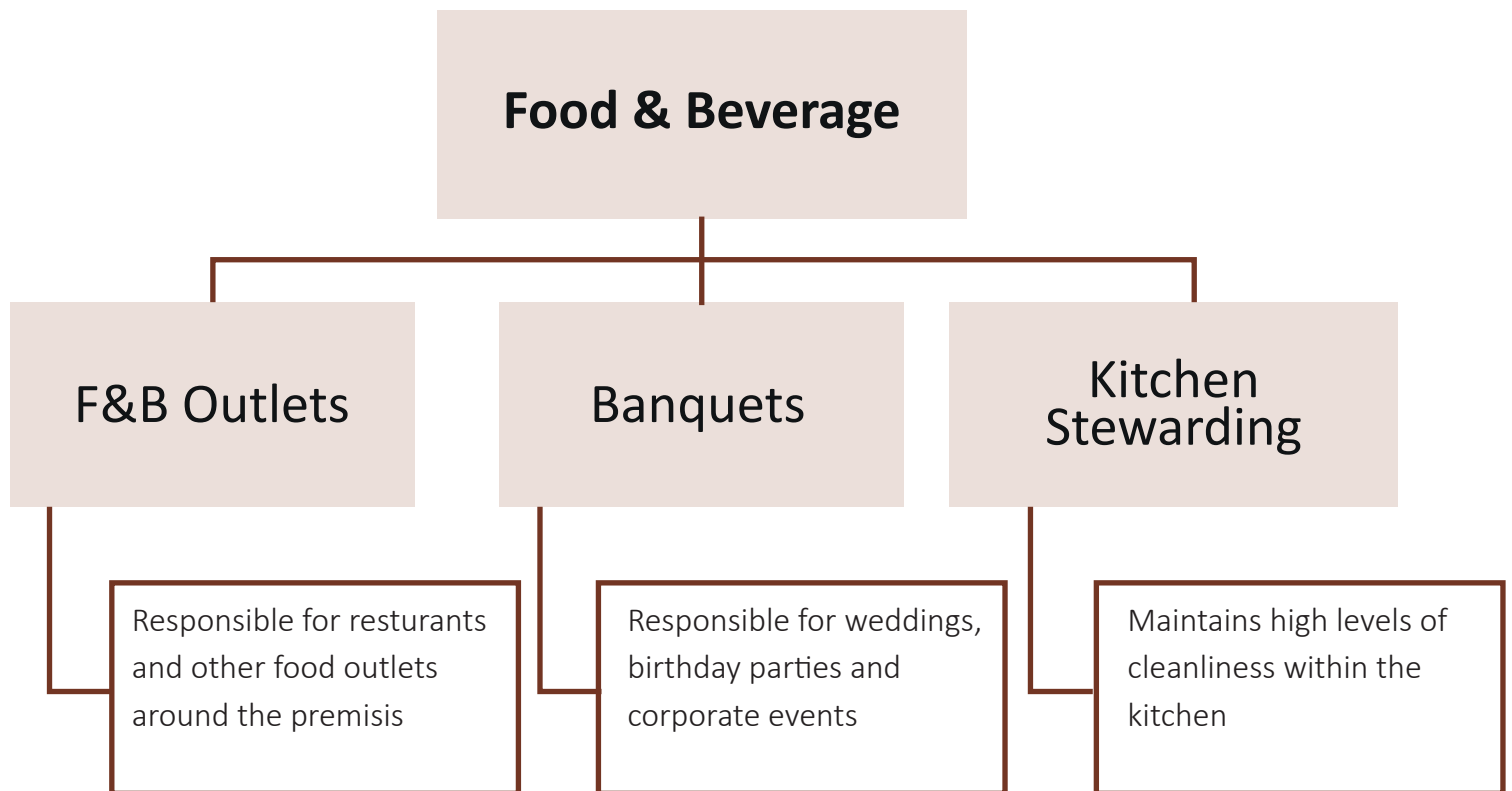
- 1) Wet hands preferably with warm/hot water.
- 2) Lather with soap (preferably bar soap).
- 3) Rub the palms, back of your hands and your fingers
- 4) Clean your nails by scratching the centre of your palm.
- 5) Rub your thumbs and wrists.
- 6) Rinse preferably with war/hot water.
- 7) Air dry hands or use a paper towel or a clean towel (personal).
- 8) Turn tap off with the paper or elbow.

12. Do you think you have been practising correct hand-washing technique? If not what can you do about it?

DAY 2

PROFESSIONAL PRACTICES

1. Here is a personal checklist to maintain personal hygiene and health. Do you do this every day?



Professional Kitchen structure:

Apprentices

Commis 3

Commis 2

Commis 1

 Chef de
Parti (Demi
Chef de
Parti)

 Sous Chef
(Junior
Sous Chef)

 Chef de
Cuisine /
Head Chef

2. What does it mean to be a professional?

A professional worker knows:

- what his/her responsibilities are (individual responsibility, group responsibility, daily tasks and duties)

- how what is good and safe practice (practice good hygiene, maintain good health, understand safe procedure)
- how to be good team member (know your job, know your supervisor, know your co-workers)
- how to communicate well with others (communicate clearly, confidently and truthfully)
- how to keep improving his/her skills and knowledge (always looking for ways to improve and learn)

3. Read the following information:

The Benefits of Clean and Organized Workspaces:

- To keep the workspace hygienic and safe.
- To give a good image of your hotel.
- To help you do your work efficiently and on time.
- To help me to complete your work efficiently and on time
- To maintain professionalism
- To keep good standards of hygiene
- To set a positive image for the establishment

The Benefits of Planning and Organizing Your Work:

- To complete the job safely
- To get the job done quickly and efficiently
- To prevent mistakes happening
- To be professional
- To Complete work on time and in sequence
- Staff are prepared and ready for service
- It shows professionalism
- A smooth service maintains customer satisfaction

An example of using your time efficiently at work.

- Prioritize your work and keep a To-Do list
- Allocate time for specific tasks
- Identify your work load

Code of Conduct

Many establishments have a code of conduct that directors, managers and general staff have to follow. The code of conduct is a set of rules that ensure everyone employed by the hotel behaves in a responsible and professional way. A code of conduct might include rules about the following areas:

- ❖ Conflict of interest
- ❖ Bribery and financial crime
- ❖ Trade restrictions and sanctions
- ❖ Gifts and Tips
- ❖ Handling personal data
- ❖ External communications
- ❖ Respect in the workplace
- ❖ Diversity and inclusion
- ❖ Safety and security
- ❖ Environment
- ❖ Political activities

With a clear code of conduct employees are better able to present a positive image of their hotel. Your manager or hotel owner will be able to provide a code of conduct for you to follow.

House Rules

House Rules are different from the Code of Conduct in that they are set by the hotel management for guests to follow. Example of House Rules might be:

- ❖ Check-in & Check-out times
- ❖ When the swimming pool is open
- ❖ Settlement of bills
- ❖ Bringing pets to your hotel
- ❖ Damage to property by the guest
- ❖ Storing luggage
- ❖ Smoking and non-smoking areas

Teamwork and Team Building

Without effective teamwork a hotel will fail. Teamwork is important for the following reasons:

- ❖ Gets the job completed quickly and on time
- ❖ Helps maintain the smooth running of the different work areas
- ❖ Creates a positive and friendly working environment
- ❖ Peer and self-assessment helps to maintain high standards of work

How can you be an effective team member? Here are some ideas:

- ❖ Be honest and straightforward. Do not play games or lie to others. Do not be afraid to say “what is what” whether it is good news or bad news. Your honesty will help the team.
- ❖ Do your share of the work. In a good team there is a sense that everyone is doing their fair share of work. This helps keep everyone motivated.
- ❖ Be reliable. Be on time and meet deadlines.
- ❖ Be fair. When you do good work you can take credit. But do not take credit for other people’s work.
- ❖ Compliment others. If other people do good work, tell them. If they are weak in some areas, help them.
- ❖ Talk to your team members. Good teamwork needs communication.
- ❖ Be positive. Someone with a “can-do” attitude is a good team member. Someone who is negative will not help the team.

You should pass on essential information to a team member as soon as possible for the following reasons:

- ❖ So they know what to do in case of an emergency situation
- ❖ So they know how to help guests in an emergency situation
- ❖ So they will not panic in an emergency situation
- ❖ So they can work as part of a team in an emergency situation
- ❖ To maintain good working relationships
- ❖ To complete work tasks on time
- ❖ To prevent errors in taking orders, prevent accidents, etc.
- ❖ To minimize wasted food/drink/time
- ❖ To maintain / maximize customer satisfaction (changes to bookings, etc)

4. Answer the following questions:

Why is it important to make sure what your tasks are? Circle the correct statements.

- a) So I know what tasks I need to achieve on that work day.
- b) So I can take many tea breaks.
- c) So I can plan my work day well.
- d) So I am not confused.
- e) So I can tell someone else to do the work.
- f) So I do not waste time thinking about what I should do.
- g) So I do not waste other people's time by constantly asking what I should be doing.
- h) So I can make many mistakes.
- i) So I can finish my work with no accidents.

What are the benefits of a clean and organized work space?

Circle the correct answer.

- a) To keep the workspace hygienic and safe.
- b) To give a good image of my hotel.
- c) To help me do my work efficiently and on time.
- d) All of the above.

What makes a good team? Circle the correct statements

- 1. A good team tells lies to each other.
- 2. A good team talks to each other.
- 3. A good team supports each member of the team.
- 4. A good team does not help each other.
- 5. A good team shouts at each other.
- 6. A good team passes information to each other.

5. Thinking about how to improve yourself is a very important part of your career. It is useful to have a Learning Plan.

Q. What is a Learning Plan?

A. A Learning Plan is an action plan that outlines the learning and development activities to be done by an individual or a group to perform their job properly.

6. Q. Why is it important to regularly review your learning plan? A. It lets you know what to do to improve at work Highlights what skills you need to develop

7. Answer the following questions:

What do you think you are good at?

What would you like to improve?

How can you develop your own skills?

What sort of cuisine are you interested in?

DAY 3

FOOD SAFETY

1. Food safety is knowing how to make sure that the food you help prepare or cook is safe to eat. After you watched the video how did you feel? Would you eat food from that kitchen? Why not?
2. What do you think would happen if a customer became sick after eating food from your establishment's kitchen? When food is not safe to eat and a customer gets food poisoning, it can become a very serious problem for your establishment. The establishment may lose its license to operate, you might lose your job, you might get food poisoning or your coworker gets food poisoning.
3. It is important to understand how to prevent food poisoning and practice good food safety. To do this it is important to understand what makes food unsafe to eat and make the workplace dirty. These things or actions are called HAZARDS. Some examples of hazards are:
 - poor staff hand washing and personal hygiene
 - poor cleaning practices, dirty equipment and utensils
 - food stored at the wrong temperature
 - poor procedures for receiving food deliveries
 - food cooled incorrectly
 - pests e.g. insects, rats and mice
 - poor procedures for disposing of dirty linen and rubbish.
4. Your workplace has to follow the law about food safety. There will be workplace procedures (ways of doing things) for you to follow to make sure you do things properly. What rules do you have at your place of work?
5. Watch the video again if necessary and think about the hazards you see. Put the hazards into the following groups. Try to add examples of your own:

Type of Hazard	Example
Fire	
Chemical	
Pest	
Waste	
Food Storage	

6. Can you remember what you learned on Day 1 about cross-contamination? Read the information below to refresh your understanding.

Cross Contamination pertaining to Food Safety

If you consume food or drink that has been made in an unhygienic place or in an unhygienic manner, or the food or drink has been stored incorrectly and has spoiled you can get food poisoning. This means being sick or catching diseases from food that contain germs, dangerous chemicals or objects. How such contaminants enter food is to understand how cross contamination occurs.

