



# Professional Cookery Skills **UPSKILLING WORKBOOK**







# Skills for Inclusive Growth

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# LETTER OF ENDORSEMENT

To Whom It May Concern

The Chefs' Guild of Lanka is happy to endorse these training materials that have been designed for commis chefs in the hospitality industry who have no professional cookery qualifications. The materials will enable them to complete 20 sessions of theory and practical knowledge in the Professional Cookery Skills Upskilling Course.

The materials are up to a standard that can help lift the quality and consistency of training throughout Sri Lanka. They have been developed with the full oversight of Chefs' Guild training experts with an ongoing feedback and editing process. We feel that they offer the trainee comprehensive professional cookery theory and practicals which will enable them to enhance their culinary knowledge and provide them with career development opportunities.

There are many chefs currently working in the industry who have had no opportunity for formal training. This creates a need for a course that allows them to refine their current knowledge with the latest techniques and increase their range of skills. The Professional Cookery Skills Upskilling Course addresses that need as per the standards required by TVEC.

These materials contain all of the information needed to successfully complete the 20 sessions of the Professional Cookery Skills Upskilling course and to complete the National Competency Standard, designed by TVEC if they wish to pursue an NVQ Level 4 Certificate. They are to be used together with the Professional Cookery Skills Manual and Workbook.

We feel they offer the trainee a user friendly and practical tool to complete their NVQ Level 4 Theory. They also go on further to uplift the trainee's culinary knowledge and provide input on supervisory techniques and food costing requirements to assist them to eventually reach the demi chef de partie level.

We are committed to improving these contents over time as we receive feedback from users and new concepts become mainstream.

The materials are ready for trainees to enjoy and benefit from.

Yours faithfully

**Chairman**  
Chef's Guild of Lanka

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# INTRODUCTION

**WELCOME to the workbook for the Professional Cookery Skills Upskilling Course**

## The course details:

The Professional Cookery Skills Upskilling course is an accredited NVQ Level 4 course and this means participants need to complete a minimum of 720 hours to receive the certificate. 160 hours of this requirement will be in class training with a professional chef trainer (8 hour sessions x 20). The remaining hours will be based on self-study of the Professional Cookery Skills materials as well as workplace based training.

You may choose to attend only the in class sessions for the upskilling classes. If you choose this option, you will receive a certificate at the end of the 20 sessions, but you will not receive a NVQ Level 4 certificate. This option will be for those chefs who are only looking to enhance their skills rather than receive a nationally recognised certificate for future career opportunities.

## Learning Materials for the course

Each trainee will have the following texts:

1. Professional Cookery Skills Manual
2. Professional Cookery Skills Workbook
3. Professional Cookery Skills Upskilling Workbook



These materials will form the basis of information for all sessions you teach in class. They will also be used extensively by the trainees for self study to develop satisfactory knowledge to fulfil the assessment requirements for the NVQ Level 4 certification.

## Trainee Workbook and Manual formats

Learning Material	Format
Professional Cookery Skills Manual* (PCS Manual)	9 Sections Information for teaching and learning content
Professional Cookery Skills Workbook* (PCS Workbook)	<b>16 Modules</b> <b>Modules 1-8</b> – questions and activities. To complete these the trainees must read the theory in the Professional Cookery Skills Manual. <b>Modules 9-16</b> - Information for teaching and learning content and related questions and activities.  <ul style="list-style-type: none"> <li>➤ Review Questions about what they read (blue boxes)</li> <li>➤ Learner activities that will require them to do some independent or group research or think of your own ideas (yellow boxes)</li> <li>➤ Problem Solving where they will need to apply their understanding to situations in a kitchen (green boxes)</li> </ul>
Professional Cookery Skills Upskilling Workbook (PCS Upskilling Workbook)	<b>Organised by topic areas (18 topics)</b> <b>Information for teaching and learning content</b>  Review Questions about what they read (blue boxes)

*\*Please refer to the introduction of the Professional Cookery Workbook and Manual for more information of what each module contains. There are also further self-study tips in the PCS Workbook.*

## Homework

Your trainer will assign you homework after each session of the course. This will usually be reading the relevant course material and answering the review questions in the workbooks. They will ask you to send a picture (using Whatsapp or email or something similar). They will check these answers and give you general feedback in class. There is a section in the final report on your homework so please make your best attempt to complete it every week. It is advisable to do a little bit of reading per day instead of leaving it until before the session.



## Assessment on the course

### Continuous Assessment Quizzes

In order to check how you are progressing during the in class sessions of the course there will be four continuous assessment quizzes.

To complete these quizzes successfully you will have to have completed your homework reading and the relevant questions in the workbooks (both the Professional Cookery Skills

Workbook and this Professional Cookery Upskilling Workbook). It is important that you keep up to date with your reading and try to do a little study everyday as it will be difficult to cover all the material just before the quiz.

The quizzes will be given in the following sessions:

Quiz Day	What is covered?
Session 5	Sessions 1-4
Session 9	Sessions 5-8
Session 13	Sessions 9-12
Session 17	Sessions 13-16

### Oral Examination

You will have a 15 minute oral examination with your trainer. This will take place in an extra hour of the last four in class sessions and you will be informed in advance which week has been allocated for your oral examination. The trainer will select 10 questions from the PCS Workbook or PCS Upskilling Workbook for you to verbally answer.

### Final Test

In Session 20, you will complete a 2 hour written test on all areas of the course. These will be mainly true or false questions. There will be 1 paper on modules 1-8 and another on modules 9-16.

The results from all assessments will be used by your instructor to give you feedback in your final report. The quizzes and final test are also very good practice for your NVQ Level 4 assessments if you choose to take this path.

## Attendance

You will need to have a minimum of 85% of attendance for the 20 in class sessions to receive a certificate for the Upskilling Course.

## Session Outline

The following table has all the topics and learning outcomes that will be covered in each class session. Please refer to it to remind yourself of what you will cover in class and what is expected for your self-study each week. You can also clearly see when you will have assessments (quizzes) throughout the course.

Session	Topic	Learning outcomes
1	<b>Introduction to course and expectations</b>  <b>Hygiene Standards</b>  <b>First Aid</b>	<ul style="list-style-type: none"> <li>➤ To introduce participants to the course and outline expectations</li> <li>➤ Identify and practice good hygiene standards concerning personal hygiene, kitchen hygiene, work hygiene, equipment hygiene, and food hygiene.</li> <li>➤ Understand the impact of poor hygiene standards.</li> <li>➤ Understand essential kitchen first aid knowledge - describe simple first aid for minor burns, cuts, electric shocks etc</li> </ul>
2	<b>Food Safety</b>  <b>Fire Safety</b>  <b>Kitchen Utensils, Tools and Equipment</b>	<ul style="list-style-type: none"> <li>➤ Identify and practice food safety standards that need to be maintained when receiving, storing and handling, ingredients, food, tools and equipment.</li> <li>➤ Handle and manage a kitchen fire</li> <li>➤ State the types of fire extinguishers that should be used for specific fires.</li> <li>➤ Demonstrate the correct use of fire extinguishers.</li> <li>➤ Identify and use kitchen utensils, tools and equipment.</li> <li>➤ Understand the methods and schedules for cleaning, sanitizing and maintaining tools, knives, and heavy equipment.</li> <li>➤ Understand safety rules when handling tools and equipment.</li> </ul>
3	<b>Kitchen Organizational Structure</b>  <b>Waste Management</b>  <b>Time management</b>	<ul style="list-style-type: none"> <li>➤ Understand kitchen organization</li> <li>➤ Identify job roles and responsibilities</li> <li>➤ Understand what good waste management practices are.</li> <li>➤ Work effectively by managing time.</li> <li>➤ Understand production schedules, work plans, allocating duties in a timeframe, and time controlling.</li> </ul>

4	<b>Food Knowledge</b>  <b>Green Leafy Vegetables</b>  <b>Convenience Foods</b>	<ul style="list-style-type: none"> <li>➤ Identify standard recipes and ingredients. This means you should be able to recognize different types of vegetables, fruits, herbs, spices, meat items, seafood, poultry, dairy items, bread and processed and pre-packaged food.</li> <li>➤ recognize different types of herbs, spices, lettuce and green leafy vegetables</li> <li>➤ Understand shelf lives and storing methods of different food types.</li> <li>➤ Know the fundamental cooking procedures for different food types.</li> <li>➤ Understand the purpose of standard recipes and recipe yields</li> <li>➤ Define the importance and correct usage of convenient products</li> </ul>
5	<b>Quiz</b>  Cooking methods  Mise en place procedures	<ul style="list-style-type: none"> <li>➤ Identify methods of cooking.</li> <li>➤ Understand the correct methods for cooking a variety of dishes</li> <li>➤ Identify and apply mise-en-place procedures.</li> <li>➤ Understand the arrangements of utensils, tools, glassware.</li> <li>➤ Understand ingredient preparation and arrangement.</li> <li>➤ Understand types of fruit and vegetable cuts.</li> <li>➤ Understand meat, seafood and poultry preparation and types of cuts.</li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p>
6	Beverage Preparation  Cooking with Alcohol  Sandwiches	<ul style="list-style-type: none"> <li>➤ Identify different types of hot and cold beverages</li> <li>➤ Prepare one hot beverage according to a standard recipe</li> <li>➤ Prepare one chilled beverage according to a standard recipe</li> <li>➤ Use wines and spirits in food production flavour/flambé/to enrich reductions in sauces/as main items for marination's etc</li> <li>➤ identify different types of sandwiches (ingredients, tools, equipment and preparation)</li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p>

7	Salads and Appetizers  Heavy Snacks	<ul style="list-style-type: none"> <li>➤ Identify and prepare salads and appetizers</li> <li>➤ Understand the recipe, ingredients, tools, equipment and methods needed to prepare:                             <ul style="list-style-type: none"> <li>● salads                                     <ul style="list-style-type: none"> <li>- Single</li> <li>- Mixed</li> <li>- Compound</li> <li>- Compose</li> <li>- Cooked</li> <li>- Classical and appropriate types of dressings,</li> </ul> </li> <li>● appetizers                                     <ul style="list-style-type: none"> <li>- Hot and cold appetizers</li> </ul> </li> </ul> </li> <li>➤ Classify and describe different types of heavy snacks</li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p>
8	Stocks, soups and sauces preparation	<ul style="list-style-type: none"> <li>➤ identify different types of stocks, soups and sauces (ingredients, tools, equipment and preparation)</li> <li>➤ prepare two soups according to a standard recipe</li> <li>➤ prepare two sauces according to a standard recipe</li> <li>➤ (the preparation of the two soups and sauces will also involve preparing the relevant stocks)</li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p>
9	Quiz  Seasoning and marinating  Nutrition	<ul style="list-style-type: none"> <li>➤ Identify different types of seasoning and marinades (ingredients and preparation)</li> <li>➤ Prepare 2 standard dishes using correct seasoning and marinating methods</li> <li>➤ Understand the importance of a balanced diet</li> <li>➤ Identify major nutrient groups</li> <li>➤ Understand nutrient loss and how to minimise it when cooking</li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p>
10	Hot range Preparation	<ul style="list-style-type: none"> <li>➤ Identify and prepare hot range foods</li> <li>➤ understand the recipes, ingredients, tools, equipment and methods needed to prepare:</li> <li>➤ Eggs, vegetable, fruits, pasta, seafood, poultry</li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p>

11	Hot range Preparation (continued) Plating	<ul style="list-style-type: none"> <li>➤ Understand the recipes, ingredients, tools, equipment and methods needed to prepare</li> <li>➤ meat and (game -theory only) (beef/pork)</li> <li>➤ Recognise good food presentation and plating and its importance for a diner</li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p>
12	Desserts	<ul style="list-style-type: none"> <li>➤ Identify and prepare hot and chilled desserts (recipes, ingredients, tools, equipment and methods)</li> <li>➤ Identify and prepare classical desserts ((recipes, ingredients, tools, equipment and methods)</li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p>
13	<b>Quiz</b>  Bakery	<ul style="list-style-type: none"> <li>➤ Understand raising agents and basic bread and pastry production techniques</li> <li>➤ Basic bread dough preparation and varieties</li> <li>➤ Shortcrust</li> <li>➤ Sugar pastry choux pastry</li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p>
14	Basic Ethnic Food (main focus Sri Lankan Food)	<ul style="list-style-type: none"> <li>➤ Identify and prepare basic Sri Lankan food</li> <li>➤ Understand recipes, ingredients, tools, equipment and methods to be used to prepare                             <ul style="list-style-type: none"> <li>● Types of Sri Lankan food (ethnic and festival foods)</li> </ul> </li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p>
15	Food Costing	<ul style="list-style-type: none"> <li>➤ Be aware of cost control and its importance in kitchen operations</li> <li>➤ Understand profit and how to do basic relevant calculations</li> <li>➤ Understand stocktaking and its connection with profit</li> <li>➤ Use and understand a standardised recipe</li> <li>➤ Use relevant calculations for yield testing</li> </ul>
16	Food Costing (continued)  Purchasing  Opening and Closing the kitchen	<ul style="list-style-type: none"> <li>➤ Know how to assess suppliers using a systematic approach</li> <li>➤ Understand how to manage a market list and requisitioning of ingredients to be used in kitchen department food production</li> <li>➤ handle and manage quality assurance of commodities reporting structure of such complaints to the respective officers</li> <li>➤ understand important aspects of general information and knowledge in a kitchen -daily functional (opening and closing of the kitchen) operations and the role and responsibility of a commis chef</li> </ul>

17	<b>Quiz</b>  Ethnic Cuisine  Supervisory Techniques	<ul style="list-style-type: none"> <li>➤ Identify and prepare basic ethnic food</li> <li>➤ Types of international foods (India (south/north), Chinese, Thai, Arabic, Moroccan, Indonesian, Malaysian, Japanese)</li> <li>➤ Understand various aspects of supervisory skills required for career progression.</li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p> <p><b>VIVA for 5 trainees</b></p>
18	Culinary competition and aspic	<ul style="list-style-type: none"> <li>➤ Understand special techniques used in taking part at culinary competitions</li> <li>➤ Know how to use aspic</li> </ul> <p><b><i>Include practical demonstrations in this session.</i></b></p> <p><b>VIVA for 5 trainees</b></p>
19	Menu Planning	<ul style="list-style-type: none"> <li>➤ Understand menu planning with correct balance of colour / aroma/taste/palatability/Nutrition /cooking techniques.</li> <li>➤ Discuss different types of menus/menu writing and layout</li> <li>➤ List and describe the major points that should be considered when compiling a menu</li> <li>➤ Develop 5 different 3 course menus from each box and develop 20 menus based on 4 different mystery boxes of ingredients</li> </ul> <p><b>VIVA for 5 trainees</b></p>
20	<b>Final Test</b>  End of Course Meal  Course Evaluation  Certificates and next steps	<ul style="list-style-type: none"> <li>➤ Final Test – Trainees will sit a 2 hour written test on all areas of the course</li> <li>➤ T's to prepare end of course meal with a given set of ingredients</li> <li>➤ Prepare and present one continental plated main dish</li> <li>➤ When preparing the meal, they must demonstrate personal hygiene, food safety, food knowledge, mis en place, cooking methods, plating knowledge</li> <li>➤ Course feedback evaluation form</li> <li>➤ Next steps, certificates and goodbye</li> </ul> <p><b>VIVA for 5 trainees</b></p>

## ESSENTIAL KITCHEN FIRST AID KNOWLEDGE

This topic will focus on first aid knowledge that will give you the information and skills to deal with various small accidents in the kitchen. Accidents can occur in the kitchen at any time and it is important for chefs to stay calm and understand how to deal with different issues that may arise.

### Prevention of Accidents in the Kitchen

Although this session will mainly focus on first aid knowledge it is essential to understand that the prevention of accidents is an area of responsibility for everyone working in the kitchen. We must do everything we can to protect the most valuable asset in the kitchen (ourselves and all other employees).

Why is it important to prevent accidents in the kitchen?



**Personal cost to the person who is injured –it may be so severe that they may not be able to continue working and it could affect their lives a lot**

**Loss of reputation to an establishment**

**Lost time in a shift**

**Cost to operations**

**Possible legal fees and compensation**

The most effective way to avoid any of the above issues is to prevent accidents in the first place. The checklist below can help you pay special attention to special areas:

## TRAINING

- Include regular safety training with your team.
- Educate workers on basic hygiene and safety protocols.
- Train employees on the use of first-aid items.
- Make sure training manuals are translated for those employees who are not fluent in English.

## SAFETY EQUIPMENT

- Stock a first-aid cabinet with supplies for treating common injuries.
- Keep fire extinguishers nearby and inspect them regularly.
- Make sure all kitchen staff wear slip-resistant shoes, cut-resistant gloves and eye protection when appropriate.

## KITCHEN APPLIANCES AND UTENSILS

- Turn handles away from burners.
- Adjust burner flames to cover only the bottom of the pan.
- Do not leave hot grease unattended.
- Cover fryers when not in use.
- Install protective guards on all slicing equipment.
- Keep knives properly sharpened.
- Keep all equipment well maintained

## FLOORS AND WALKWAYS

- Display signs to identify wet floors.
- Use floor mats to prevent slips and falls.
- Do not allow employees to lift heavy boxes or objects on their own.
- Adequate lighting
- Smooth traffic patterns

In addition to these things, you should always assess your workplace for hazards and take appropriate action to reduce these.



## Prevention of common injuries in the kitchen

### Preventing cuts

1. Keep knives sharp. A sharp knife is safer than a dull one because it requires less pressure and is less likely to slip.
2. Use a cutting board. Do not cut against a metal surface. Place a damp towel under the board to keep it from slipping.
3. Pay attention to your work when using a knife or cutting equipment. Have only one knife at a time on the cutting board. Knives not in use should be on the worktable near but not on the cutting board.
4. Use knives only for cutting, not for such jobs as opening bottles.
5. Don't try to catch a falling knife. Step back and let it fall.
6. Don't put knives in a sink, under water, or in any other place they can't be seen.
7. Clean knives carefully, with the sharp edge away from you.
8. Carry knives properly. Hold the knife beside you, point down, with the sharp edge back and away from you. Don't swing your arm. Whenever possible, carry knives in a sheath. Warn people when you are walking past them with a knife in hand.
9. Sweep up—don't pick up—broken glass.
10. Discard chipped or cracked dishes and glasses.
11. Use special containers for broken dishes and glasses. Don't throw them in with other garbage.
12. If there is broken glass in the sink, drain the sink before trying to take out the glass.
13. Remove all nails and staples when opening crates and cartons, and dispose of them

### Preventing burns

1. Always assume a pot handle is hot. Never grab it with your bare hand.
2. Use dry pads or towels to handle hot pans. Wet ones will create steam, which can burn you.
3. Don't fill pans so full they are likely to spill hot foods.
4. Get help when moving heavy containers of hot food.
5. Open lids away from you to let steam escape safely.

6. Make sure gas is well vented before trying to light ovens or pilot lights. Strike matches before turning on the gas. Also, strike matches away from your body.
7. Dry foods before putting them in frying fat, or hot fat may splatter on you.
8. When placing foods in hot fat, let them fall away from you so fat will not splash on you.
9. Always warn people when you are walking behind them with hot pans or when you are walking behind someone who is working with hot items.
10. Warn service staff about hot plates.

## **Preventing falls**

1. Clean up spills immediately.
2. Throw salt on a slippery spot to make it less slippery before it can be mopped.
3. Keep aisles and stairs clear and unobstructed.
4. Don't carry objects too big to see over.
5. Walk, don't run.
6. Stand on a safe ladder, not a chair or piles of boxes, to reach high shelves or to clean high equipment.

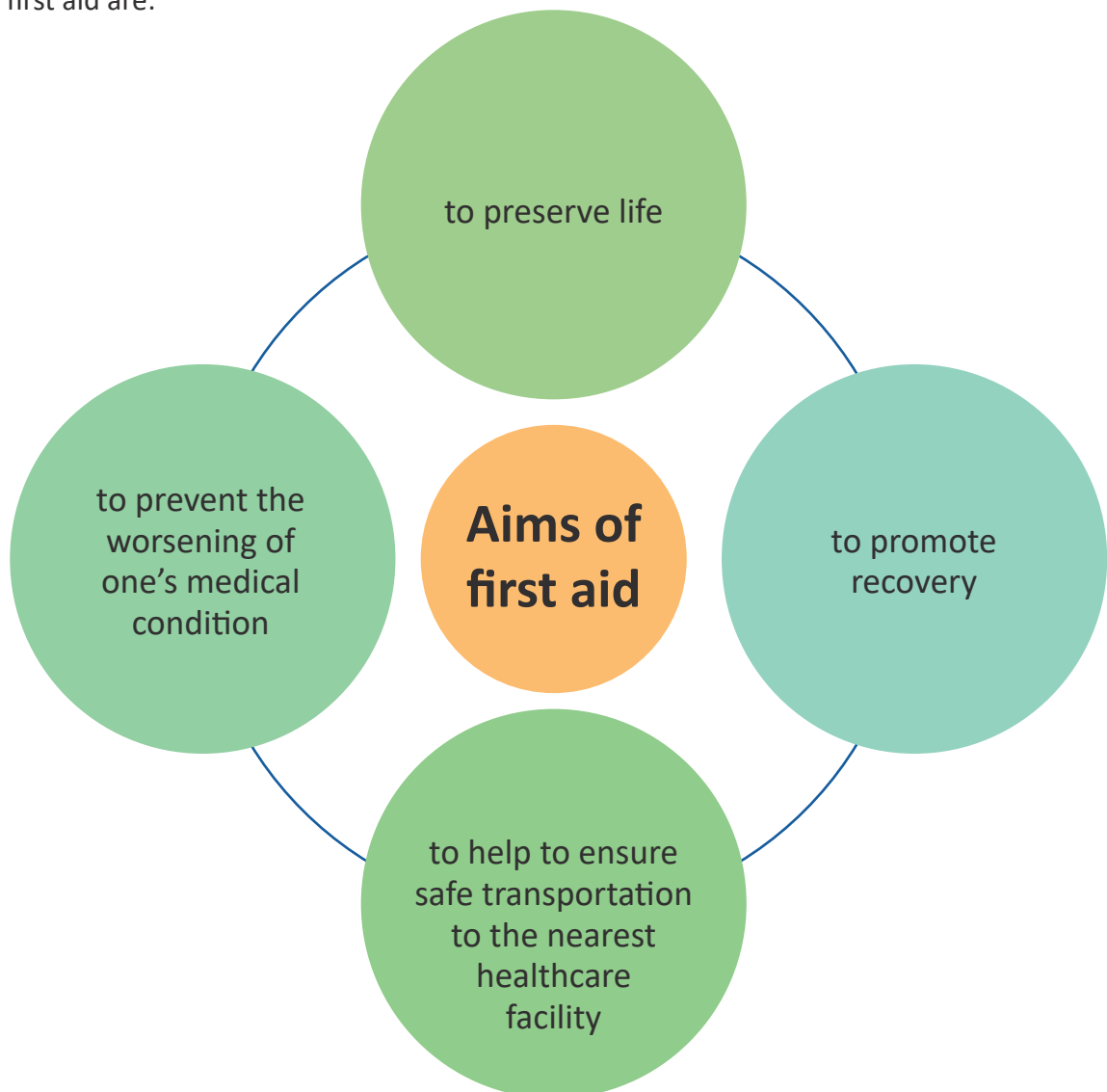
# FIRST AID

Sometimes, with all safety precautions in place, accident happens. It is important for you to understand how to deal with accidents and injuries in the kitchen.

## What is first aid?

First aid is the immediate treatment of an injured or ill person by means of the aids available. It is very important that there is a well-stocked first aid kit in all kitchens. Quick and effective treatment can lead to rapid recovery, prevent the condition of the injured person from getting worse and can even save lives.