Type of Contamination	Type of Hazard	Type of Hazard
Microbiological	bacteria, viruses, fungus and mould.	Microbiological contamination can lead to disease.
Physical	sand, stones, hair, glass pieces, wood pieces, soil	Physical contamination can lead to injury.
Chemical	pesticide, herbicide, tobacco, soap, detergent, bleach	Chemical contamination can lead to sickness/poisoning.

How could cross contamination happen? Here are some examples:

Person to Person – shaking hands with someone who has not washed their hands after going to the toilet, being near someone who is coughing and sneezing

Person to Food – touching food or drink without washing hands, or touching food without covering up open wounds, touching food after touching garbage or animals or chemicals, not tying hair up, wearing nail polish, smoking in food preparation areas, spraying pesticide in food preparation areas

Food to Food – raw meat or egg touching cooked food or cut food, cooked/hot food placed next to raw food such as fruit or salad (food splatter)

Linen to Food – wiping hands on a dirty towel or handkerchief and then touching food, wearing dirty clothes/apron, using dirty table cloths

Food Service items to Food – broken pieces of glass or ceramic from a pepper or salt shaker entering the salt/pepper inside the shaker. **Equipment to Food** – using the same knife to cut meat and vegetables or fruit, a storage item has broken/is faulty and the food has spoiled, using dirty cutlery/dishes/blenders/water dispensers.

Chemicals to Food – spraying pesticide around the food preparation area, cleaning agents being kept close to food preparation or food storage areas, leaving cigarettes near food preparation areas.

7. Answer the following questions:

Circle two correct answers:

I. Why is it wrong to use the same cutting board for raw vegetables/fruits and meat?

- a) It is wrong because it is wrong.
- b) It is wrong because germs from the meat can get onto the vegetable/fruit and lead to food poisoning.
- c) Germs from the meat can transfer from board to board and knife to knife.
- d) It is wrong because it is lazy.

II. After food has been cooked and it is ready to be served what should you check for before and after the food is put on a plate?

- a) Check that the plate is clean.
- b) Check the food has no hair or foreign object in it.
- c) Check my face.
- d) Check nothing.

8. How can we prevent cross-contamination in the kitchen?

When dealing with food it is useful to have a checklist of the areas that need to be clean/prepared in order to prevent contamination of food.

Consider these questions:	Why it is important
<p>Am I clean? (e.g. Is my hair out of the way, Have I taken off jewellery or my watch? Have I been outside? Have I touched any pets?)</p> <p>ð Am I sick?</p> <p>ð Am I wounded?</p>	<p>Being clean prevents contamination via bacteria which may be on our hair, our jewellery, our watches. Also it is unhygienic for hair to be found in food.</p> <p>If you are sick DO NOT be in contact with food or food preparation areas at all. Go home and get well. This is to prevent contamination via bacteria and avoids the spread of disease.</p> <p>If you have a cut on your hand or finger, determine how badly you are hurt and inform your manager. Deal with the wound immediately. If you can continue to work, WEAR GLOVES. This is to protect the food and your hands from contamination via bacteria.</p>
Are my hands clean?	It is vital to wash hands thoroughly before handling food or preparing for food service. See the section on Safety and Hygiene to learn about when and how to wash your hands.
Are my gloves clean?	Your hands should be clean even if you wear gloves. If you use reusable gloves check that they are clean and dry before use. This is to prevent contamination of any food you touch.

<ul style="list-style-type: none"> ➔ Am I clean? ➔ (e.g. Is my hair out of the way, Have I taken off jewellery or my watch? Have I been outside? Have I touched any pets?) ➔ Am I sick? ➔ Am I wounded? 	<p>Being clean prevents contamination via bacteria which may be on our hair, our jewellery, our watches. Also it is unhygienic for hair to be found in food.</p> <p>If you are sick DO NOT be in contact with food or food preparation areas at all. Go home and get well. This is to prevent contamination via bacteria and avoids the spread of disease.</p> <p>If you have a cut on your hand or finger, determine how badly you are hurt and inform your manager. Deal with the wound immediately. If you can continue to work, WEAR GLOVES. This is to protect the food and your hands from contamination via bacteria.</p>
<ul style="list-style-type: none"> ➔ Are my hands clean? 	<p>It is vital to wash hands thoroughly before handling food or preparing for food service. See the section on Safety and Hygiene to learn about when and how to wash your hands.</p>
<ul style="list-style-type: none"> ➔ Are my gloves clean? 	<p>Your hands should be clean even if you wear gloves. If you use reusable gloves check that they are clean and dry before use. This is to prevent contamination of any food you touch.</p>
<ul style="list-style-type: none"> ➔ Is my uniform/apron clean? 	<p>If you have been washing dishes or dealing with waste it is likely there is bacteria on your apron or uniform. Therefore it is vital that you wear a clean apron before handling food or preparing for food service.</p>
<ul style="list-style-type: none"> ➔ Have I touched any raw meat? 	<p>Raw meat contains a lot of bacteria that can be transferred from your hands to cooked or other raw food. Always wash your hands after touching raw meat. During food preparation, if you are handling raw meat DO NOT handle other raw food or cooked food until you have thoroughly washed your hands. This advice is the same even if you are wearing disposable or reusable gloves.</p>
<ul style="list-style-type: none"> ➔ Are ALL the food service equipment clean and UNDAMAGED? 	<p>Checking the food service equipment is to prevent contamination via bacteria, objects such as sand, or pieces of wood/plastic/glass.</p>
<ul style="list-style-type: none"> ➔ Are the food preparation areas clean and cleared of obstruction (i.e. no equipment or food items on the floor)? 	<p>It is important to keep a clean and safe environment in order to prevent accidents from happening in the food preparation areas.</p>

➔ Is the food preparation equipment clean?	This is to prevent cross contamination of food and therefore preserve the health of you and your guests.
➔ Am I using the correct equipment for my tasks?	It is important to use the equipment meant for the task at hand. Do not mix equipment up.
➔ Are the food storage areas/equipment clean and clearly labelled?	This is to prevent cross contamination of food and therefore preserve the health of you and your guests. If anything in the food preparation area is not clearly labelled MISTAKES can happen and food can easily be contaminated by bacteria, objects and chemicals/ poisons.
➔ Have food items been correctly prepared and stored and labelled?	This is to prevent cross contamination of food and therefore preserve the health of you and your guests. Labelling helps you or your chef find ingredients quickly and efficiently. (See below for food storage advice.) Equally, raw food such as fruit platters and salads should be prepared and stored AWAY from cooked food.
➔ Are there any dangerous chemicals in the food preparation areas? Have the correct detergents and sanitizers been used?	This is to prevent contamination via chemicals and poisons into food and therefore preserve the health of you and your guests.
➔ Are all the storage equipment working properly?	It is important to routinely check that refrigerators, freezers, hot cupboards, bain-maries, etc. are working properly. If they are not working properly this will lead to food spoiling and becoming a health hazard.
➔ Are all food storage areas clean and clear of pests?	This is to prevent contamination of food and therefore preserve the health of you and your guests.
➔ Is all waste being dealt with correctly and efficiently?	Food waste or non-food waste should be managed correctly in order to maintain hygiene and prevent cross contamination.

Here are some examples of what to do should you find damaged equipment or surfaces in food preparation and food service areas:

	Why it is dangerous	What action to take
Hot cupboard or bain-marie that is not working	Food that must be kept warm or hot will become cold and increase the risk of bacterial contamination	Inform the Manager immediately. Remove the broken item for fixing
Grease covered exhaust fan	The grease may drip down onto kitchen surfaces and contaminate food. The grease may prevent the fan from working correctly.	Inform the Manager. The fan should be cleaned by someone who knows how to do it.
Cracked tiles	Chemical agents, bacteria and germs can enter the cracked areas which can lead to cross contamination of food.	Inform the Manager. Tiles will have to be replaced by a professional.
Broken cupboard handle	It can cause an accident and pose a danger to the health of employees.	Inform the Manager. Anything broken must be fixed immediately.
Surface mould (wall/cupboard)	Mould can be highly dangerous to employees health, guests health and food safety. It can cause disease, allergies and toxic poisoning.	Inform the Manager. Mold damage must be dealt with by a professional.

9. Correct cleaning practice and correct waste management is very important to help maintain good food safety standards.

Q. What is the difference between cleaning and sanitizing?

A. Cleaning is removing dirt, grease, dust, spills, etc. Sanitizing is removing germs (bacteria or mold), which is important because you cannot see germs. This is especially important for cleaning food service equipment and areas.

10. Read the following information about cleaning/sanitising and maintenance.

What and how to clean:

Everything item and SURFACE in the kitchen will need cleaning and sanitising. It is useful to have a cleaning schedule so that you can know what was cleaned, when it was cleaned and by whom. You should also know which cleaning/sanitising liquids/agents to use and what cleaning tools work best for different cleaning duties. When you are not sure ask before trying to clean something. DRYING is a very essential aspect of cleaning. All kitchen items and surfaces must be dry before use. The drying areas must also be clean.

Cleaning cloths:

Cleaning cloths are the most common way of wiping off dirt/dust and applying detergent or disinfectant. A cleaning cloth itself should always be clean. Dirty cloths increase chances of contamination and the spread of germs. After use, a cleaning cloth must be washed thoroughly with detergent, and dried completely, preferably outside in the sun or in a drying room. It must never be left damp or wet in the store room.

Cleaning chemicals

Some chemicals are flammable, corrosive or poisonous.

READ THE LABELS. READ THE MANUFACTURER'S INSTRUCTIONS. This will keep you safe and give the best results.



Learn how much to use. Some chemicals have to be diluted before use.

YOU MUST EDUCATE YOURSELF ABOUT THE AMOUNTS USED FOR A PARTICULAR JOB/AREA.

DO NOT MIX CHEMICALS – this may produce toxic gases which can cause injury and/or death.

Find out if your hotel or kitchen uses spray bottles or squeeze bottles. Have a look in the cleaning items cupboard.

Cleaning agents and equipment should be kept in a secure (locked) room or cupboard. This is to control stock, prevent theft and prevent misuse by outside parties.

Q. What is color-coding?

A. Colour coding is a system of using a certain colour of cloth or **a sponge or a cleaning brush** in a particular area or for a specific purpose. Having color-coded cleaning equipment can help you remember what the equipment is for or which area it is used in. Color-coding prevents cross-contamination.

What to maintain:

Maintenance of the machines usually is the job of the maintenance team. However, if it becomes your job, READ THE MACHINES MANUAL to know how to properly clean parts, which parts cannot be cleaned under a tap, which parts need to be wiped down, which parts need to be emptied, etc. Do not attempt to disassemble a machine if you do not know how to re-assemble it. DO NOT ATTEMPT TO DO ANY MAINTENANCE without first seeking advice and/or permission. If you do so it may lead to accident, injury or further damage of the item.

It is also useful here to have a maintenance schedule so that electrical equipment and electrical outlets are serviced/checked regularly.

Maintenance includes the following:

- ❖ Checking (electrical and otherwise) equipment that is broken and **reporting** the problem.
- ❖ Checking kitchen equipment such as refrigerators and hot cupboards when they are not working properly and fixing the problem.
- ❖ Checking electrical outlets (plug points) on a regular basis, fixing any problems.

Waste Management:

To help prevent cross contamination it is important to clear and dispose of food waste immediately for the following reasons:

- ❖ It helps keep kitchen surfaces clear of waste and pests such as flies and rodents.
- ❖ It helps keep kitchen surfaces clean and less prone to germs.
- ❖ It helps because food waste is cleared to the waste bin area and reduces smell in the kitchen.
- ❖ It helps prevent pests from being attracted to the kitchen or waste bin areas.

To perform safe food waste disposal the following steps are recommended:

1. Put on an apron and rubber gloves.
2. Collect food waste and non-food waste (plastic, paper, glass, metals) separately if possible in plastic containers (bucket or basin).
3. Transfer waste to waste area and dispose according to waste bin labels.
4. Clean disposable plastic containers before disposal.
5. Wash out glass containers before disposal. Wash out and dry metal containers before disposal.
6. Wash and dry collecting containers and store appropriately.
7. Dispose of disposable rubber gloves appropriately and remove apron.
8. Place the apron in the dirty linen basket.
9. Wash hands thoroughly.