The aims of first aid are:



## First aid kits

The first aid kit should provide basic equipment for administering first aid for injuries including:

- cuts, scratches, punctures, grazes and splinters
- muscular sprains and strains
- minor burns
- amputations and/or major bleeding wounds
- broken bones
- eye injuries
- shock



## Design of kits

First aid kits can be any size, shape or type to suit your workplace, but each kit should:

- be large enough to contain all the necessary items
- be easily identifiable with a white cross on a green background
- contain a list of the contents for that kit
- be made of material that will protect the contents from dust, moisture and contamination.
- be kept in an easy to access location (close to places where there is a higher risk of injury)
- be carefully checked and restocked after every use



A first aid kit should include the following items:
Item Kit contents and quantity checklist
Notebook and pen
Instructions for providing first aid – including Cardio-Pulmonary Resuscitation (CPR) flow chart
Resuscitation face mask or face shield
Disposable examination gloves
Gauze pieces 7.5 x 7.5 cm
Saline (15 ml)
Wound cleaning wipe
Adhesive dressing strips – plastic or fabric (packet of 50)
Splinter probes (single use, disposable)
Tweezers/forceps
Antiseptic liquid/spray (50 ml)
Non-adherent wound dressing/pad 5 x 5 cm (small)
Non-adherent wound dressing/pad 7.5 x 10 cm (medium)
Non-adherent wound dressing/pad 10 x 10 cm (large)
Cotton bandage, 5 cm width
Cotton bandage, 7.5 cm width
Crepe bandage 10 cm (for serious bleeding and pressure application)
Scissors
Non-stretch, hypoallergenic adhesive tape – 2.5 cm wide roll
Safety pins (packet of 6)
BPC wound dressings medium
BPC wound dressings large
Dressing – Combine Pad 9 x 20 cm

1 Plastic bags - clip seal
Triangular bandage (calico or cotton minimum width 90 cm)
Emergency rescue blanket (for shock or hypothermia)
Eye pad (single use)
Access to 20 minutes of clean running water or (if this is not available) hydro gel (3.5 gm sachets)
Instant ice pack (e.g. for treatment of soft tissue injuries and some stings).

## First Aid steps

1. Before giving any first aid to an ill or injured person, check the scene and the person.

Answer the following questions:

**Is it safe to be  
in the location  
of the injury?**

**How many  
people are  
involved?**

**Is anyone else  
available to  
help?**

**What is my initial  
impression about  
the nature of the  
person's illness or  
injury?**

**Does the person  
have any  
life-threatening  
conditions, such  
as severe, life-  
threatening  
bleeding?**

**2. If the person is awake and responsive and there is no severe life-threatening bleeding:**

- tell the person your name
- describe type and level of training
- tell them what you think is wrong and what you plan to do
- ask permission to provide care

**AND**

- ask someone to get the first aid kit
- wear appropriate protective gear (eg. gloves)
- ask the person about signs and symptoms, allergies, medications, important medical history, last food or drink and events leading up to the incident.
- check head and neck, shoulders, chest and abdomen, hips, legs and feet, arms and hands for signs of injury.

**If the person seems unresponsive:**

Call for medical help immediately (Sri Lankan ambulance number - 110)

**If the person is breathing:**

Roll the person onto his or her side into a recovery position if there are no obvious signs of injury then assess the situation and make a decision

**If the person is NOT breathing:**

- Call for medical help immediately (Sri Lankan ambulance number - 110)
- Ensure that the person is face-up on a firm, flat surface such as the floor or ground.
- Begin CPR (starting with compressions) if you are trained in giving CPR.
- Continue giving CPR until the person shows signs of life, such as breathing or a trained medical person arrives at the scene.

# CPR (cardiopulmonary resuscitation)

## BEFORE giving CPR

- Tap the person on the shoulder and shout "Are you OK?" to ensure that the person needs help.
- Ask someone to call an ambulance
- Open the airway. With the person lying on his or her back, tilt the head back slightly to lift the chin
- Check for breathing. Listen carefully, for no more than 10 seconds, for sounds of breathing. (Occasional gasping sounds do not mean someone is breathing.) If there is no breathing begin CPR.



## CPR Steps

1. Push hard, push fast. Place your hands, one on top of the other, in the middle of the chest. Use your body weight to help you administer compressions that are at least 2 inches deep and delivered at a rate of at least 100 compressions per minute.



2. Deliver rescue breaths. With the person's head tilted back slightly and the chin lifted, pinch the nose shut and place your mouth over the person's mouth to make a complete seal. Blow into the person's mouth to make the chest rise. Deliver two rescue breaths, then continue compressions.

*Note: If the chest does not rise with the initial rescue breath, re-tilt the head before delivering the second breath. If the chest doesn't rise with the second breath, the person may be choking, look for an object and, if seen, remove it.*



3. Continue CPR steps. Keep performing cycles of chest compressions and breathing until the person exhibits signs of life, such as breathing or a trained medical responder arrives.

*Note: End the cycles if the scene becomes unsafe or you cannot continue performing*



## Cuts

Wash your hands before giving care. Use soap and water to wash your hands. Alcohol-based sanitizers can also be used, if available.

- Rinse the cut or wound with water or clean the wound using antiseptic. Clean **AWAY** from the wound
- Apply pressure with sterile gauze, a bandage, or a clean cloth.
- If there is an object stuck, apply pressure around the objects, **NOT** over the object.
- If blood soaks through the bandage, place another bandage on top of the first and keep applying pressure.
- Raise the injured body part to slow bleeding.
- When bleeding stops, cover the wound with a new, clean bandage.
- If there is an object stuck, build up dressing around the object and bandage diagonally.

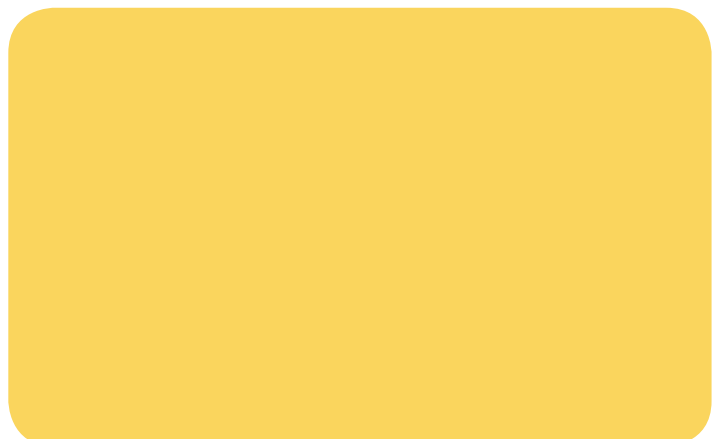


*Get medical care if:*

- the cut is deep or its edges are widely separated
- the cut continues to ooze and bleed even after applying pressure
- the injury was caused by an animal or human bite, burn, electrical injury, or puncture wound (such as a nail)

## Burns

- Stop the burning process as soon as possible (remove the person from the areas, put out the fire) do not put yourself at risk of getting burnt as well.
- Remove clothing or jewellery near the burnt area but **NOT** anything that's stuck to the burnt skin
- Cool the burn with cool or lukewarm water for 20 minutes as soon as possible. **NEVER** use iced water, creams or any greasy substance like butter
- Keep the person warm but don't put anything on the injured area.



- Cover burn with cling film – put it over the burn instead of wrapping it around. A clean, clear plastic bag can be used around a hand.
- Give Panadol or a painkiller for the pain (check any allergies)
- Sit the person upright as much as possible if the face or eyes are bunt, this will help reduce swelling.

#### **When to go to the hospital for a burn injury:**

- large or deep burns bigger than the affected person's hand
- burns that cause white or charred skin
- burns that cause blister
- all chemical and electrical burns

## **Sprains/bad bruises**

**Apply 'RICE': Rest, Ice, Compression, Elevation.**

### **1. Assist the patient to rest in a comfortable position**

### **2. Apply ice for significant pain**

- An ice pack will help to reduce pain. It can be applied for 10 to 20 minutes at a time and can be repeated if pain persists.
- To get the best effect from the ice and to avoid burning the skin, always wrap an ice pack in a damp cloth before applying it.
- Avoid prolonged or direct application of ice.
- How to make an Ice Compress:
  - Place crushed or cubed ice into a plastic bag and seal, then wrap in a thin damp cloth. Tea towels are ideal
  - When using commercial Ice packs also wrap in a damp thin cloth.

### **3. Consider applying a compressing bandage**

- Ensure that firm and even pressure is applied to the injured part without slowing the circulation of blood to the fingers or toes of the affected limb.
- If the bandage increases the pain, DO NOT persist with it.

- A compressing bandage is not always necessary. However, it may be useful if there is visible bruising.
- Keep the injured area elevated and at rest and arrange for medical advice
- Ensure rest with elevation of the injured area for the first 24 to 48 hours.
- Use simple pain relief such as paracetamol during the first 24 to 48 hours, following directions on the package.
- Patients who have significant loss of function or severe pain should be seen by a doctor or physiotherapist. All patients should be advised to see a doctor or physiotherapist if their symptoms are not improving within two days, or earlier if worsening.

## Electric Shocks

- Assess the situation.
  - Do not touch the casualty if they're still in contact with the electrical source as you are at risk of electrocution.
- Turn off the source of electricity to break the contact between the electrical supply and the casualty.
- Alternatively, move the person away from the source. You may be able to stand on some dry insulating material (such as a plastic mat or wooden box) and use a broom handle or wooden pole to push the person's limb away from the source.
- If it's not possible to break contact using a wooden object, loop some rope around the underneath of the casualty's arms or ankles and pull them away from the electrical source.
  - DO NOT touch the casualty.
- Once you're sure the contact has been broken between the casualty and the electrical source then you can treat any injuries.



## Shock

Shock can be caused by injury or illness eg. Bleeding, burns, severe allergic reactions.

Recognising shock (symptoms):

- Cold, pale and sweaty skin
- Rapid and weak pulse and shallow breathing
- May feel anxious, restless and thirsty
- May develop nausea and vomiting
- Drowsiness and may become unconscious and unresponsive

Management:

- Immediately control and bleeding
- Lie the person down and elevate the legs
- Immobilize any fractures and cover wounds
- Cover patient with a blanket to protect from the external environment
- DO NOT give the patient and food or drink
- Seek urgent medical help

## REVIEW

Give three reasons why you should prevent accidents in your workplace? Write 2 things in the table that you can do in each area to prevent accidents:

TRAINING	
SAFETY EQUIPMENT	
KITCHEN APPLIANCES AND UTENSILS	
FLOORS AND WALKWAYS	

What are the aims of first aid?

When it comes to design of a first aid kit, which statements are true, and which are false:

1. A small bag for first aid will do.
2. It should contain a list of contents.
3. The first aid items can be stored in a plastic shopping bag.
4. It should be kept in a locked office.
5. It should be checked and restocked after every use.

What are the 5 questions you should ask before giving any first aid?

- 1.
- 2.
- 3.
- 4.
- 5.

Read about the first aid for various kitchen accidents and answer the following questions:

1. When giving CPR, if the chest does not rise, what could the problem be?
2. If you are treating a cut and there is an object stuck, what should you do?
3. What temperature water should you use for a burn and how long should you cool it for?
4. What does RICE stand for?
5. What is the most important thing you shouldn't do in the event of an electric shock?
6. What are 2 symptoms of shock?

## FIRE SAFETY

This topic will focus on fire safety as it applies to your work in a commercial kitchen. Once again, having the knowledge and training on how to deal with certain fire hazards will give you greater confidence to deal with anything that may arise. When it comes to fire safety there are many things that are within our control to prevent fires from happening in the first place.

### Liquids

Grease, cooking oil and alcohol are some of the most flammable and combustible items in the kitchen. Fire involving liquids can be harder to contain, because of their ability to spread rapidly. Be sure to store these liquids properly.

### Open Flames

Open flames pose the most obvious risk, but the reason may be less obvious. Items, such as kitchen towels, pot holders, loose articles of clothing, and long, dangling hair, can quickly catch fire and be the fuel necessary to spread the open flame to other parts of the kitchen, causing immediate physical harm and possibly spreading it elsewhere.

### Electrical wiring

Overloaded circuits. Recalled electrical equipment. Faulty switches. Faulty or frayed cords. Improper use of extension cords. Each of these present a risk of starting a fire.

### Poor maintenance

Your cooking equipment is one of the most important things inside your restaurant. Build up of grease in vent hoods or improper maintenance could cause a fire. A kitchen fire could put you out of business for days, or even weeks. It's important to note that vent hood and duct cleanings should be performed by a certified hood cleaning service at required service intervals.

### Poor Housekeeping

Cardboard boxes and food packaging must be regularly removed and disposed of. Not only do these items present housekeeping hazards, they also can add fuel to a fire.

## Design a Fire Prevention Program

**1.**

**Train all employees on fire hazards and what to do in case of an emergency.**

**2.**

**Train all employees on fire hazards and what to do in case of an emergency.**

**3.**

**Properly store flammable and combustible liquids.**

**4.**

**Select fire extinguishers for appropriate hazards.**

**5.**

**Know where the nearest fire extinguisher is located and how to operate it using the PASS system.**

**6.**

**Develop an emergency action plan.**

**7.**

**Conduct emergency evacuation drills.**

**8.**

**Have your exits clearly marked and free from obstructions.**

**9.**

**Keep electrical equipment properly maintained**



## Types of fires and how to effectively deal with them

<b>STOVETOP FIRES</b>	<p>A little thought and action before you turn the heat on can prevent a stovetop disaster.</p> <p>When you choose the pot or pan you will be using to cook on your stovetop, make sure you pull out the lid to the pot or pan or a baking tray that is large enough to completely cover the pot or pan.</p> <p>If a fire starts, grab the lid or baking tray that you have handy and cover up the flames until they smother out.</p> <ul style="list-style-type: none"> <li>➤ If you have a fire in a cooking pan, use an oven mitt to clap on the lid, then move the pan off the burner, and turn off the stove. The lack of oxygen will stop the flames in a pot.</li> <li>➤ If you can't safely put the lid on a flaming pan or you don't have a lid for the pan, use your fire extinguisher. Aim at the base of the fire — not the flames.</li> </ul>
<b>OIL OR GREASE FIRES</b>	<p>Cover the flames with a metal lid or baking tray. Leave the cover on until it has cooled.</p> <p>Turn off the heat source.</p> <p>If it's small and manageable, pour baking soda (not baking powder) or salt on it to smother the flames. <b>DO NOT</b> use flour as it can cause explosions</p> <p>As a last resort, spray the fire with a Class B dry chemical fire extinguisher.</p> <p>NEVER use water to put out grease fires! Water repels grease and can spread the fire by splattering the grease.</p>
<b>MICROWAVE AND OVEN FIRES</b>	<p>You can handle flames that erupt in your microwave or oven in three easy steps:</p> <ol style="list-style-type: none"> <li>1. Keep the door closed.</li> <li>2. Turn off the appliance (unplug it if you can).</li> <li>3. Let the fire burn out in the enclosed space.</li> </ol> <p>DO NOT be tempted to open the door because letting oxygen in will cause the fire to increase.</p>
<p><b>DO NOT</b> swat at a fire with a towel, apron, or other clothing. You're likely to fan the flames and spread the fire.</p>	

## KNOW WHEN TO CALL FOR HELP

Ask yourself these questions to determine if you need to call the fire department:

- How large is the initial fire?
- How fast is the fire growing?
- What is feeding the fire?
- Will anything close to the fire feed it and make it larger?













The emergency telephone numbers for a fire in Sri Lanka is 110

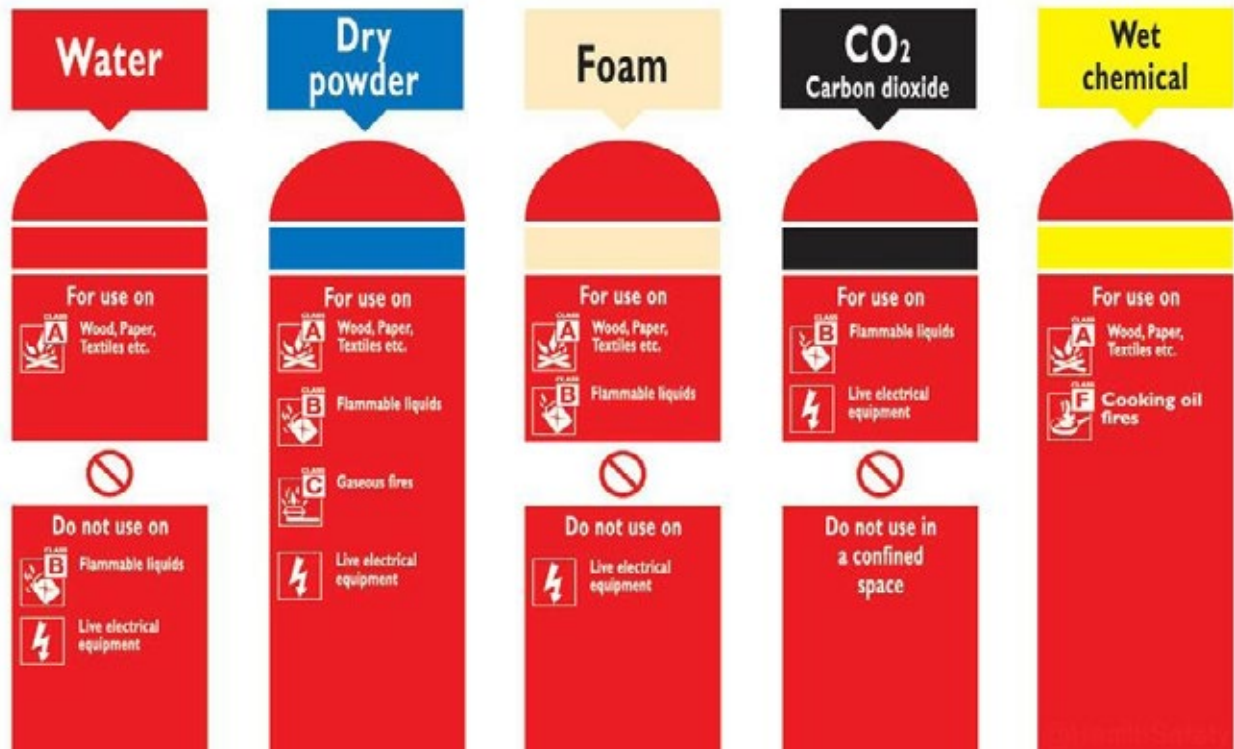
## Fire Extinguishers

Having a fire extinguisher is crucial to the safety of your restaurant, employees, and customers. It is important that you understand the different types of fire extinguishers and the basic operation of one.

Below are the different types of fires:

		Ordinary Combustibles	Wood, Paper, Cloth, Etc.
		Flammable Liquids	Grease, Oil, Paint, Solvents
		Live Electrical Equipment	Electrical Panel, Motor, Wiring, Etc.
		Combustible Metal	Magnesium, Aluminum, Etc.
		Commercial Cooking Equipment	Cooking Oils, Animal Fats, Vegetable Oils

# KNOW YOUR FIRE EXTINGUISHER COLOUR CODE



## How to use a fire extinguisher

You must know how to use a fire extinguisher to be ready if you have to put out any sudden fires.

It is easy to use when you familiarize yourself with the four steps of the P.A.S.S technique:

**P**

- Pull the pin to break the tamper seal

**A**

- Aim the extinguisher low, with the nozzle directed at the firebase

**S**

- Squeeze the handle to spray the extinguishing agent

**S**

- Sweep from side to side while pointing the extinguishing agent at the firebase

## REVIEW

What are 5 common fire hazards in a commercial kitchen?

- 1.
- 2.
- 3.
- 4.
- 5.

Do you have a fire prevention program at your current workplace, which steps are in place already? Which steps can you add?

Put the sentences below in the correct area of the table:

Stovetop Fires	Oil or grease fires	Microwave and Oven Fires

- Make sure you pull out the lid to the pot or pan you are using or a baking tray that is large enough to completely cover the pot or pan.
- Aim at the base of the fire — not the flames.
- If it's small and manageable, pour baking soda (not baking powder) or salt on it to smother the flames. DO NOT use flour as it can cause explosions.
- DO NOT be tempted to open the door because letting oxygen in will cause the fire to increase.

What are four questions you would ask to decide whether to call for help in the event of a fire?

1.

2.

3.

4.

What does PASS stand for in relation to using a fire extinguisher?



## EQUIPMENT AND UTENSILS PURCHASING AND KNOWLEDGE

This topic is a short extension of information provided in Section 6 in the Professional Cookery Skills Manual and Module 5 in the Professional Cookery Skills Workbook. It deals not only with the knowledge of types of equipment and utensils but also purchasing considerations.

Cooking equipment provides the backbone of any busy catering operation. It is part of the key to catering success and quality.

Kitchen equipment is expensive so initial selection is important, and the following points should be considered before designing a kitchen.

### Influencing factors on designing / planning a kitchen

**The size and extent  
of the menu and  
the market it serves**

**Services (gas /  
electricity and  
water)**

**Labour, skill level of  
staff**

**Amount of capital  
expenditure, costs**

**Use of prepared  
convenience foods**

**Types of equipment  
available**

**Hygiene & food  
safety act**

**Design and décor**

**Multi-usage  
requirement**

## Key Factors/questions to consider before Purchasing Equipment and Utensils

Factor	Factor/Question
Weight	Can the floor support the weight?
Overall dimensions	Is it in relation to the available space?
Drainage	Where necessary, are there adequate facilities?
Water	Where necessary, is it available?
Capacity	Can it cook the quantities of food required efficiently?
Time	Can it cook the given quantities of food in the time available?
Ease	Is it easy for staff to handle, control and use properly?
Maintenance	It is easy for staff to clean and maintain?
Extraction	Does it require extraction for fumes and steam? Eg. Exhaust units for wok range
Spare parts	Are they and replacement parts easily obtainable?
Appearance	If it is to be in view of the customers, does it look good and fit in with the overall design?
Noise	Does it have an acceptable noise level?
Attachment	Is it necessary to use additional equipment for attachments?
Use	If it is a specialised piece of equipment for certain foods or products, will there be sufficient use to justify the purchase?
Construction	Is it well made, safe, hygienic, energy saving etc?
Fuel supply	Is the existing fuel supply sufficient to take the increase?



## Other equipment/utensils you should be aware of:

Mini pate mould 300x40x60mm
Terrine dish
Chinoise 24 cm line strainer
Frying skimmer S/S (14cm-18cm)
Angle spatula S/S 20 cm
Angle spatula fish servers S/S 24 cm
Flexible spatula S/S
Perforated spatula one piece 38 cm
One-piece fish spatula
Spaghetti tongs 23 cm
Professional Pie Service 14 x 8 cm
Eggs divider S/S 6 parts 18 cm
Butter curler 7.5 cm
Funnels S/S 16 cm
Ice Cream Scoop (20 Scoops/ 01 ltr)
Tart rings – rolled edges
Ice Cake ring 60 to 180 *diameter 180x H 60
Round plain nonstick round tart moulds quiche pan 200m
Bread moulds - wide loaf pan 250 mm to 80 mm (250xH80mm)
Manual coconut scrapers local (table model)
Geyser (20ltr)
Spider spoon
Frying Basket
Omelet pan
Flan Ring

Deep Tartlet Mould
Shallow Tartlet Mould
Boat-shaped Mould
Sauteuse
Ravier
Sole dish
Nozzles sets
Gateaux stands
Silicon sheets
Pizza trays
Gateaux slicers
French bread Mould
Scoopers two shapes

## REVIEW

When planning a new kitchen, what are four factors you should consider?

- 1.
- 2.
- 3.
- 4.

Select a new piece of equipment for the kitchen you currently work in.