Dealing with Pests:

- Use netting around the windows to prevent mosquitos and other insects from getting in.
- Consider regular fogging of gardens and open spaces to deal with mosquitoes.
- Have electric mosquito repellent machines available for guests if they request it.
- Ask guests to be careful of leaving windows open.
- Store food off the ground.
- Keep food stored in containers that rodents and insects cannot enter.
- Set cockroach traps and check and change them regularly.
- Keep waste in bins and make sure the bins have lids which close tight.
- Remove or block places where rodents can enter the hotel.
- Contact a professional pest control expert if you have a serious problem.
- Report any infestation of linen by pests such as bed bugs immediately so action can be taken at once.

11. Watch the video showing food safety practise.

Read the following statements and underline the correct one.

How are Saman and Vinoja dealing kitchen waste and pests?

a) Vinoja clears away kitchen waste promptly.

Vinoja leaves kitchen waste on the counter.

b) The waste bins are kept outside the kitchen because there is no space in the kitchen.

The waste bins are kept outside to prevent food contamination.

c) There are different waste bins for different kinds of waste. This is good waste management.

There are different waste bins because there is so much waste.

d) Vinoja puts the lid on the waste bins because she does not like the smell.

Vinoja puts the lid on the waste bins to prevent pests and bad smells.

e) Vinoja is washing the disposable plastic containers because she is wasting time.

Vinoja is washing the disposable plastic containers to prevent pests and for easy disposal.

f) Vinoja washes her hands and changes her apron to maintain personal hygiene and prevent cross contamination.

Vinoja washes her hands and changes her apron because she has finished her shift.

g) Saman is putting up netting to prevent flies and mosquitoes.

Saman is putting up netting because it looks nice.

h) Vinoja is checking the cockroach traps because she must replace old ones with new ones.

Vinoja is checking the traps because she feels sorry for the cockroaches.

12. You will learn about Food Storage practice in Day 4. But you can prepare by educating yourself. Ask yourself these questions:

a) How do we store different kinds of food?

b) Where do we store different kinds of food?

c) At what temperature do we store different kinds of food?

d) Why is checking storage temperature very important?

DAY 4

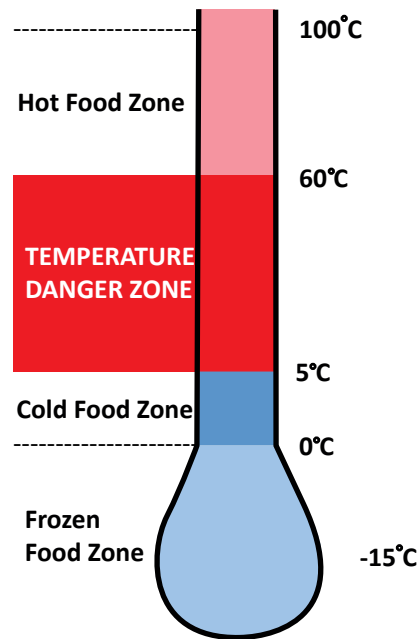
FOOD STORAGE

1. Food Storage is an important part of Food Safety and for understanding what “cook and chill” means and how to do it correctly.

When storing food consider the following points:

- ❖ New food items should be stored right away to prevent food from spoiling and becoming a health hazard.
- ❖ Dairy items spoil quickly if not refrigerated immediately.
- ❖ Raw meat and fish should be kept separately from raw vegetables, fruit, cooked food or cut food. This prevents cross contamination.
- ❖ FIRST IN FIRST OUT RULE: New tins or packets of food are stored behind older tins and packets to prevent wastage of food and maintain food safety. This applies to unprepared ingredients (uncooked/raw/unopened packets of food).
- ❖ Check the use-by dates so that you know which tins or packets to use first. Maintain a stock rotation schedule/system.
- ❖ Food items that are past their use-by date and damaged tins/packets of food must be disposed of immediately to prevent health hazards. The item is no longer safe to serve to guests. Your hotel should keep a record of food items it purchases that is regularly updated or there will be a danger of food contamination and poisoning.
- ❖ If the food has been prepared there is a 3-day rule, which means you cannot keep cooked food in the refrigerator for more than three days (and only if it has been properly chilled and packed).
- ❖ Food storage areas or food store rooms should be kept clean to prevent food contamination and can be achieved by having a cleaning schedule. Storage areas should also be secured to prevent theft and pests.
- ❖ The most important part about food storage is understanding how to achieve correct temperatures for cooling down, storing, and heating up food. This is the same for keeping hot food hot and cold food cold (before serving).
- ❖ Always use a food thermometer to check food temperatures.

2. Look at the diagram below. When food stays in the “danger zone” for too long the food becomes unfit for consumption.



3. The table below shows the cold-holding and hot-holding temperatures:

	Refrigerator / Blast Chiller	Freezer	Hot Cupboard	Bain-marie
Correct temperature	Below 5 degrees C	Below 0 degrees C	At or above 63 degrees C	At or above 63 degrees C
How to check/ maintain temperature	Thermostat	Thermostat	Thermostat / food thermometer	Thermostat / food thermometer
Why is it important to maintain? To	To prevent food spoilage, to prevent food from changing taste/consistency and contamination.			

4. The table below shows the cooling down temperature and time and the (re) heating temperature and time of prepared food:

Cooling foods	Cool hot foods from 60°C to 21°C within two hours and to 5°C within four hours of reaching 21°C. The faster food is cooled, the better.
Reheating foods	Food that is reheated for hot holding must reach an internal temperature of at least 73°C for 15 seconds.

5. Besides temperature, you must also think about how food is stored. It is important to have a procedure:
PORTION – PACK – SEAL – LABEL – STORE

Here are some suggestions of how food can be stored:

Food items	Easy to spoil or not	Container	How to store	Temperature
raw chicken	O	lidded container	refrigerator	Below 5 degrees
marinated chicken	O	lidded container	refrigerator	Below 5 degrees
box of cornflakes	X	box	store room	---
un-opened box of cornflakes	O	resealed / box	refrigerator	Below 5 degrees
ham	O	lidded container	refrigerator	Below 5 degrees
chocolate mousse	O	covered container	refrigerator	Below 5 degrees
tinned mushrooms	O	tin	store room	---
cooked rice for serving	O	In cooking container	At cooking heat	Above 60 degrees
potato salad	O	lidded container	refrigerator	Below 5 degrees
eggs	O	Carton or egg rack	Cool room or refrigerator	45 degrees or below
tin of biscuits	O	tin	store room	---

6. Q. What is the purpose of labelled food containers?

A. When it is time to find the ingredients to prepare/cook a dish, a well labelled container helps cut down time and prevents food contamination.

The labels should give day and time of purchase or date and time food was cooked/prepared, name of person who is storing or person cooking/preparing the food items

7. Answer the following questions:

Circle the correct answer:

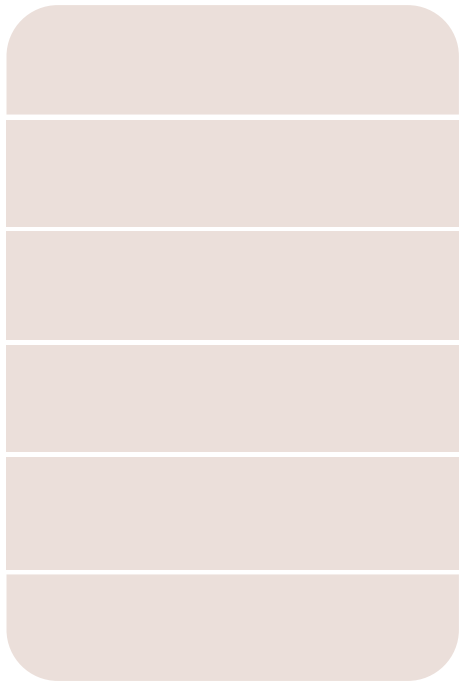
What would happen if prepared food was not portioned properly before storage?

- a) Nothing would happen.
- b) The food cannot be re-heated evenly and therefore cannot be used.
- c) The food will have to be microwaved for a very long time.

What do you do if the label on the prepared food container is not clear?

- a) Nothing would happen- I can see what is inside.
- b) I can use the food but it will take time to find out who made it.
- c) I do not use the food because I do not know when the food was made or by whom.

Put the following items into the correct area of the refrigerator:



raw meat

prepared salad in a container

yoghurt

eggs

opened jar of jam

marinated fish in a container

Label the following pictures (refrigerator, blast-chiller, bain-marie, hot cupboard) :



Match the sentences on the left to the sentences on the right (one is done for you):

A bain-marie is used for keeping prepared food warm

microwave or in the refrigerator.

A blast-chiller is useful because it can cool food down

it may cause food poisoning.

You can thaw frozen food in a

very quickly and safely.

You can reheat food in a

microwave or in a pan.

If food is not properly thawed

but it cannot be used to thaw or reheat food.

If food is frozen/chilled and reheated more than once

you risk more bacteria growing in the food.

DAY 5

KITCHEN EQUIPMENT

RECIPE: Fried Calamari (Cuttlefish) Rings – (from Jamie Oliver)

Ingredients

- ½ a bunch of fresh mint
- 4 spring onions
- 8 medium whole squid , (500g)
- vegetable oil
- 1 heaped tablespoon white pepper
- 100 g plain flour
- 1 small handful mixed fresh chillies
- 4 cloves of garlic
- 1 tablespoon white or red wine vinegar

RECIPE: Mango and Pineapple Smoothie

Ingredients

- One cup chopped ripe mango
- ½ cup chopped pineapple
- ½ cup milk
- ½ cup ice
- ¼ cup plain yogurt
- 1 tablespoon honey (optional)

Measuring Tools

1. What would you use to measure A) food temperature, B) wet ingredients and C) dry ingredients?



2. Look at this measuring cup. Which side would you use to measure flour? Why?



Kitchen Hand Tools:**3. What are the hand tools below used for? Match the tools to the job. Number 1 has been done for you:**

- | | |
|------------------------------|--|
| 1. Ladle | To cut food on |
| 2. Grater | To peel the skin off vegetables and fruits |
| 3. Zester | To pick up food that is cooking |
| 4. Corer | To grate cheese or vegetables |
| 5. Spatula / Slotted Spatula | To serve soup |
| 6. Peeler | To make lemon, lime or orange zest |
| 7. Tongs | To cut the core out of certain fruits |
| 8. Spoon / Slotted Spoon | To flip food |
| 9. Whisk | To scoop up food |
| 10. Kitchen scissors | To beat eggs or cream |
| 11. Palette Knife | To cut up food or food packages |
| 12. Cutting Board | To spread sauce or cake icing smoothly |

Here are some more tools:

Cake spatula / rubber scraper – for folding or mixing cake batter

Rolling pin – for flattening dough

Garlic press – for crushing garlic

Cork Screw – for opening corked wine bottles

Potato masher – for making mashed potatoes

Can opener – for opening cans that do not have a ring

Ice Cream Scooper – for scooping ice cream

Pasta Spoon – for scooping and draining pasta

Cake Server – for slicing and serving cakes

**4. From the list above, label the following pictures:**



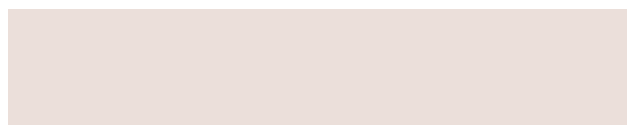
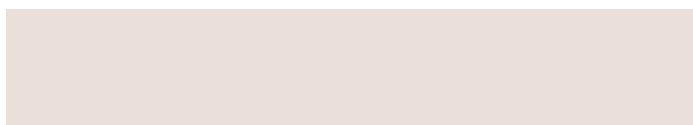






Electrical Kitchen Tools

5. Label the following pictures:



Kitchen Knives



6. Which knife would you choose to do the following?

- a) Chopping up a whole chicken
- b) Cutting vegetables
- c) Filleting a fish
- d) Carve meat
- e) Slice steak
- f) Cut bread
- g) Remove bones
- h) Chop up meat or fish bones

7. There are three knives in this picture that are not in the picture on the previous page. Mark them with a X. What do you think they are for?

- a) Sharpening knives
- b) Slicing ham
- c) Boning a leg of lamb

Using a knife correctly:



Different Knife Cuts

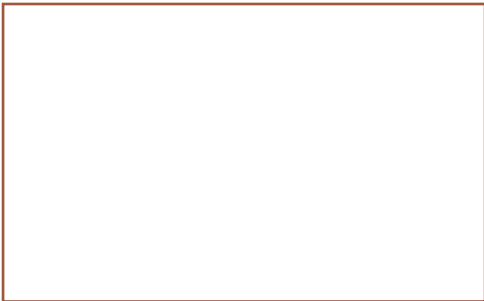
8. Draw a picture to help you remember the different cuts there are:



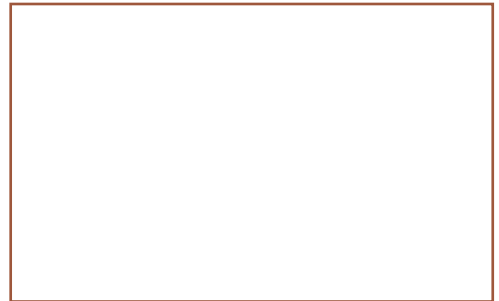
Macedoine –small cubes (eg.)



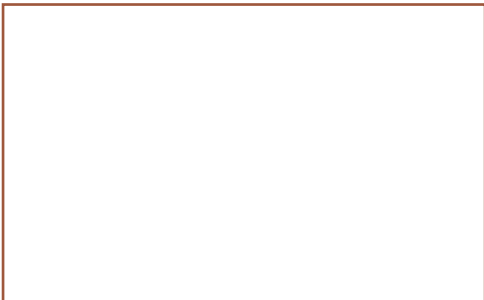
Julienne – thin strips (eg. carrots for a salad)



**Brunoise – very small cubes
(eg. an onion for frying)**



**Chiffonade – thin shred
(eg, cabbage for coleslaw)**



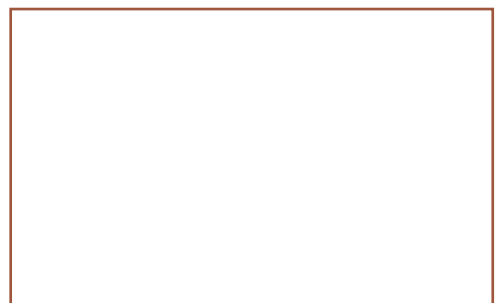
**Concasse – diced (eg. peeled
and seeded tomatoes)**



**Paysanne – thin slices
(eg. cucumber for saute)**



**Jardiniere – stick shaped
(eg. vegetables for)**



**Mirepoix – roughly cut but evenly
shaped (eg. vegetables for stock)**

Cleaning and Maintenance of Kitchen Tools:

9. First review the information about cleaning and maintenance in this Workbook, on pages 18-19.

- ❖ When cleaning non-electrical tools:
 - a) pre-clean
 - b) wash and rinse
 - c) sanitize
 - d) dry thoroughly
 - e) store correctly

When cleaning electrical tools:

- a) choose cleaning agent/liquid
- b) DISCONNECT the electrical equipment from power source
- c) read cleaning instructions if necessary,
- d) safely disassemble
- e) pre-clean/ soak to remove dried on food,
- f) soap, wipe and/or scrub (gently)
- g) rinse h) sanitize if necessary
- i) dry thoroughly
- j) reassemble and store correctly

Some things to remember when cleaning kitchen tools in particular:

- Use the correct cleaning liquid.
- Use the correct cleaning cloth or sponge or brush.
- Use hot water if possible.
- Sanitize the kitchen tools with correct sanitizer.
- Dry thoroughly on a drying rack. (If a tool needs to be used immediately after cleaning, dry with a cleaning cloth that is for drying purposes only.)
- If using a dishwasher, make sure you know how to use the dishwasher correctly, and you must know which tools and electrical tool parts can be washed in a dishwasher.

Some things to remember about the maintenance of kitchen tools:

- If you notice something wrong, DO NOT use the equipment.
- Report it to your supervisor immediately.

Examples of maintenance issues: frayed electrical cord, broken switch, screws coming loose or missing, rattles or strange noises in the equipment, smells, smoke or sparks coming from the equipment, broken handles

10. Put the following sentences about electrical equipment in the correct box:

- a) Check the equipment is correctly assembled.
- b) Operate when the equipment is wet.
- c) Put electrical equipment into water to clean.
- d) Check cords and wires to make sure they are not wet or frayed.
- e) Even if power point is damaged, use the equipment.
- f) Use any safety guards that come with the equipment.
- g) Switch off equipment and remove power plug before cleaning.
- h) Remove unsafe or faulty equipment from work area and report to supervisor.
- i) It is safe to use other mixing tools with the equipment when the equipment is running.
- j) It is safe to touch the moving parts of any electrical equipment.
- k) Switch off equipment when not in use.
- l) Know how to clean the parts of the equipment.
- m) Know how to assemble and disassemble the parts of the equipment.

Right (✓)	Left (✓)

11. Put the following sentences in the correct order, 1-12 (Number 1 is done for you):

- Collect the parts of the equipment. ()
- Check that all parts are clean. ()
- Assemble the equipment correctly. ()
- Check that you have assembled equipment correctly. ()
- Check for frayed wires, faulty plugs or anything unusual. ()
- Switch the equipment on. ()
- Use the equipment correctly. ()
- Clean the container or mixing bowl and lid after every use. ()
- Switch the equipment off when not it is not needed. ()
- Disassemble equipment at end of day. (1)
- Wash and dry individual parts correctly. ()
- Store correctly. ()

12. Problem-Solving:

- 1) You have been told to wash a set of bowls. You do not know whether they can be washed in the dishwasher. What do you do?
- 2) You have been asked to reassemble a blender but you have never done it before. What do you do?
- 3) You have to make 5 mango smoothies. Each smoothie is 250 ml. The smoothie recipe amounts are for 3 smoothies. The blender can make up to 1.5 litres. What is your strategy?
- 4) You have to chop up some chicken breast meat but the correct knife is missing. What do you do?
- 5) You have been asked to do three jobs; julienne two cucumbers, wash 4 frying pans, and measure the ingredients for a cake. What is your strategy?

DAY 6

FISH DISHES

1. It is very important that fish be fresh before cooking or storing. This is to prevent contamination, cross-contamination and food poisoning.

How can you know if the fish is fresh?



- Use your nose – Smell the fish. It should have a crisp, metallic odour.
- Use your eyes- Check the fish's eyes (clear not cloudy), gills (not blood spots on the outside and clean and moist and bright red on the inside), skin (should be shining and taut). Scales should be intact. If the fish is gutted the belly should be clean. There should be no visible damage.
- Use your hands – the fish should be firm to the touch

2. Do you know the names of different fish? Look at the names in the box and try to match it to the pictures of the fish below.

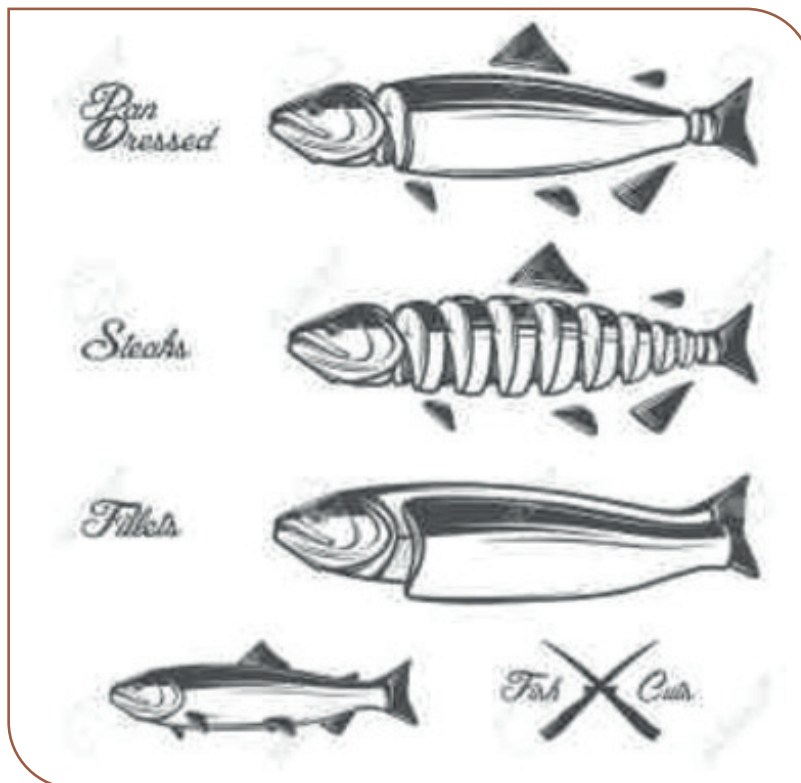


Salmon	Sailfish (Thalapath)
Sardine	Tuna
Seer	Barramundi



3. How many Sri Lankan fish do you know? Make a list of Sri Lankan fish.

4. Look at the diagram below. What is the cut of fish that you are familiar with?



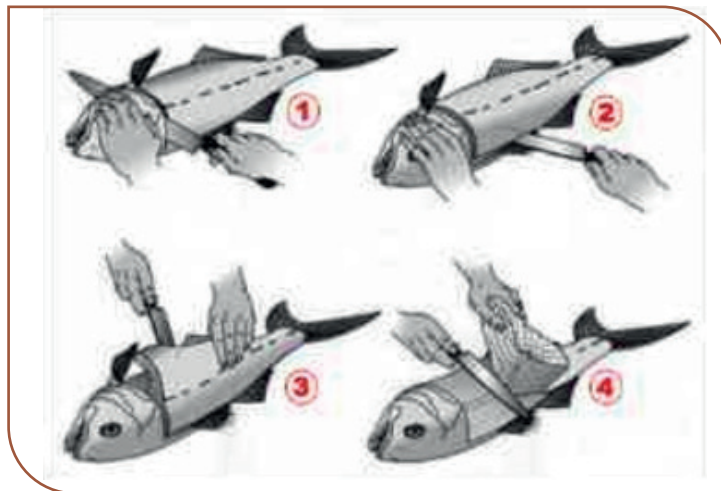
5. What to remember when scaling and gutting fish:

- Use the correct knife. (Has the knife been sharpened?)
- Remove the scales and guts completely.
- Wash well but do not damage the fish.

6. What to remember when filleting fish:

- Use the correct knife. (Has the knife been sharpened?)
- Follow the method that you have observed in Mentor's demonstration.
- Skin on or skin off? If you are removing the skin you may need a thinner knife.
- Remove any small bones by hand BUT do not damage the fish.
- Practice with round and flat fish as often as possible to improve your skills.





7.

	Temperature
Cooking fish	Cook at 63 degrees Celsius for 15 seconds.
Holding temperature for fish dishes	60 degrees Celsius and above.
Storing marinated fish / cooked fish	5 degrees Celsius or below.

How to store cooked fish: Cool the dish down immediately, place in (preferably shallow) airtight, plastic container and can be kept for up to 3 days in the refrigerator. If placed in the freezer in a re-sealable, plastic bag, it can be kept for up to 3 months.

How to store fresh fish: The fish must be gutted and thoroughly rinsed in cold water. Pat dry with a paper towel and place in shallow dish (cover with foil or clingfilm securely) or in an airtight, plastic container. Use the fish within 2 days. Keep raw fish in the coolest part of the refrigerator away from cooked fish and other ready-to-eat foods. If the fish is not going to be used within 2 days it is better to place the fish in a resealable plastic bag and frozen. In the freezer fresh fish can be kept for up to 3 months.