Equipment name:

Eg. *Blender*

Answer the questions for each factor below:

Factor	Answer for your piece of equipment
Weight	<i>Eg. 2.7kg (not an issue)</i>
Overall dimensions	<i>Eg 13.2x 6.93x10.63 (it will easily fit on the benchtop)</i>
Drainage	
Water	
Capacity	
Time	
Ease	
Maintenance	
Extraction	
Spare parts	
Appearance	
Noise	
Attachment	
Use	
Construction	
Fuel supply	

Why would you use a butter curler?

What is a sauteuse?

What is a ravioli?

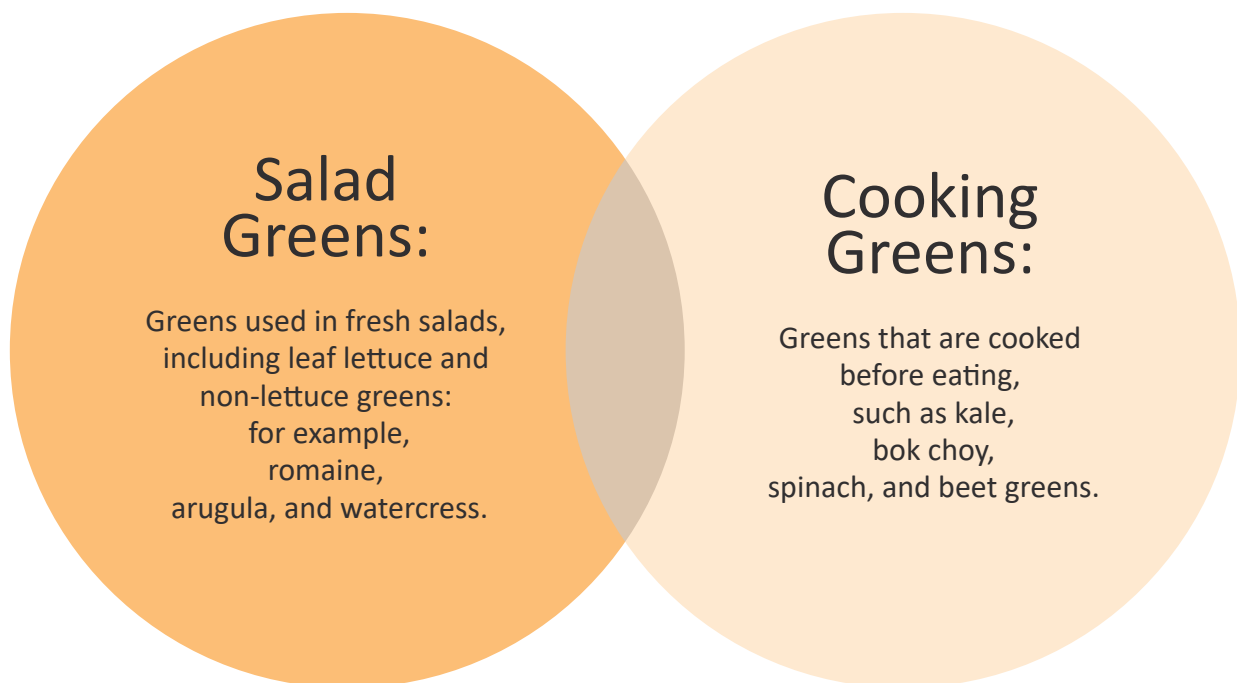
Are there any equipment/utensils on the list above that you have never seen or used? Look them up on the internet and take some notes about them below.





## GREEN LEAFY VEGETABLES

### What Are Green Vegetables?





Based on their nutrient content, vegetables are organized into five subgroups: dark-green vegetables, starchy vegetables, red and orange vegetables, beans and peas, and other vegetables.

Dark green vegetables can be further separated into two categories:



LETTUCE VARIETIES			
Type	Other names	Characteristics	Uses
Arugula 	Rocket, Italian cress, Mediterranean rocket, rugola, rugula, roquette, rucola	Tastes earthy and slightly tart with a bold, peppery kick.	Can be eaten raw, in bold flavoured salads, wilted into pasta, cooked into a gratin or blended into a pesto like spread
Butterhead lettuce 	Butter lettuce, Boston, bibb (limestone), Mignonette, Buttercrunch lettuce	The texture of a butter lettuce is smooth like butter	Best in delicate salads, but their broad, flexible leaves can also be used as a wrap.
Cress 	Watercress, Upland cress, Curly cress, Land cress	A peppery taste is characteristic of all varieties.	Use it in a sophisticated-but-simple side salad, toss them into saucy noodle dish or use them to top a pizza.
Endive 	Belgian endive, French endive, Witloof, Witloof Chicory, Belgium chicory	Soft, satiny texture, and slight bitterness. It's scoop-like shape makes it good for servers, perfect for small appetizers	Tear individual leaves off a head of endive and serve on a crudité platter (they're great with dip), or fill them and place on a tray. You can also serve the leaves whole, or sliced in salad.

<p>Iceberg lettuce</p> 	<p>Crisphead, Igloo lettuce</p>	<p>Iceberg is known for being very crisp, watery, and refreshing</p>	<p>Iceberg lettuce is the gold-standard for a chopped salad or wedge. It's also adds satisfying crisp, cool texture when shredded and stuffed into tacos, subs and fried fish sandwiches.</p>
<p>Little Gem lettuce</p> 	<p>Sucrine, Sugar Cos, baby gem</p>	<p>The leaves are crisp, sweet, and sturdy</p>	<p>Because the leaves are small, they are ready to be tossed whole into a salad. It's also wonderful in sandwiches or wraps and can even be sliced in half and charred on the grill.</p>
<p>Battavia lettuce</p> 	<p>leaf lettuce, green leaf lettuce, red leaf lettuce, Redina</p>	<p>Mild flavour and are very pliable, despite the crunchy stem. Their uneven ruffled surfaces add layers of texture to salads.</p>	<p>It's best to tear them up into bite-size pieces for salad. They're also great puréed into soup and the broad, tender leaves combined with the sturdy rib make for exceptional lettuce wraps.</p>
<p>Mesclun</p> 	<p>Mixed baby lettuce, spring mix</p>	<p>Not a specific type of lettuce, but a loose mix of tender baby lettuce leaves. Might contain any number of lettuce varieties, as well as baby spinach or other baby greens.</p>	<p>If you're looking for a variety, it might be best to choose a few different types on this list and mix them together. They are perfect in salads.</p>

<p>Oak Leaf</p> 	<p>NA</p>	<p>The shape of this butter lettuce's leaves are similar to that of the oak tree, they have a soft texture</p>	<p>This delicate, tender lettuce acts a great bed for other ingredients and won't compete with other flavours.</p>
<p>Radicchio</p> 	<p>Chioggia, red chicory, red leaf chicory, red Italian chicory, Castlefranco</p>	<p>Pronounced "rah-dick-ee-yo," The bright coloring makes it stand out. It is a bitter lettuce.</p>	<p>It can be a stand-alone salad green or mixed with other sweet lettuces. When cooked the red-purple colour turns brown and what was once bitter becomes sweet.</p>
<p>Romaine lettuce</p> 	<p>Cos lettuce</p>	<p>The thick centre rib has a good crunch. The rib also gives this lettuce a slight bitter taste. This is the lettuce originally used when the Caesar salad was created.</p>	<p>Superior crunch from your green salad or a sturdy variety that can be grilled.</p>
<p>Baby Spinach</p> 	<p>NA</p>	<p>Flat, spade-shaped leaves that are soft and tender in texture.</p>	<p>While mature bunched spinach generally requires blanching to mellow its bitter taste, baby spinach is so clean and mild in flavour the leaves and stems can be eaten raw.</p>



## Cooking Greens

### Kale

Kale is packed with nutrients like vitamin A, vitamin K, vitamin C, vitamin B6, manganese, and calcium and more – considered a super food. Kale plants (related to the cabbage family) have hearty green or purple leaves. Kale leaves can be sliced into ribbons and enjoyed raw in a salad, cooked with pastas, and baked into healthy chips in the oven.



### Spinach

Spinach is a green, leafy vegetable commonly eaten around the world. Spinach leaves are an impressively healthy leafy green, packed with vitamins and protein. At just seven calories a cup, eating spinach is a great way to get essential nutrients in your diet. It can be served alone, raw or cooked, or it can be incorporated into nearly any dish to add a lot of nutrition.

### Broccoli

Broccoli is an edible bright green or purple plant with a flowering head, sturdy stalk, and nutrient-dense leaves. Broccoli can be prepared in many ways: raw, roasted, steamed, sautéed, and even battered and fried. The health benefits of broccoli—like vitamin K—can be found in every edible part of the raw plant, even in the stems.



### Brussels Sprouts

Brussels sprouts are a member of the cabbage family, grown for its edible buds. The vegetables are typically 1- to 1 ½-inch in diameter and look like tiny cabbages. Roasted, shaved, grilled, sautéed—there are endless ways to cook with brussels sprouts. Brussels sprouts are rich in vitamin C, vitamin B6, vitamin A, vitamin K as well as dietary fibre, potassium, and many other nutrients.

## Bok Choy

Bok choy is a type of Chinese cabbage that has dark-green leaves and a thick stem that make a great addition to Asian stir-fries, soups, and stews. Bok choy contains selenium, which plays an important role in cognitive function, immunity, and cancer prevention.



## Cabbage

Cabbage heads are made of thick, tightly packed leaves that come in green, white, and purple colours. It belongs to the same family as brussels sprouts, kale, and broccoli. Use it in salads and slaws, stir-fry it, or slow cook it to bring out its sweet flavours. Cabbage is rich in vitamin K, C, B6, and an excellent source of dietary fibre.

## Beet Greens

Beet greens and stems are edible and make a great substitute for spinach and chard. They can be enjoyed steam, sautéed, braised, and raw. Just one cup of beet greens contains 220 percent of the daily value for vitamin A, 37 percent of the daily value for potassium, and 17 percent of the daily value for fibre.



## Prepping and Cooking Greens

Cooking affects how vegetables retain nutrients, but how you prep them matters, too. Here are some tips:

### Wash before cutting

Cutting a vegetable breaks its cell walls, allowing nutrients to escape into any water on contact. By washing uncut vegetables, nutrients stay safely tucked inside their cell walls and won't be leached into the water.

### Cook soon after cutting

Nutrients can be destroyed when exposed to light and air. Cook and eat vegetables soon after cutting to keep vitamins and minerals secure in their cells as long as possible.

### Cut larger, uniform pieces

Larger pieces mean fewer cell walls severed and fewer nutrients lost to heat, light, or cooking water. Cutting uniform pieces ensures that everything is done at the same time, eliminating overcooked pieces and loss of nutrients.

### Limit the water

When you cook vegetables in water, you lose nutrients. To retain these vitamins, cook vegetables in as little water as possible for a minimal amount of time (unless you're planning to consume the water, as in a soup). Steaming and microwaving, both of which use little water, will give you the same results as boiling or blanching but with much less nutrient loss.

### Use a little fat

You're actually better off eating vegetables with some fat. Many nutrients, like beta carotene, vitamin D, and vitamin K are fat soluble, so they can only pass from our intestine into our blood stream with some fat to carry them across. Toss steamed veggies with a vinaigrette, or sauté or stir-fry them—all of these methods use some fat (which helps maximize absorption) but little if any water (to minimize nutrient loss). They'll also make your vegetables tastier than plain steamed ones.







### Add citrus

Vegetables like spinach, broccoli, and kale contain lots of iron, but it's in a form that's difficult for our bodies to use, so most of it passes through undigested. Vitamin C, which citrus fruits provide in spades, reacts with iron chemically, changing it into a form that's more easily absorbed by our bodies. In other words, it makes the iron user-friendly. So add a splash of lemon, lime, orange juice to that stir-fry or sauté.



## Sri Lankan Leafy Greens

Sri Lanka has as many as 200 varieties of edible green leaves, some of which are exclusive to the island. As far as leafy greens are concerned, the island has so much more than just the usual *gotukola*, *nivithi*, *mukunuwenna* and *kankun* often found in local supermarkets.