8. Watch the demonstration of the Mentor. Make notes of what you notice of each fish cooking method:

Cooking Method	Notes

9. The following is a recipe for stock in which you can poach fish. It is called Court Bouillon. It is a stock made from wine and aromatic vegetables.

Recipe for Poaching Stock (Fish):

- 1 onion, peeled and chopped
- 1 carrot, peeled and sliced 1/2-inch thick
- 1 stalk of celery, peeled and sliced 1/2-inch thick
- 1 head of garlic, halved horizontally
- 3 sprigs parsley
- 3 sprigs thyme
- 1 bay leaf
- 10 peppercorns
- 2 teaspoons fennel seed
- 1 teaspoon coriander seed
- 1/2 cup white vinegar or 1 1/2 cups dry white wine
- 2 tablespoons coarse salt
- 6-7 cups water

(Units: U.S)

Method: Put all the ingredients in a medium size saucepan and bring to a boil. Lower the heat and simmer for 20 – 30 minutes. Strain (and preserve for future use). The stock can be refrigerated and stored for up to 3 days or frozen and kept in the freezer for up to 2 months. Use plastic, resealable bags or plastic, lidded containers to store the stock. (You can also add the leftover fish head and bones to make the stock richer in flavour but then you must adjust the amount of water you add.)

10. What to remember when marinating fish:

Fish should marinate for only 30 minutes to an hour.

After you have marinated the fish, put the fish into the refrigerator. DO NOT keep it at room temperature.

Your marinating containers MUST have lids.

Do not reuse leftover marinade for other food.

Do not use leftover marinade to make a sauce for your fish dish unless it is thoroughly boiled.

Do not marinate fish in foil or in aluminium containers. The aluminium will affect the taste of the marinade.

11. Below is a basic fish marinade for 4-6 portions of fish:

Recipe for Fish Marinade:

1 clove garlic

6 tablespoons olive oil

1 teaspoon dried basil

1 teaspoon salt

1 teaspoon ground black pepper (Not pepper powder)

1 teaspoon fresh lemon juice

1 tablespoon chopped fresh parsley (Units: U.S)

Method: Combine all the ingredients in a mixing bowl. Add fish to the bowl. (To this recipe you can add coriander or ginger and lime for a more Asian taste, or coriander, paprika and cumin for a more Mediterranean taste, or soya sauce and brown sugar for a teriyaki taste.)

12. For your own fish dish ask yourself:

How will you cook it?

How will you flavour it?

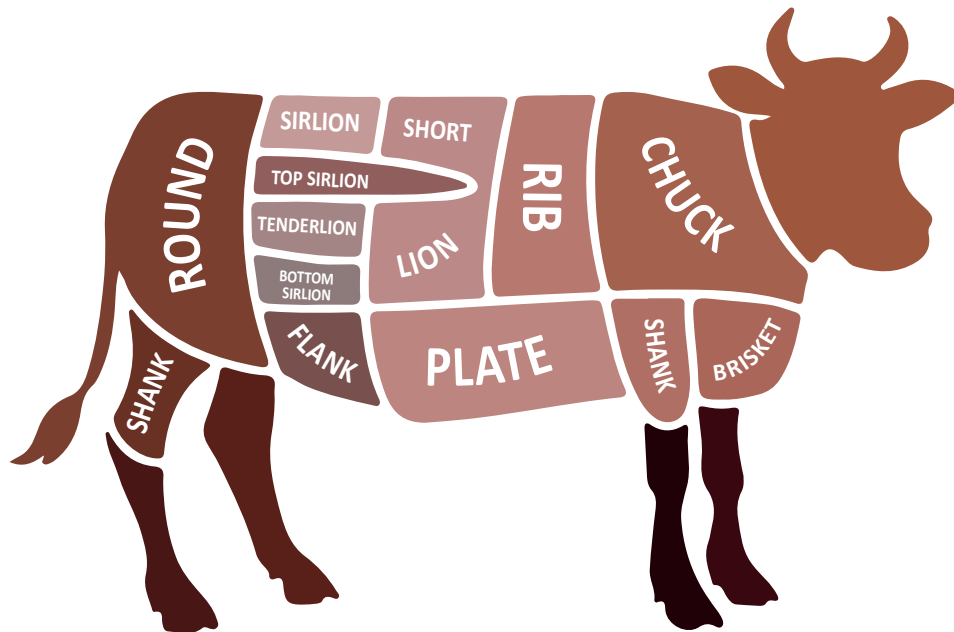
How will you garnish it?



DAY 7 & 8

MEAT DISHES

1. Look at this picture and read the information below. Then answer the following questions:



A cut of beef is meat that is muscle close to the bone. Any meat from near the hooves or the horns is tough and hard to chew. Any meat far away from the horns or hooves is softer. The chuck is used for chuck-steaks and roasts or used for ground beef. The rib contains short and prime ribs and rib eye steaks. Brisket is usually used for barbecue. The shank is used for stews and soups (but it is very tough meat). The loin is used for T-bone and porterhouse steaks. The sirloin is used for sirloin steaks. The tenderloin is mainly used in filet mignons or steaks. It is the most tender cut.

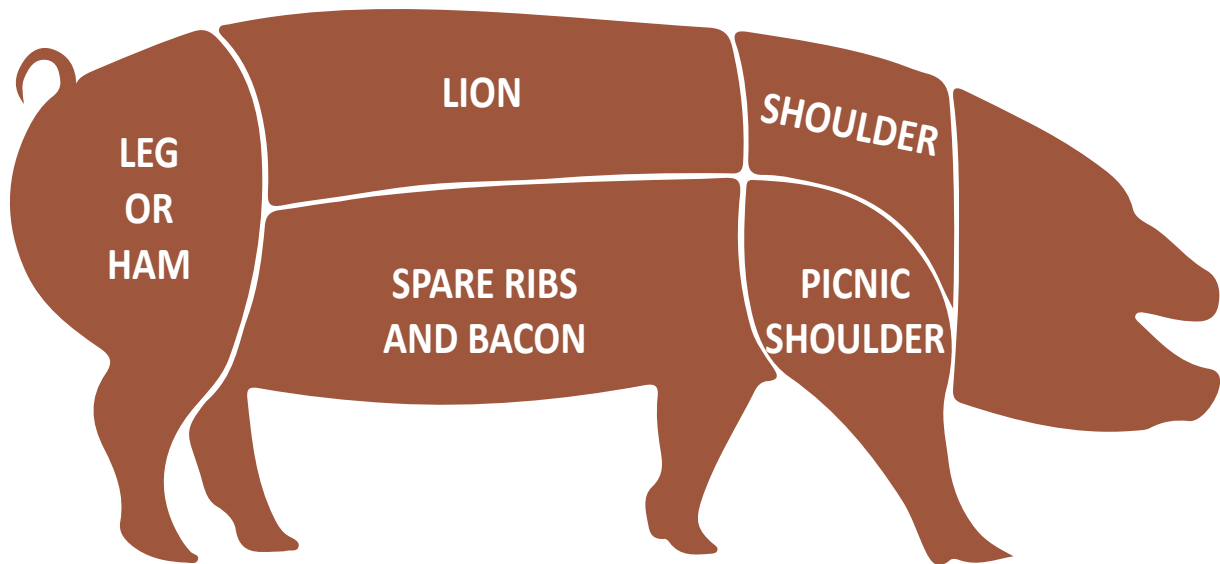
Which part of the cow is used for making roast beef?

Which part of the cow is used for loin steaks?

What would happen if you used the wrong cut for a loin steak?

2. Look at this picture and read the information below. Then answer the following questions:

-BUTCHER DIAGRAM- PORK



Like beef, meat for pork cuts come from muscle close to the bone. The rib cuts contains ribs for barbecue or for smoking. The shoulder is best for slow roasting and braising (diced). The loin is very soft meat so it is best for grilling or pan-frying (medallions/porkchops/tenderloin). The cheek is good for curing/salting. Picnic or shoulder arm is good for a dish like baked ham. The hock and feet are for soups or stews. The ham leg is for roasting whole or curing (to make ham) and can be cut into smaller joints. The bacon or belly is for slow-roasting, pan-frying or smoking and is commonly used to make bacon. The fat above the loin are is called lard and is used in many recipes.

Which cut of pork is very soft and how can it be cooked?

Which cut of pork can be roasted whole?

What do you think might happen if you tried to grill shoulder meat?

3. It is very important that pork or beef be fresh before cooking or storing. This is to prevent contamination, cross-contamination and food poisoning. How can you know if the pork or beef is fresh?



- Use your eyes- the pork or beef should be a bright red colour. If the colour is dark the meat is no longer fresh. However, even fresh meat will change colour if you leave it exposed to the air for 30 minutes or more. That does not mean you cannot use it. You must use your other senses to check if the meat has become unsuitable for eating.
- Use your hands – press down firmly with your finger and if the pork or beef springs back nicely it is fresh. If it does not spring back at all do not use the meat.
- Use your nose – pork or beef should not have any strong smell so put it to your nose and smell carefully.

4. There are many ways of cooking pork and beef – braise, grill, pan-fry and roast.

Read the descriptions of each cooking method and match to the pictures below:

(A) This cooking method requires a shallow frying pan and very little oil or butter. The meat should be lightly fried until slightly brown in color.

()



(B) This cooking method requires both a pan and a covered pot. The meat is first pan-seared and then cooked in a covered pot with stock or water.

()



(C) This cooking method requires a barbecue or grill and takes longer time to cook the meat. It gives the meat a smoky flavor.

()



(D) This cooking method uses an oven tray or rack. The meat is exposed to high, dry heat and has to be regularly turned or basted to keep the moisture.

()



5. Watch the demonstration of the Mentor. Make notes of what you notice of each meat cooking method:

Cooking Method	Notes

Q: Why is it important to rest grilled, pan-fried or roasted meat before cutting/serving?

A: It is important because the contact with the air after being removed from the grill or pan or oven, helps the meat seal its own juices inside. If the meat is cut soon after it is cooked the juices run out, leaving the meat dry and chewy.

	Temperature
Cooking meat	Cook at 63 degrees Celsius for 15 seconds.
Holding temperature for meat dishes	60 degrees Celsius and above. (wellcooked roasts can be kept at 55 degrees Celsius)
Storing marinated meat / cooked meat	5 degrees Celsius or below.

How to store cooked meat: Cool the meat down immediately, place in an airtight, plastic container and it can be kept for up to 3 days in the refrigerator. If placed in the freezer in a re-sealable, plastic bag, it can be kept for up to three months.

How to store fresh meat: Make sure the raw meat is clean. Pat dry with a paper towel. Portion and place in an airtight, plastic container. Use the meat within 2-3 days. Keep raw meat in the coolest part of the refrigerator away from cooked meat and other ready-to-eat foods.

If the meat is not going to be used within 2-3 days, it is better to place the meat in a re-sealable plastic bag and frozen. In the freezer fresh meat can be kept for up to 3 months.

7. The following is a simple four-step way to braise and a stock recipe for braising meat:

Step 1 – Sear the meat

in oil or butter in a pot. When the meat is brown all over, remove the meat and set aside.

Step 2 – Sauté the mirepoix (chopped vegetables such as onions, celery and carrot) in the same pot, stirring frequently.

Step 3 – Add the braising liquid and stir to mix the flavours well.

Step 4 – Return the meat to the pot (included any juices that have run from the meat). Bring the heat down and let the liquid simmer, then cover the pot with a lid and put in the oven for the final cook. Make sure the meat is not submerged in the braising liquid. If this happens the meat will boil not braise and it will be difficult to reduce the liquid enough to make a good sauce.

(You can add mushrooms or even a little ginger before putting the pot in the oven, for extra flavour.)

Braising Stock Recipe:

For braising meat it is not necessary to make a new stock as you have already cooked the mirepoix of vegetables for flavour in Step 2. When you add the liquid in Step 3, this liquid can be:

- Water
- A mixture of water and red wine (to which you can add balsamic vinegar)
- Water and a dark beer
- Red wine and water with a sprig of rosemary, thyme or bay leaf
- Water and a little chicken stock.