<p><i>Kohila</i> – Lasia (<i>Lasia spinosa</i>)</p> 	<p>Tender leaves of the <i>kohila</i> plant are the best to eat as they have a lot of flavour and they can be eaten as a curry or stir fry.</p> <p><i>kohila</i> leaves are good for digestion because they are a good source of fibre</p> <p><i>Kohila</i> is also good for those who suffer from diabetes and high cholesterol.</p> <p>Aside from this, the leaves are also rich in iron as well as several types of vitamins and minerals.</p>
<p><i>Anguna</i> – Sneezing silk (<i>Wattakaka volubilis</i>/<i>Dregea volubilis</i>)</p> 	<p>There are two varieties of <i>anguna</i> that can be eaten: <i>kiri anguna</i> (<i>Wattakaka volubilis</i>) and <i>thiththa anguna</i> (<i>Dregea volubilis</i>).</p> <p>The leaves are rich in vitamins, especially vitamin C, as well as in tannins, flavonoids, and various other nutrients.</p> <p><i>Kiri anguna</i> is also believed to be beneficial for those who suffer from diabetes and cholesterol. It can also help ease constipation and reduce inflammation, particularly in the case of skin rashes.</p>

<p><i>Thebu</i> – Crepe Ginger Or Spiral Ginger (<i>Costus speciosus</i>)</p> 	<p>The leaves are rich in proteins, carbohydrates, fibre, and many vitamins and minerals. <i>Thebu</i> leaves contain the steroid diosgenin which helps to reduce blood sugar in diabetic patients, but it should not be overconsumed as it can reduce sugar too much.</p> <p>They can even stimulate the appetite and control phlegm and bile levels in the body. The tender leaves of the <i>thebu</i> plant can be mixed with cut red onions, green chillies, freshly grated coconut, salt and lime juice and made into a sambol, similar to the way <i>gotukola</i> is usually eaten.</p>
<p>Passion Fruit Leaves (<i>Passiflora edulis</i>)</p> 	<p>The leaves of the passion fruit creeper are a good source of vitamin C, vitamin A and niacin. Eating these leaves can help reduce or prevent high blood pressure. They can even relieve hemorrhoidal inflammations, headaches and various other pains.</p> <p>The tender leaves of the Passion fruit creeper can be chopped up and made into a sambol, while the more mature leaves can be mixed with scraped coconut, chopped onions and green chillies, lime, and salt, and can be heated in a pan for a little while, to make a mallung.</p>
<p><i>Akkapana</i> – Air Plant (<i>Kalanchoe pinnata</i>)</p> 	<p><i>Akkapana</i> leaves are supposed to be good for the kidneys, gallbladder stones, and for disorders of the urinary tract.</p> <p>These leaves also help control blood pressure levels and acidity levels in the body. A sambol is the best dish to make with these leaves because cooking or even mildly heating might reduce their nutrient content.</p>
<p><i>Karang Koku</i>/Golden Leather Fern (<i>Acrostichum aureum</i>)</p> 	<p>They are said to be rich in dietary fibre, as well as in vitamins and minerals such as iodine.</p> <p>The presence of iodine is beneficial in maintaining proper thyroid function and cell metabolism.</p> <p>The top part of the fern is tender, but the lower stalk-like parts need to be boiled and softened. After the stalks have been softened by boiling and the skin-like covering is removed, they can be cut and mixed with the tender part of the fronds and sautéed with onions, green chilli, curry powder, salt, and lime. Last of all, coconut milk is added to make the curry.</p>

## REVIEW

There are two types of green vegetables. What are they? Give two examples of each.

Match the lettuce varieties and their characteristics or uses:

### Lettuce Variety

### Characteristic/Use

Arugala

great with dip

Butterhead

loose mix of baby lettuce

Iceberg

when cooked, bitter becomes sweet

Endive

peppery flavour

Little gem lettuce

leaves can be used as a wrap

Mesclun

gold standard for chopped salad

Radicchio

crisp, sweet and sturdy

Write the correct cooking green into the table to match the statement:

Cooking Green	Statement
	It has many nutrients and is considered a superfood
	It is a bud from the cabbage family
	It has seven calories per cup
	It has vitamin K in all edible parts
	It plays an important role in cognitive function, immunity, and cancer prevention.
	One cup has 17% of the daily value for fibre

Write four tips for maintain the nutrients when prepping or cooking greens:

1.

2.

3.

4.

Name 3 Sri Lankan greens that you did not know about before. Write a few notes on each one.

1.

2.

3.





# CONVENIENCE FOODS

A convenience food can be described as “any product that has been partially or completely prepared or processed by a manufacturer.” In other words, when you buy a convenience product, you are having the manufacturer do some or all of your preparation for you.

Processed foods for restaurants range from partially prepared items that can be used as components in your recipes, such as frozen fish fillets, peeled potatoes, concentrated stock bases, and frozen puff pastry dough, to fully prepared items that need only be reconstituted or served as is, such as frozen prepared entrées and frozen pies and pastries.

Convenience products are not a substitute for culinary knowledge and skill. They should be a tool for the good cook rather than a crutch for the bad cook. It takes as much understanding of basic cooking principles to handle convenience products as it does fresh, raw ingredients, particularly if you want the convenience product to taste as much like the fresh as possible.

Convenience foods can be classified into three basic types:

## Canned foods

They are easy to store in a dry cupboard and they have a long-shelf life-they can either be served cold are:- sardines, fruit, ham and examples of those needed to be reheated are: vegetables, stew meat, etc.

## Dehydrated foods

These are light weight and easy to carry whole meals available are: and dry fish, dry meat, spaghetti etc. Some dehydrated foods can be reconstituted instantly. Examples are powdered coffee and milk.

## Frozen foods

They are probably nearest in quality to fresh foods and we have a wide variety of foods in its category which are: meat, poultry, fish, vegetables etc.

Some advantages of convenience goods are:

- It saves time in preparation
- The quality is consistent
- It can be stored on a shelf or freezer for long periods
- There is no wastage

While the major disadvantages are:

- Some types of foods are expensive foods and should be used with direction
- Vitamins B and C may be lost during processing.

## Guidelines for handling convenience foods

**1.**

**Handle with the same care you give fresh raw ingredients.**

You will lose the quality in a convenience food if it is not handled with care.

**2.**

**Examine as soon as received.**

Check frozen foods – with a thermometer – to make sure they did not thaw while being transported. Put away at once.

**3.**

**Store properly**

Shelf stable foods are only shelf stable when stored properly in a cool, dry place, tightly sealed.

**4.**

**Know the shelf life of each product**

Rotate stock using FIFO. Don't stock more than necessary.

**5.**

**Defrost frozen foods properly**

If you are short of time, the second-best way to defrost foods is under cold running water, in the original wrapper. Never defrost at room temperature or in warm water. The high temperatures encourage bacterial growth and spoilage. Do not refreeze thawed foods. Quality will greatly deteriorate.

**6.**

**Know how and to what extent the product has been prepared.**

Manufacturers give full directions and serving suggestions for their products. You must read the package directions and follow them carefully.

**7.**

**Use proper cooking methods.**

Don't restrict yourself to conventional ranges and ovens if compartment steamers, convection ovens, or microwave ovens might do a better job more efficiently.

**8.**

**Treat convenience foods as though you, not the manufacturer, did the pre-preparation.**

Your final preparation, plating, and garnish should be as careful as though you made the dish from scratch.

**9.**

**Do not overuse convenience food in a dish or menu.**

These should appear only once in a dish and not overused in a menu

**10.**

**If you have to make use of a convenience product, always taste and appraise it first.**

For example, convenience stocks used in a gravy may have a high salt content. Taste before adding any seasoning.

## REVIEW

What are the three basic types of convenience foods?

List 2 advantages and 2 disadvantages of convenience foods:

Advantages	Disadvantages

Write 5 top tips for handling convenient foods:

- 1.
- 2.
- 3.
- 4.
- 5.



# COOKING WITH ALCOHOL

In this topic you will learn about the role that alcohol plays in the preparation of various food items.

Cooking with alcohol is a way to amplify almost any dish, making your food taste, smell and cook better.

Like salt, alcohol brings out the flavour in food. It improves flavour perception in at least two important ways: by evaporation and by molecular bonding.

Evaporation helps convey the food's aroma to our nostrils, enhancing our overall enjoyment of the food. This effect works best when a dish contains a low concentration of alcohol 1 percent or less. If more than 5 percent of the dish is alcohol, the aroma of the alcohol will dominate.

Alcohol also bonds with both fat and water molecules. This is well illustrated by a marinade or brine. In this case, the flavour compounds in aromatics like garlic, herbs, or other seasonings dissolve only in fat (i.e., they are fat-soluble). Alcohol helps carry those compounds into the meat that's soaking in the marinade.

<b>Wine</b>	<p>Use in stews, sauces, caramelizing vegetables and marination</p> <p>Tips:</p> <ul style="list-style-type: none"> <li>▶ try to use dry varieties of wine, sweeter wine will result in a sweeter dish</li> <li>▶ use white wines for lighter sauces (for pastas, seafood and chicken) and red for thicker sauces and stronger flavours (for beef, lamb and slow cooking stews)</li> <li>▶ use the best quality wine you can afford</li> </ul>
<b>Vodka and Gin</b>	<p>Use in pasta sauces and desserts and seafood preparation</p> <ul style="list-style-type: none"> <li>▶ It works like glue to help combine oil and water together. Be careful not to add too much as you are not using it for flavour.</li> <li>▶ Ways to use it: <ul style="list-style-type: none"> <li>• binding a cream and oil (vodka cream and tomato sauce)</li> <li>• to flame seafood dishes as it doesn't overpower the natural flavour</li> <li>• make vanilla extract (add 5 whole vanilla beans to 250 ml vodka, let it sit for about a month)</li> </ul> </li> </ul>
<b>Liqueurs</b>	<p>Use in fruit dishes, sweeter sauces and desserts</p> <ul style="list-style-type: none"> <li>▶ Fruit liqueurs – toss into berries and other fruit salads to create a syrupy coating</li> <li>▶ Coffee and chocolate liqueurs – can be used as a baking substitute for vanilla. Stirred into a hot fudge sauce or added into coffee for extra flavour</li> </ul>

<b>Port and Cherry – Fortified wines</b>	<p>Use in fruit dishes, sweeter sauces and desserts</p> <ul style="list-style-type: none"> <li>➤ Pairs well with nuts, fruits and cheeses</li> <li>➤ Can also be reduced with pan drippings and then thickened with some cornstarch, it makes a fabulous sauce for breast of chicken or thinly sliced veal.</li> <li>➤ Drizzle them over fruit, flavour a sugar syrup with them and brush the syrup over cake layers</li> </ul>
<b>Brandy, Cognac and Armagnac</b>	<p>Use in fruit dishes, sweeter sauces and desserts</p> <ul style="list-style-type: none"> <li>➤ They are good for caramelising in desserts or fruit dishes. You can also soak them into desserts like cakes, truffles and crème brulee for extra richness.</li> <li>➤ Armagnac is used in many European desserts.</li> </ul>
<b>Bourbon or Whisky</b>	<p>Use in sauces, desserts and glazes for richer meats.</p> <ul style="list-style-type: none"> <li>➤ Gives a smoky flavour and can be used in sweet or savoury dishes.</li> <li>➤ Pair with acidic ingredients, the deep flavours balance out very well with acidic food like fruits or grains.</li> </ul>
<b>Beer</b>	<p>Use in roasting, baking or broiling to baste or highlight the gravy and in batters.</p> <ul style="list-style-type: none"> <li>➤ Use in place of water as a simmering liquid to bring out the flavour of meat and vegetables.</li> <li>➤ Use as a baking liquid to bring out the lightness in biscuits, pancakes, cakes and bread.</li> <li>➤ It also adds a rich earthy flavour to stews and soups.</li> <li>➤ It is heavily used for batter deep frying.</li> </ul>

## Flambe

Flambé is the French word for “flamed” or “flaming. Liquor is poured over food and ignited, leaving behind the subtle flavour of the liquor or liqueur. The technique is used for its caramelization flavour as well as its exciting tableside entertainment.

## Flambé Steps

Set aside all your equipment before starting, you’ll need: a liquor, a saucepan, a large skillet or flambé pan, and long matches or a long lighter.