8. What to remember when marinating meat:

Think ahead: Meat needs to be marinated for minimum 2-4 hours, maximum 24 hours.

However- Marinating is best suited for the tougher steak cuts like flank, skirt, sirloin, leg and round.

You can actually ruin better-quality meat, like tenderloin or rib-steak, by marinating them.

After you have marinated the meat, put the meat into the refrigerator. DO NOT keep it at room temperature.

Your marinating containers MUST have lids.

Do not reuse leftover marinade for other food.

Do not use leftover marinade to make a sauce for your meat dish unless it is thoroughly boiled for several minutes. Generally it is better to make a separate marinade sauce that has not touched any meat, and is specifically for serving purposes.

Do not marinate meat in foil or in aluminium containers. The aluminium will affect the taste of the marinade.

9. Below is a basic meat marinade:

Recipe for Meat Marinade

¼ cup olive oil

¼ cup balsamic vinegar

¼ cup Worcestershire sauce

¼ cup soy sauce

2 teaspoon Dijon Mustard

2 teaspoons minced garlic

Salt and pepper to taste

Method: Combine all the ingredients in a bowl/container and add the meat, seal the bowl/container securely and place in the refrigerator for the required time.

10. For your own meat dish ask yourself:

How will you cook it?

How will you flavour it?

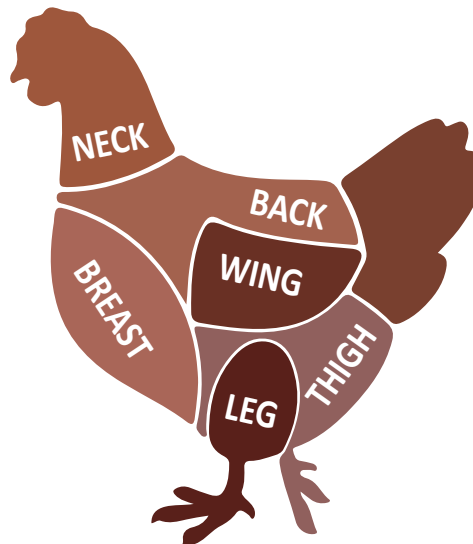
How will you garnish it?



DAY 9 & 10

POULTRY DISHES

1. Look at this picture and read the information below. Then answer the following questions:



Poultry is another word for chicken and chicken meat is a very versatile meat. Chicken breast is sometimes called white meat, and is a very lean and healthy meat and is often prepared without the skin. Wings and shins (drumsticks) are meat on the bone cuts and often the skin is kept on for a crisper finish. The chicken thigh is sometimes called dark meat and is the juiciest meat of the chicken. It can be prepared on or off the bone, and with or without the skin. It takes a little longer to cook chicken thigh and has a firm texture. The leg describes the thigh and shin (drumstick) connected together. Of course a chicken can also be used whole.

What is white meat?

What is dark meat?

Which parts make up the chicken leg?

2. It is very important that chicken be fresh before cooking or storing. This is to prevent contamination, cross-contamination and food poisoning. How can you know if the chicken is fresh?

- Use your eyes- the chicken should be a pink, fleshy colour. If the colour is grey the chicken meat is no longer fresh. However, even fresh meat will change colour if you leave it exposed to the air for 30 minutes or more. That does not mean you cannot use it. You must use your other senses to check if the meat has become unsuitable for eating.
- Use your hands – chicken that has gone bad feels slimy to the touch (even after rinsing). Fresh chicken feels firm and does not feel slimy or sticky.
- Use your nose – chicken should not have any strong smell so put it to your nose and smell carefully. If it smells 'sour' it has gone bad.

3. There different way to “trim” chicken meat. This means there are different ways to present the chicken meat. A most common way is to “French trim”. Label the following pictures.

Watch the demonstration or a video of how to French trim chicken breast and drumstick.



4. Which of the following pictures show diced chicken in curry and braised chicken?



5. Watch the demonstration of the Mentor. Make notes of what you notice of each chicken cooking method:

Cooking Method	Notes

	Temperature
Cooking poultry	Cook at 74 degrees Celsius for 15 seconds.
Holding temperature for poultry dishes	60 degrees Celsius and above.
Storing marinated poultry / cooked poultry	5 degrees Celsius or below.

How to store cooked meat: Cool the chicken down immediately, place in an airtight, plastic container and it can be kept for up to 3 days in the refrigerator. If placed in the freezer in a re-sealable, plastic bag, it can be kept for up to three months.

How to store fresh meat: Make sure the raw chicken is clean. Pat dry with a paper towel. Portion and place in an airtight, plastic container. Use the chicken within 2 days. Keep raw chicken in the coolest part of the refrigerator away from cooked meat and other ready-to-eat foods.

If the chicken is not going to be used within 2 days, it is better to place the chicken in a re-sealable plastic bag and frozen. In the freezer fresh chicken can be kept for up to 3 months.

7. The following is a basic recipe for a chicken stock. When butchering a chicken, save as much of the carcass (bones, wings, feet) as you can because the carcass helps to make a good, fresh stock.

Recipe for Chicken Stock (1 litre)

1kg chicken carcass 1 carrot (large chunks)
 1 onion (quartered)
 1 leek (large chunks)
 1 stick celery (large chunks)
 1 clove garlic
 2 stalks parsley and thyme
 1 bay leaf
 5 peppercorns
 1 clove
 2 litres water

Method: Put all the ingredients into large pan with a pinch of salt. Cover with water. Bring the liquid to a boil, then reduce the heat and simmer for about 3 hours. Skim the fat off the surface as needed. Once the liquid has reduced down to 1 litre, strain the liquid and use it immediately or store in the refrigerator or freezer.

8. For your own meat dish ask yourself:

How will you cook it?

How will you flavour it?

How will you garnish it?



DAY 11

VEGETABLES



1. Look at the picture above and below. Can you name all the vegetables and herbs? Have you used many of them in your cooking?

Herbs



thyme



rosemary



dill



tarragon



chives

coriander
(ALSO KNOWN AS CILANTRO)

bay



sage



basil



oregano



mint



parsley

It is important as a chef to have a good general knowledge of vegetables, leaves and herbs as well a good knowledge of local varieties. Expand your knowledge by reading, looking on the internet or going to the market and asking questions. Did you know there are more than 5 types of lettuce?

2. When using vegetables, freshness is important, especially for salads, to ensure good taste and prevent contaminated food from being used in cooking.

Read the information below about how to check that vegetables are fresh:



- Use your eyes- Fresh vegetables and leaves should be vibrant in colour. Some even look glossy. Look for any damage, mould or fungus. If there is too much damage, or any mould or fungus the vegetable cannot be used.
- Use your hands – Fresh vegetables and leaves should feel firm and not limp. If the vegetable is soft, it is already decaying and may not be suitable for certain types of cooking. Slightly old vegetables can be used in stews and soups or to make stock. Leaves like lettuce should make a crunching noise if you crush the leaf. Leaves like niviti (Sri Lankan spinach) should snap cleanly when you tear them.
- Use your mouth – most vegetables you can eat raw and one of the best ways to test for freshness is to wash it thoroughly and bite into it. Fresh vegetables should be crunchy, taste juicy or taste fresh. And of course, even raw, almost all vegetables should taste good.

3. Look at the pictures and match them to the cooking method:



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(a) puree

(b) boiled / steamed

(c) saute

(d) grilled / roasted

4. Choose the right vegetables and the right cutting technique (if required) for the right cooking method:

- Boiling allows you to season vegetables as they cook but there is a danger of over-boiling. It is a good method for harder vegetables.
- Steaming doesn't allow you to season while cooking but the vegetables are crispier than if they were boiled. It is a good method for delicate vegetables.
- Sauteing allows for seasoning of any kind but requires constant attention. It is a good method for leafy vegetables, and soft vegetables and sliced vegetables.
- Roasting makes the flavor of a vegetable stronger but be careful not to burn the vegetables. It is good for harder vegetables.
- Pureeing vegetables can add an interesting texture to your dish but be careful not to make the puree too watery. You can puree almost any vegetable.

With this in mind which vegetables do you think are better for which method of cooking?

Look at the following list of vegetables and think how you would cut and cook them:

Vegetable	Cut or not cut	Cooking Method
Tomato		
Asparagus		
Cauliflower		
Zucchini		
Eggplant		
Manioc		
Niviti (Sri Lankan spinach)		
Kale		
Green peas		
Carrot		
Beetroot		

5. What to remember when cleaning vegetables for cooking:

- ➔ DO NOT use soap or detergent to wash vegetables.
- ➔ Wash in a bowl of water under running water. Rub the vegetables vigorously with your hands but do not squeeze.
- ➔ For vegetables that have hard skins a vegetable cleaning brush can be used.
- ➔ Vegetables like broccoli and cauliflower should be soaked for 2-3 minutes before washing to allow dirt to fall out and down into the water bowl.
- ➔ Leafy vegetables such as lettuce, nivity or other leaves should be washed separately from other vegetables.
- ➔ Soak the leaves in cold water for a few minutes, drain and repeat the soak. Drain the leaves a second time with a clean strainer or colander, then dry with a clean towel or salad spinner. Salad spinners, strainers and
- ➔ colanders should be thoroughly cleaned with warm soapy water after every use.
- ➔ If you do not use a salad spinner then pat the leaves dry with a single-use paper towel if using the leaves for a salad or preparing for storage.

6. Watch the demonstration of the Mentor. Make notes of what you notice of each cooking method:

Cooking Method	Notes

	Temperature
Roasting vegetables	Roast at 180 degrees Celsius for 40 minutes (depending on the vegetable)
Holding temperature for vegetable dishes	60 degrees Celsius and above.
Storing cut vegetables / cooked vegetables	5 degrees Celsius or below.

How to store cooked vegetables: Cool the cooked vegetables down immediately, place in an airtight, plastic container and it can be kept for up to 3 days in the refrigerator. If placed in the freezer in a re-sealable, plastic bag, it can be kept for longer depending on the type of vegetable. Do not freeze cooked, leaf vegetables.

How to store fresh vegetables: Make sure the vegetables are clean. Pat dry with a paper towel. Portion and place in an airtight, plastic container. Use the vegetables within 2 days. Keep raw vegetables away from raw/cooked meat and other ready-to-eat foods. Do not freeze raw, leaf vegetables.

If the vegetable is not going to be used within 2 days, it is better to place the chicken in a re-sealable plastic bag and frozen. In the freezer fresh chicken can be kept for up to 3 months.

6. Watch the demonstration of the Mentor. Make notes of what you notice of each cooking method:

Cooking Method	Notes

	Temperature
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If the vegetable is not going to be used within 2 days, it is better to place the chicken in a re-sealable plastic bag and frozen. In the freezer fresh chicken can be kept for up to 3 months.

9. (Basic) SALAD RECIPES with DRESSING:

Caprese Salad

(4 servings)

3 large, ripe tomatoes

450 g mozzarella cheese

 $\frac{1}{4}$ cup of fresh basil leaves**Balsamic Dressing for Caprese Salad**

1 cup balsamic vinegar

 $\frac{1}{4}$ cup honey $\frac{1}{4}$ cup extra-virgin olive oil $\frac{1}{4}$ teaspoon salt $\frac{1}{4}$ teaspoon ground black pepper**Caesar Salad (6 servings)**

1 head of Romaine lettuce

Freshly grated parmesan for serving

Croutons (enough for 6 servings)

Caesar Dressing

6 cloves minced garlic

1 teaspoon mustard

1 tablespoon vinegar

 $\frac{3}{4}$ cups mayonnaise

6 tablespoons grated parmesan cheese

1 teaspoon Worcestershire sauce

1 tablespoon lemon juice

 $\frac{1}{4}$ cup olive oil(optional) 5 minced anchovy fillets,
minced

Salt, pepper to taste

Mixed Salad (4-6 servings)

1 head of Romaine lettuce

1 cucumber

2-3 small (or plum) tomatoes

1 small red onion

Vinaigrette Dressing

2 tablespoons vinegar

6 tablespoons olive oil

Salt and ground pepper to taste

(you can add 2 tbsp mustard if you like)



DAY12

HOT AND COLD DESSERTS



1. Making desserts can be fun if you like sweet things! There are many techniques that you need to know to make even a simple dessert. First, your ingredients need to be fresh. Below are some common dessert-making ingredients. How can you know if they are fresh/good to use?

Ingredient	How to know if it is good to use
Flour	No insects, no bad/sour smell
Eggs	Undamaged shell, well within the expiry date on package. OR crack open the egg and there is no smell or change in colour.
Sugar	No sand, dirt, no insects, no dis-colouration
Butter	Well within the expiry date on the package, same even colour from outside to inside, no sour taste and no rancid/bad smell
Milk	No rancid/bad smell or sour taste, no lumps, no dis-colouration, and well within the expiry date
Cream	No sour smell and no lumps
Puff Pastry	No sour smell, no sour taste, no mould and no dis-colouration, well within the expiry date on package

2. It is also important to know how these ingredients need to be stored:

Ingredient	How to store	Freeze or no freeze?
White Flour	Room temperature, sealed bag/container	No
Eggs	Refrigeration, keep in original container	No
White Sugar	Room temperature, sealed bag/container	No
Butter or Margarine	Refrigerator, keep in original packaging	Possible up to 3 months
Milk	Refrigerator, keep in original, lidded container	No
Heavy Cream	Refrigerator, keep in original, lidded container	Yes up to 3 months
Light Cream	Refrigerator, keep in original, lidded container	Yes up to 3 months
Puff Pastry	Refrigerator, keep in original package or container	Yes up to 3 months

Eggs, butter, margarine, milk, cream and puff pastry, once opened, should be consumed within three days, even if they have been put in the refrigerator.

3. Look back at your Day 5 notes to remind yourself of the different kitchen tools you may need for making desserts. Then fill in the blank column:

Technique	Kitchen tool (s)	What to remember
Whisking / Whipping		Different creams have different uses – are you using heavy (double) or light (single) cream? Whisking and whipping should be done in cold temperature, either in a refrigerated room or using a basin on ice. Do not over-whip. If you are not using the whipped cream immediately, slightly under-whip and keep it in the refrigerator for up to 24 hours, in a sealed and labelled container. Then, when you are ready to serve your dessert, re-whip the cream.
Folding		Like whisking /whipping, folding should also be done at a cool temperature. Heat can make the mixture become runny and flat. Cut the mixture and fold. Do not stir. Keep it in the refrigerator for up to 24 hours, in a sealed and labelled container.
Stirring		Stirring is moving your hand and kitchen tool round and round in an steady and even movement. Keep the mixture in the refrigerator for up to 24 hours, in a sealed and labelled container.
Rolling		The most important aspect of rolling dough is the dusting of flour. Dust your rolling pin, your rolling surface, and your dough. Dust regularly to prevent the dough from sticking. The rolling surface should be cool.
Baking		Follow the recipe for temperature control and length of time.
Brushing and Glazing		Use the right tools. Do not over-glaze.

4. Answer the following questions about whipped cream.

Circle the correct answer:

What is most important when whipping and whisking?

- a) The temperature at which you whisk.
- b) The bowl you use.

How do you store freshly whipped cream?

- a) You cannot store freshly whipped cream.
- b) You can store it in a sealed container for up to 24 hours.

Which cream is better to whip?

- a) Heavy
- b) Light

When do I add sugar to the whipped cream?

- a) When I start whipping.
- b) Just after the soft peaks form.

Is it okay to add whipped cream to my hot dessert immediately?

- a) Yes
- b) No – it will melt.

5. The Mentor will show you how to make crème patissiere, and a fruit coulis. Watch and make notes on what you observe:

Technique	Observations
Crème Patissiere	
Fruit Coulis	

6. The Mentor will use crème patissiere and the fruit coulis to produce two basic dessert dishes – a mousse (cold dessert) and a fruit pastry (hot dessert). Make notes on what you observe so that you may ask questions if you need to.
7. Here are some basic recipes for making desserts that you should become familiar with:

Crème Patissiere (4 servings)

4 egg yolks

60 g (castor) sugar

25 g plain flour

2 tsp cornstarch

280 ml milk

(Vanilla essence if necessary)

Method: Beat the eggs and sugar for a few minutes until the mixture is pale and slightly thickened. Whisk in the flour. Heat the milk in a pan until boiling, remove from the heat and add to egg mixture and whisk. Next put the whole mix back into the pan, this time STIRRING constantly and evenly, until it is boiling and at the preferred thickness. Cool before serving.

(After cooling down to room temperature, it can be stored in the refrigerator in a sealed container for up to 3 days.)

Passion Fruit Coulis (4 servings)

6 passion fruits

170 ml orange juice

100 ml water

3 tablespoons of sugar

Method: Scoop out the pulp and seeds of the fruit and place in a pan. Pour in the orange juice, water and then add the sugar. Bring the mixture to a boil. Reduce the heat and simmer for 5-6 minutes, until the mixture has thickened. Cool before serving.

(After cooling down to room temperature, it can be stored in the refrigerator in a sealed container for up to 3 days.)

Vanilla Bavarois (Mousse) (8-10 servings)

5 egg yolks
200 g (castor) sugar
500 ml milk
Vanilla essence
4 leaves of gelatin (10 g)
Cold water
600 ml of cream

Method: Whisk the egg yolks and sugar together till pale and creamy. Pour milk into a pan, add vanilla essence and bring to the boil. Remove from heat and pour into the egg and sugar mixture and whisk. Place the mixture over a larger pot of water (do not let the mixing bowl touch the hot water) to keep warm while you whisk the mixture for 8-12 minutes until it thickens. Remove the bowl from the heat, (soften the gelatin beforehand) melt the gelatin in thoroughly and leave to cool over a large pan of ice.

In another mixing bowl, whip the cream until stiff peaks form. When the vanilla mixture has cooled down and is starting to become firm, FOLD in the whipped cream until completely incorporated into the vanilla mixture. Place the vanilla and whipped cream mixture (bavarois) into the desired containers and refrigerate for at least 3 hours. Pour the (cooled) passion fruit coulis over the bavarois before serving.

(It can be stored in the refrigerator in a sealed container for up to 3 days.)

8. Your Mentor will show you how to make a **Glazed Puff Pastry Fruit Tart**.
Make observations about the following:

- How does he/she use the puff pastry to make the tart?
- What kind of fruits were used for the tart?
- How was the glaze made? (Was it a sugar glaze)
- Did he/she use the crème patissiere that was made earlier?
- How was the crème patissiere piped into the tart?

9. Using the oven Below is a gas oven conversion table and information on oven temperatures for certain dishes:

Gas Mark	° Celsius	° Celsius Fan	° Fahrenheit
1/4	110°C	100°C	225°F
1/2	130°C	120°C	250°F
1	140°C	130°C	275°F
2	150°C	140°C	300°F
3	170°C	155°C	325°F
4	180°C	165°C	350°F
5	190°C	180°C	375°F
6	200°C	190°C	400°F
7	220°C	200°C	425°F
8	230°C	210°C	450°F
9	240°C	220°C	475°F

Item	Quantity	Temp. (F)	Speed	Time	Rack
Whole Chicken, quartered	3-5lbs	400	High	30-40 mins	Lower
Chicken breast with bone	2 halves	400	High	15-18 mins	Lower
Chicken breast boneless	4 pieces	400	Low	9-10 mins	Upper
Fish fillets	3-4 oz	400	Low	6-8 mins	Upper
Salmon steaks	2-3 steaks	400	Low	10-14 mins	Upper
Steak (beef)	½- 1lb	400	High	5-10 mins	Upper
Pork Chops (breaded)	2-4 pieces	400	Low	12-15 mins	Upper
Puff Pastry		385			Upper

This is the end of the training workbook. We hope it will be a useful source of information.

On the following pages there is information concerning menu development. If you become responsible for creating a menu, on page 62, there are some useful tips on how to have a successful menu that is both interesting for your customers but also sustainable. This is followed by some sample menus.

CREATING A MENU**DO'S**

- Keep menus short and clear to avoid waste and maximize freshness.
- Use local produce as much as possible to offer freshness, give a taste of the region, and maintain good selling prices and costs.
- Keep as much of the menu as possible freshly prepared. Avoid freezing as much as possible and limit storing fresh food for more than 2 days to maintain quality.
- Taste everything you are going to serve.
- Design a menu that is quick and easy to serve.
- Talk to your local suppliers and growers and develop good relationships
- Try new dishes and get feedback from your guests.
- Be proud of your region in Sri Lanka and confident your guests will be happy to experience something new.
- Only serve dishes you can make 100% perfectly.
- Consider serving a simple rice and curry buffet for lunch alongside an small a la carte snack menu .
- Run a small menu at lunch or lunch and dinner with a maximum of 3 snacks, 5 starters, 6 mains and 5 desserts.
- Run a simple snack menu with short eats and sandwiches in the day time between 12noon – 5pm.
Dishes from this can also be used to serve for afternoon tea .

DON'TS

- Hold a large menu that cannot be kept fresh and makes service complicated.
- Don't serve international dishes that you cannot make perfectly – it will only lead to disappointment.
- Don't try to buy expensive, imported ingredients that are often low quality.
- Be careful when you are seasoning food with salt – most foreigners prefer their food less salty than the food normally cooked in Sri Lanka.

CREATING A MENU**(SAMPLE)****Snack Menu**

<served 12 noon – 5pm>

Snack and Short Eats (Maximum 5)

Cashew nuts or dry mixture or a local dry snack Achchuru made with a seasonal, local fruit Sri Lankan chilli
cheese toast Roll, bun or patty made with fish or meat Roll, bun or patty made with vegetables

Light Dishes (Maximum 5)

Vegetarian pasta dish Vegetarian sandwich Meat or fish based sandwich A Western main course sized salad
such as Caesar, Caprese, Greek salad A burger or signature hot sandwich

Sweet

A local cake such as Bibikan, Kevum, butter cake or a local speciality A local seasonal fruit such as
mangosteen, rambutan, mango Curd and treacle. Source quality treacle or honey local to the area

(SAMPLE)**A La Carte Menu**

<served at lunch and dinner, or dinner only>

Bites (Maximum 3)

Cashew nuts / dry mixture / local dry snack Achchuru made with a seasonal, local fruit A specialty local hot snack such as jack nuts, fried garlic, handallo etc.

Appetizers (Maximum 5)

3 vegetarian dishes, 2 non vegetarian dishes. 2 hot dishes, 3 cold dishes

Western salad Vegetarian Soup Local vegetable based appetizer or salad Local fish or seafood appetizer (eg. prawn wade) or salad Local meat or poultry dish or salad

Main Course (Maximum 6)

2 vegetarian, 1 fish, 1 seafood, 1 meat, 1 poultry

Pasta dish Rice or fried rice dish A simple grilled dish served with vegetables and potatoes (fish, chicken or seafood) A devilled dish served with rice A specialty local dish / signature dish of the chef that can only be found in this hotel Sri Lankan rice and curry possibly with the choice of meat, fish, seafood, vegetarian

Sweet (Maximum 5)

1 Western, 1 local, 1 fruit plate, ice creams, curd and treacle

Western dessert eg. Panna cotta, bavarois, fruit tart, chocolate dessert Signature traditional local dessert Seasonal local fruit platter Ice cream based dessert or selection of ice creams or sorbets Curd and treacle. Source quality treacle or honey local to the area

Day 1 Grooming and self-care

<https://www.youtube.com/watch?v=4uPYHDwVwzU>

Day 2 Professional Kitchen in Action

<https://www.youtube.com/watch?v=g0yisRiLwGA>

Day 3 Cleaning

<https://www.youtube.com/watch?v=JCRSUS4YYlg>

Day 4 Food Safety Basics

<https://www.youtube.com/watch?v=Ddn1W3Rp-Fk>

Day 5 Kitchen Equipment

(Knife Skills)

<https://www.youtube.com/watch?v=FNuV7lg6jgg>

Tomato Concasse

<https://www.youtube.com/watch?v=lkDtO1WeCVg&list=PL8zm1mAUCyEFHu7o1l9qobTGllr5t2FM&index=20>

Carrot Julienne

<https://www.youtube.com/watch?v=o1EMRwcnxoY&list=PL8zm1mAUCyEFHu7o1l9qobTGllr5t2FM&index=21>

Different vegetable cuts

<https://www.youtube.com/watch?v=8VBnaFhOEn8>

(Equipment)

<https://www.marthastewart.com/921140/basic-kitchen-hand-tools>

Day 6 Filleting a fish

Round Fish -

<https://www.youtube.com/watch?v=KppQ9jwEFsE>

Flat fish -

<https://www.youtube.com/watch?v=cxh8l6LZg2w>

Day 7 & 8 Butchery of a cow (Jason Yang)

<https://www.youtube.com/watch?v=WrOzwoMKzH4>

Butchery of a pig

<https://www.youtube.com/watch?v=JtnsZ2JaKso>

Day 9-10 Whole chicken jointing

<https://www.youtube.com/watch?v=YHlucx1HTO8>

Debone chicken leg

<https://www.youtube.com/watch?v=LWMMm1D4zYQ>

French trim



Written Assessment

This document is for assessment purposes. Please answer as many questions as you can within the time limit given to you by the invigilator. The pass mark is 80% or more.