Heat the liquor in a saucepan until bubbles begin to form (around 130°F). Do not bring liquor to a boil, as it will burn off the raw alcohol needed to ignite the dish.

Pour the warmed liquor into a skillet filled with whatever you're flambéing, standing at a safe distance from the stove, ignite immediately with a long match or lighter.

Gently shake your now-flaming pan to evenly distribute the alcohol. Let cook until the flames disappear. The alcohol vapor generally burns off by itself in a few seconds.

Serve immediately.



## Tips for Flambéing:

1. **Select the appropriate alcohol.** Use at least 40 percent alcohol. If it has a low alcohol content it will not ignite, if it is too high it is highly flammable and dangerous. Use liquors that complement the dish being cooked, such as whiskey and cognac for meats and flavoured brandies for desserts and fruits.
2. **Use the right skillet.** Make sure your skillet can withstand a high heat, such as stainless steel. Avoid using non-stick pans or aluminium, otherwise you may damage the pan.
3. **Warm the alcohol.** The alcoholic beverage needs to be warmed over medium heat before igniting. Heating the liquor causes the vapor pressure to increase, helping it catch fire more easily.
4. **Light right away.** Do not wait too long to light the alcohol, the food shouldn't absorb too much alcohol flavour or you'll taste too much in your final dish.
5. **Use a long fireplace match or long lighter.** Safety comes first and it's best to use a long match or long lighter to distance yourself from the flame. Find a safe place to light away from guests and flammable objects.
6. **Keep a lid nearby.** The open flame will naturally extinguish on its own but keep a large lid nearby in case you need to smother any jumping flames.

The best alcohols for flambéing are:

- Cognac
- Dark Rum
- Brandy
- Bourbon
- Whisky
- Kirsch
- Grand Marnier
- Tia Maria
- Amaretto
- Cointreau
- Triple Sec

## Classic Flambé dishes

● Bananas Foster

● Crepes suzette

● Christmas pudding

● Bombe Alaska

● Steak Diane

● Flaming drinks

● Coq Au Vin



**REVIEW**

What can alcohol do to food?

What is the maximum percentage of alcohol in a dish that will not make it the dominant flavour?

Write the correct alcohol type next to the relevant statement:

- Toss this into berries and fruits salads to create a syrupy coating.
- Can be used to make vanilla extract.
- Use white for lighter sauces and red for thicker sauces and stronger flavours.
- Flavour a sugar syrup with them and brush the syrup over cake layers.
- It is heavily used for batter deep frying.
- Gives a smoky flavour and can be used in sweet or savoury dishes

Write the 4 steps to flambé in your own words:

- 1.
- 2.
- 3.
- 4.

Name 4 alcohol types that are good for flambéing:

- |    |    |    |    |
|----|----|----|----|
| 1. | 2. | 3. | 4. |
|----|----|----|----|



## HEAVY SNACKS AND PLATTERS

Heavy snacks are served at special cocktails and for dinner. They can be a meal on their own. The options are endless. Here are a few examples of different categories:

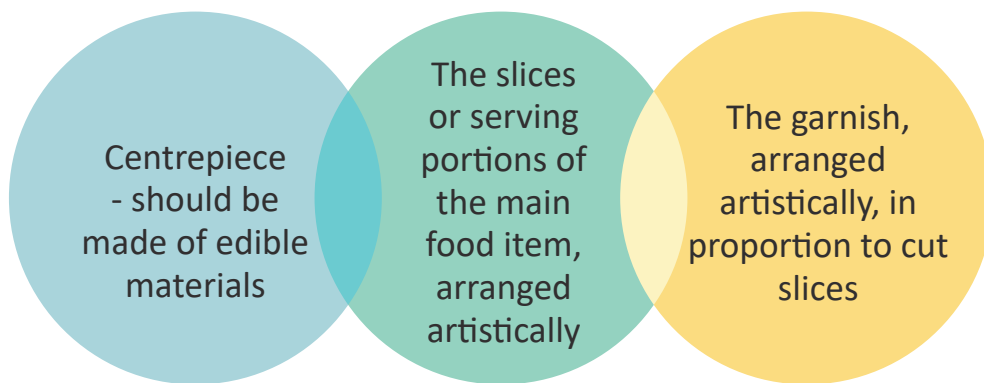
<b>Cold Pass around</b> <ul style="list-style-type: none"> <li>➤ Tortilla chips with Mexican salsa</li> <li>➤ Tuna tartar with wasabi caviar</li> <li>➤ Smoked salmon with cream cheese</li> <li>➤ Poached chicken with orange coulis</li> <li>➤ Cheese ball crust walnuts chips</li> <li>➤ Crudities with blue cheese dips</li> </ul>	<b>Hot pass around</b> <b>Live Cooking – Indian</b> <ul style="list-style-type: none"> <li>➤ Uludu wade</li> <li>➤ lentil wade</li> <li>➤ Gera wade</li> <li>➤ Mutton samosa</li> <li>➤ Green chili chutney Red chili chutney</li> </ul>
<b>Hot pass around</b> <b>Live Cooking – Skewers</b> <ul style="list-style-type: none"> <li>➤ Tandoori chicken kebabs</li> <li>➤ Fish Kushiyaki with ton katsu sauce</li> <li>➤ Mutton Kofta</li> <li>➤ Paneer Tikka kebab</li> <li>➤ B.B.Q sauce, Mint chutney, Garlic lemon cream</li> </ul>	<b>Hot pass around</b> <b>Live cooking – Hoppers</b> <ul style="list-style-type: none"> <li>➤ Hoppers</li> <li>➤ Eggs Hoppers</li> <li>➤ Herbal Hopper</li> <li>➤ Kata sambal onion Tempered, seeni sambal Mushroom tempered</li> </ul>
<b>Hot pass around</b> <b>Live cooking –Roti corner</b> <ul style="list-style-type: none"> <li>➤ Roast chicken Kottu</li> <li>➤ Godamba Roti with:                             <ul style="list-style-type: none"> <li>• Chicken Badum</li> <li>• Devilled seafood</li> <li>• Mutton stew</li> <li>• Cheese and eggs</li> <li>• Chicken curry</li> </ul> </li> </ul>	<b>Hot pass around</b> <b>Live cooking - Chinese</b> <ul style="list-style-type: none"> <li>➤ Dim sum and wonton</li> <li>➤ sweet chili sauce, cut chili and soya</li> <li>➤ Work fried noodles</li> </ul>
<b>Hot pass around</b> <b>Live cooking – fried food</b> <ul style="list-style-type: none"> <li>➤ Fish fingers with garlic aioli</li> <li>➤ Masala batter fried chicken lollipops</li> </ul>	<b>Desserts</b> <ul style="list-style-type: none"> <li>➤ Fruits kebabs</li> <li>➤ Mini French pastry</li> </ul>

## Platter Presentation

After taking great care to prepare a variety of different appetisers/heavy snacks, it is very important to try your best to present them in an appealing manner.

### Some basic principles

The three elements of a buffet platter are:

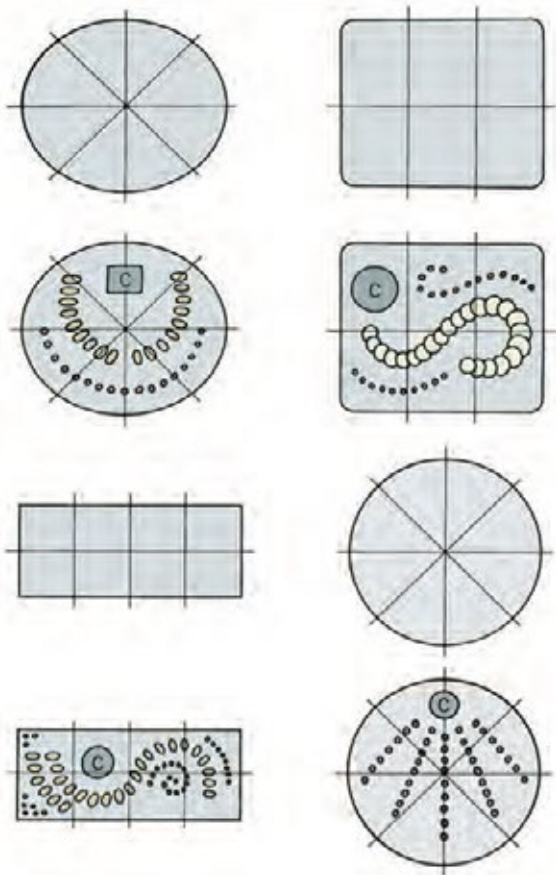


- The food should be easy to handle and serve, so one portion can be removed without ruining the arrangement.
- A simple design is best. Simple arrangements are easier to serve, more appetizing than overworked food and they will remain attractive when guests take food from the platter.
- Attractive platter presentations can be made on silver or other metals, mirrors, china, plastic, wood, or many other materials, as long as they are presentable and suitable for use with food.
- Platter garnish need not be elaborate or difficult to prepare. A simple mix of colourful vegetables, carefully cut and properly cooked to retain colour and texture, is appropriate to the most elegant presentation.
- Many of the rules of proper plating apply to platter arrangement as well. For example, neatness, balance of colour and shape, unity, and preserving the individuality of the items.
- Arrange the garnishes around the platter to get the best effect from the different colours and shapes.
- Avoid being too elaborate – simplicity is usually preferred to an overworked appearance. Let the attractive food speak for itself.
- If a gravy or sauce is required, serve it in a sauceboat, don't drown the whole platter in it. Serve hot foods on a hot platter. Don't spend so much time arranging the food that it's cold by the time it reaches the dining room.

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## Designing the Platter

Plan ahead and make a quick sketch of how you plan to present your platter. One way to start a sketch is to divide the platter into six or eight equal parts. This helps you avoid lopsided or crooked arrangements by giving you equally spaced markers as guides.



Give the design a focal point. The centrepiece doesn't always have to be in the centre. Sometimes, because of its height, it should be at the back or toward the side, so it doesn't hide the food. Remember, you are designing the platter from the customer's point of view.

Keep all items in proportion. The size of the platter should be in proportion to the amount of food. Don't select one that is so small as to become crowded or so large as to look almost empty even before the first guest has arrived.

Keep enough space between items or between rows so the platter doesn't look jumbled or confused.

Let the guest see the best side of everything. Angle overlapping slices and wedge-shaped pieces toward the customer. Make sure the best side of each slice is face up.

**REVIEW**

What is a heavy snack, give four examples?

Draw three possible platter designs and write some useful tips below the designs.





# NUTRITION AND HEALTHY EATING

Here are some fun facts about healthy eating:



Apples float because they are 25% air.

Avocado is a fruit. It also has the highest protein content of any fruit.

Bananas are herbs.



Honey is considered a food in its own right and also never spoils.



Sugary drinks are the most fattening food in the Western diet.



Only 9% of cabbage is plant matter. The other 91% is water



96% of a cucumber is made up of water.

“Low-fat” usually means “sugar added” and should be considered unhealthy.

All parts of an egg are good for you and packed with nutrition.

The older an egg is, the more it will float in water. If it floats on top, it's bad.



Balanced diets can help support and maintain good moods— health studies show that people who follow a balanced diet tend to have better mental health.

## What is nutrition?

Nutrition is not just about eating food and drinking beverages. It is the science of how organisms take in and use food and drink for nourishment.

Food science is the study of the biological, chemical and physical properties of foods and their effects on the culinary, nutritional, sensory, storage and safety aspects of foods and beverages.

Cooking and baking use food science to change the appeal, digestibility and satisfaction of foods and beverages. This also affects their nutritional values.

Culinary professionals must have a good working knowledge of how nutrition, food science, cooking and baking interact. Foods and beverages must look good and taste great to be selected, consumed and used to maintain good health.

Nutrients, including carbohydrates, fats (lipids), proteins, vitamins, minerals and water, are the essence of nutrition. They are also fundamental to ingredient and product development, cooking and baking.

They are the substances of food that provide energy and promote the growth and maintenance of the body. In addition, nutrients aid in regulating body processes such as heart rate and digestion and in supporting the body's optimum health.