You cannot refer to your notes or worksheets during the assessment. Please write in the language you are most comfortable with. Good luck!

Personal Hygiene, Health, Safety and Professionalism

1. List at least 5 things you can do to maintain good personal hygiene:
2. What should you do if you are sick at work? Circle the correct answer:
 - a) Tell your supervisor and go home.
 - b) Tell your supervisor and continue working.
 - c) Continue working and take a break later.
 - d) Take a short break and then continue working.
3. How can you maintain personal health and safety in the kitchen? Write True (T)or False (F) for the following statements:
 - a) By eating and sleeping well and practising healthy habits. ()
 - b) By avoiding dangerous activity in the kitchen. ()
 - c) By copying the behaviour of other people. ()
 - d) By knowing what to do in an emergency. ()
 - e) By not reading important notices or signs. ()
 - f) By using kitchen equipment correctly. ()

4. List at least 5 hazards that can be experienced in a professional kitchen:

5. How can you help prevent or avoid dangerous situations or accidents? Circle the correct statements:

- a) Read manuals, posters or any useful information on kitchen safety.
- b) Run away when you see a dangerous situation.
- c) Complain.
- d) Be aware of the parts of the body that can easily be hurt, such as your back, your hands.
- e) Wear protective clothing.

6. What does cross contamination mean?

Cross contamination is when bacteria, chemicals/poisons or objects get into the food, work surfaces equipment or even my hands, and it can lead to disease or food poisoning or injury.

7. There are 3 types of cross contamination. Please name them and give one example for each.

Type of contamination	One Example

8. Name at least 5 situations in which hands should be washed before handling food:

9. Fill in the following table:

Protective Clothing	Why it helps to wear

10. How can you be a professional? Complete the following sentence:

A professional worker knows

11. Name 2 benefits of a clean and organized workspace:

12. Name 3 benefits of being organized:

13. A Code of Conduct is a set of rules followed by any given establishment. Name at least 3 areas that are included in a Code of Conduct:

14. Why is teamwork important? List 2 reasons:

15. List at least 3 ways you can be a good team member:

Part 2

Food Safety

1. Give one example of how cross contamination can happen in the following situations:

2. What should you do in the following situations? Complete the following sentences to the best of your ability:

a) If I have a wound on my hand,

b) If I see any dangerous chemicals near the food preparation area

c) If I see electric kitchen equipment that is not working

d) If I see a cracked tile

e) If I see faulty plug

f) If I see any pests such as cockroaches

3. What is the difference between cleaning and sanitizing?

4. Write True (T) or False (F) for the following sentences:

- a) Every item and surface in the kitchen requires cleaning and sanitizing. ()
- b) There is no need for a cleaning schedule. ()
- c) Drying is not an essential part of cleaning. ()
- d) The areas for drying equipment must also be clean. ()
- e) Cleaning cloths must be washed regularly. ()
- f) Any cleaning agent or detergent can be used for any surface. ()
- g) It is important to educate myself about the correct amounts of cleaning agent or detergent to use. ()
- h) Colour-coding is a system of colouring food. ()

5. Number the following steps for performing safe waste disposal in the correct order (1 – 7):

- () Place the apron in the dirty linen basket.
- () Dispose of disposable rubber gloves appropriately and remove apron.
- () Collect food waste and non-food waste (plastic, paper, glass, metals) separately if possible in plastic containers (bucket or basin).
- () Put on an apron and rubber gloves.
- () Wash and dry collecting containers and store appropriately.
- () Wash hands thoroughly.
- () Transfer waste to waste area and dispose according to waste bin labels.

Part 3

Food Storage

1. What type of foods spoil easily? Name 5.

2. What is the First In First Out Rule?

3. From what temperature to what temperature is the danger zone for food? Circle the correct answer:

- a) Between 4° Celsius and 50° Celsius.
- b) Between 5° Celsius and 60° Celsius.
- c) Between 10° Celsius and 60° Celsius.
- d) Between 10° Celsius and 65° Celsius.

4. Fill in the table with the correct information:

Protective Clothing	Refrigerator /Blast Chiller	Freezer	Hot Cupboard	Hot Cupboard

5. Write True (T) or False (F) for the following statements:

- a) Before storing food, food should be portioned, packed, sealed and correctly labelled. ()
- b) Hot cooked food must reach a temperature of 21 ° Celsius within two hours of preparation and then cooled to 5 ° Celsius . ()
- c) Chocolate mousse can be kept at room temperature for two hours. ()
- d) Raw ingredients can be put anywhere in a refrigerator. ()
- e) If frozen food is not properly thawed it may cause food poisoning. ()
- f) You can thaw frozen food in a microwave or in the refrigerator. ()
- g) Keeping raw and cooked foods separate prevents crosscontamination. ()
- h) If food looks and smells okay it is always safe to eat. ()

6. Which statement is correct guideline for reheating food? Circle the correct sentence:

- a) heat directly from frozen
- b) food can be reheated as often as desired
- c) heat to at least 50°C for 30 minutes
- d) heat to at least 73°C for 15 seconds

7. What is the best way to check the temperature of cooked food? Circle the correct sentence:

- a) Glass thermometer
- b) Hand test
- c) Food temperature probe
- d) Estimate

8. Which method is NOT used to defrost food? Circle the correct sentence:

- a) Reheat in a frying pan on high heat.
- b) Place in oven at controlled settings
- c) Using a microwave defrost function
- d) Place food into containers and then into fridge

9. Which of the following statements is NOT correct? Circle the INCORRECT statements (there are 2):

- a) Raw or cooked food stored in the refrigerator should be thrown out after 3 days.
- b) All food can be stored in the refrigerator indefinitely.
- c) It is safe to put cooked food on plate that was used to hold raw meat.

10. What information should be written on labels of food storage containers?

11. Match the types of food to the food storage requirements:

- | | |
|----------------------|---|
| a) Dried Foods | Keep in carton and store in refrigerator. |
| b) Eggs | Lidded container in refrigerator. |
| c) Marinated chicken | Keep in original container and keep in store room. |
| d) Salad | Lidded container in refrigerator. |
| e) Tinned food | Keep in original container and keep in store room.
Later transfer to airtight container and put in refrigerator. |

Part 4

Kitchen equipment:

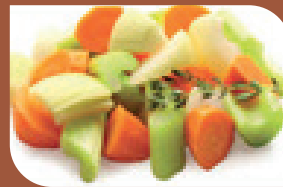
1. Match the different vegetable cuts to the correct terms:

macedoine

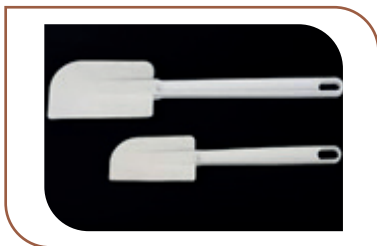
julienne

paysanne

mirepoix



2. Look at the following pictures of kitchen tools. Write a short description of how they are used:



3. Why is it important to use the correct knife for different cutting jobs? List 2 reasons:

4. Number the following steps for cleaning electrical tools in the correct order (1 – 10):

- () dry thoroughly
- () DISCONNECT the electrical equipment from power source
- () rinse
- () safely disassemble
- () pre-clean/ soak to remove dried on food
- () reassemble and store correctly
- () read cleaning instructions if necessary
- () sanitize if necessary
- () choose cleaning agent/liquid
- () soap, wipe and/or scrub (gently)




5. Circle the correct statements:

- a) When using a dishwasher it is important to know how to operate the machine carefully and correctly.
- b) Dry with any cloth that is available.
- c) Whenever possible wash kitchen hand tools with hot water.
- d) You can use a glass bottle brush to clean plates.
- e) Correct cleaning technique is not important.

Part 5

FISH, MEAT and POULTRY

1. How do you know if fish, meat or poultry is fresh?
Fill in the following table to the best of your ability:

	   How to know it is fresh
Fish	
Meat	

Poultry

2. During cooking, at what temperatures should each of the following be and for how long? Put the correct statements into the table below:

	Temperature and time
Fish	
Meat	
Poultry	

3. Read the following paragraph and write the number of the correct sentence below, in the blank spaces.

Whether you are storing fish or meat or chicken, the raw items should be (). Fish should be gutted and cleaned in (). All raw fish and meat items should be pat dry with a paper towel to (). All items should be placed in an () and placed in the refrigerator. Raw fish and chicken must be used within () while meat can be kept in the refrigerator for up to 3 days. If the raw items are not going to be used within 2-3 days place in the ().




- | | |
|------------------------|-----------------------|
| 1. remove excess water | 4. airtight container |
| 2. two days | 5. clean |
| 3. cold water | 6. freezer |

4. When scaling, gutting and filleting fish what should you remember to do?
5. How long should you marinate fish for? Circle the correct answer:
- a) 2 hours
 - b) 30 minutes
 - c) 15 minutes
6. Which part of the cow or pig has the softest meat?
7. How long should you marinate meat for? Circle the correct answer:
- a) 2-4 hours
 - b) 30 minutes
 - c) Depends on the cut of meat
8. Why is it important to rest grilled, pan-fried or roasted meat before cutting/serving?
9. What can you do with the carcass of a chicken?

Part 6

VEGETABLES:

1. How can you check the freshness of a vegetable?

	   How to know it is fresh
Vegetables	

2. What are the four basic ways of preparing vegetables?

3. Which of the following sentences are NOT correct? Circle the incorrect sentences (there are 3):

- a) Leafy vegetables such as nivity or lettuce should be washed separately from hard skinned vegetables.
- b) You can use soap or detergent to wash vegetables.
- c) Wash vegetables in a bowl under running water.
- d) Be careful not to squeeze or be rough as it can cause damage.
- e) Use a paper towel to clean vegetables.
- f) When storing cooked vegetables always use an airtight containers.
- g) Cooked, leaf vegetables can be frozen.
- h) Use raw vegetables within 2 days.

Part 7

HOT and COLD DESSERTS:

1. Put the following into the right side of the table below:

white flour eggs white sugar
butter milk heavy cream
puff pastry

butter
milk
heavy cream

puff pastry

Refrigerator	Room temperature

2. Circle the INCORRECT sentences (there are 2):

- a) Eggs, butter, margarine, milk, cream and puff pastry once opened, should be consumed within three days, even if they have been in the refrigerator.
- b) Whipping and whisking cream should be done in a very hot room or over a basin of hot water.
- c) When rolling dough it is important to have a heavy rolling pin.
- d) When using an oven follow the recipe for correct temperature and time control.
- e) When glazing it is important to use the right glazing tools.

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