### Functions of nutrients:

Nutrient	Provide Energy	Promote Growth and Maintenance	Regulate Body Processes
Carbohydrates	X		
Lipids (fats)	X	X	X
Protein	X	X	X
Vitamins		X	X
Minerals		X	X
Water		X	X

## What is a healthy diet and what does it do for us?

Nutrient	Provide Energy	Promote Growth and Maintenance
<b>Carbohydrates:</b>  <b>Simple Carbohydrates</b>     <b>Complex Carbohydrates</b>	To supply energy to brain, nervous system, muscles and blood.	Sugar Honey Dairy Products Fruits Vegetables  Bread Rice Corn Potatoes Fruits Vegetables Milk
<b>Proteins</b>	To build the body (the muscles, skin, hair, blood, enzymes), regulate water	Meat, Fish and Poultry Dairy Products and Eggs (some) Vegetables Legumes and Nuts
<b>Fats (lipids)</b>	To maintain the body and bodily functions (store energy, help absorb vitamins, insulate vital organs, etc.)	Meat, Fish and Poultry Dairy Products and Eggs Oils Cocoa butter Grains Nuts and Seeds Vegetables
<b>Vitamins</b>	To maintain the body and bodily functions (boost the immune system, convert food into energy, etc.)	Fruits Vegetables Dairy Products and Eggs Meat Grains
<b>Minerals</b>	To build the body and help with bodily functions (strengthen bones, teeth, nerve control, etc.)	Found in most food groups
<b>Found in most food groups</b>	Provides a medium for chemical reactions, remove waste products and makes up 50-60 % of body weight	Fruits, Vegetables, Liquids

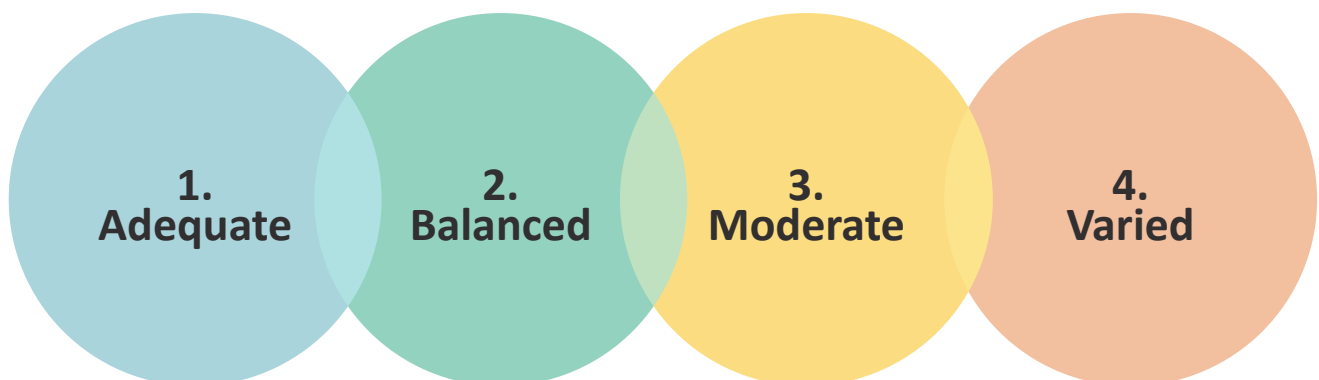
A simple description of a healthy diet is one that supports a person's daily and long-term health and well-being.

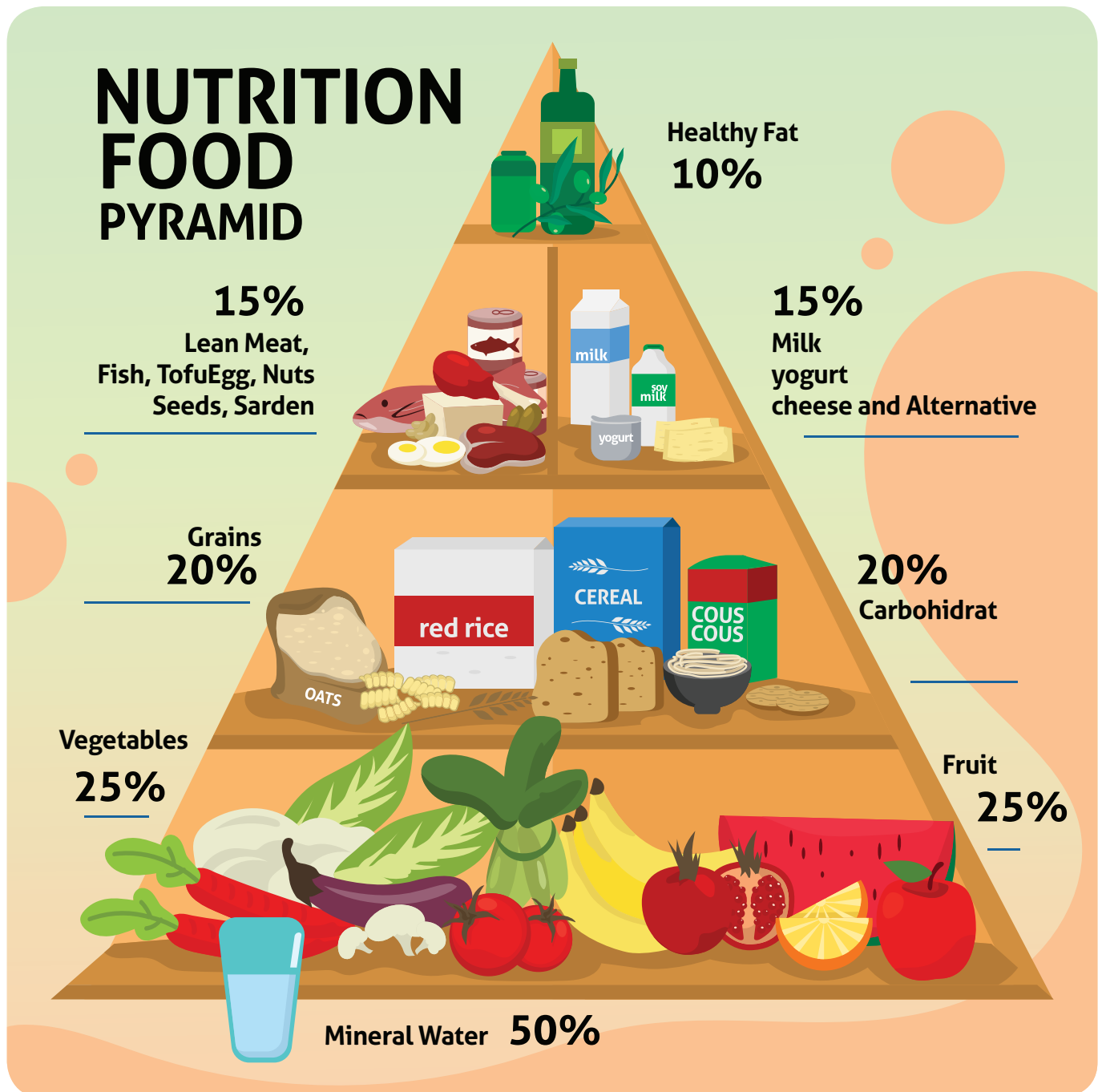
A healthy diet does the following:

- Fuels the body with energy (calories) and nutrients for everyday activities
- Provides additional energy and nutrients for recreational activities and sports
- Supplies nutrients for growth, repair and maintenance
- Fights disease
- Cushions the body, protects it from accidents, regulates body temperature and heals
- Keeps these body systems functioning under many challenging circumstances throughout the life cycle
- Sustains many different body systems

A look at what is inside foods and beverages will help show why many foods and beverages fit into a healthy diet. It will also indicate why some foods and beverages are considered healthier to consume than others.

A nutritious diet has four characteristics. It is:





- Water is present in all food and dishes in different amounts. But that is not a substitute for drinking water, which is very important for keeping the body correctly hydrated.
- Dietary Fibre describes the parts of a plant that cannot be digested. It can help reduce cholesterol if eaten regularly. Food that contains dietary fibre – oats, beans, peas, barley, citrus fruits, strawberries and apple pulp.

➤ There are four kinds of fats:

1. **Saturated** – raises unhealthy cholesterol levels  
(meat-based diet is high in saturated fat)
2. **Trans Fatty acids** – raises unhealthy cholesterol levels  
(fast food contains a lot of trans fatty acids)
3. **Polyunsaturated** – healthier fat  
(Nuts and seeds, sesame seed oil and sunflower oil are rich in this type of fat)
4. **Monounsaturated** – healthier fat  
(avocado, olives, canola and peanut oil are rich in this type of fat)

### Calorie – what is a calorie?

This is the word we use to measure food energy. It is written as kcal.

- 1 gram of pure fat supplies 9 kcal
- 1 gram of pure carbohydrate supplies 4 kcal
- 1 gram of pure protein supplies 4 kcal

**Empty calories** are the calories in nutrient-poor foods and beverages, such as candy or soft drinks. Empty calories still contain calories, but they may not have any nutrients and other health-enhancing substances such as fibre, minerals, protein and vitamins.

For example:

- 15 jelly beans contain 159 calories, the majority of which are from sugar.
- One-quarter cup of raisins contains 122 calories. While many of these calories are from sugar, raisins also contain fibre, vitamins and minerals.

Consuming fewer empty calories is sensible for both weight and health.

## How does nutrition affect menu choices?

Today many people are concerned with the health of their bodies. There are many diseases that are considered to be modern diseases because these diseases are connected to lifestyle and food habits. Humans in the 21st Century are unhealthier in their eating habits than ever before. That has led to more heart, liver and kidney disease. Humans are also fatter than they have ever been.

Due to health reasons, many people go on diets. Many people want to eat healthier meals, or meals with less calories. That is why some restaurant menus write how many calories their dishes contain.

When planning a menu, it is important to think about what kind of customer is coming to eat your food and what kind of dish they are looking for. Many customers today look for fresh and healthy dishes.

## Building a Healthy and Balanced Diet

**Make most of your meal vegetables and fruits— ½ of your plate.**

Think about the term ‘eating the rainbow’ – choose a mix of colours and variety.



**Go for whole grains – ¼ of your plate.**

Whole and intact grains—whole wheat, barley, quinoa, oats, brown rice and foods made with them. They have less of an effect on blood sugar and insulin than white bread, white rice, and other refined grains.



**Protein – ¼ of your plate.**

Fish, poultry, beans and nuts are all healthy protein sources—they can be mixed into salads, and pair well with vegetables on a plate. Limit red meat and avoid processed meats such as bacon and sausage.



**Healthy plant oils – in moderation.**

Choose healthy vegetable oils like olive, canola, soy, corn, sunflower, peanut, and others, and avoid partially hydrogenated oils, which contain unhealthy trans fats.



**Drink water, coffee or tea**

Skip sugary drinks, limit milk and dairy products to one to two servings per day and limit juice to a small glass per day.



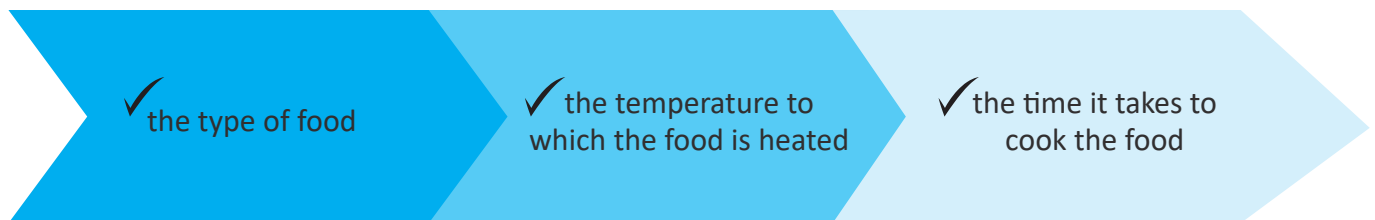
## How Cooking Affects Nutrition

There are hundreds of chemicals in the foods and beverages for human consumption. Many of these chemicals are affected by cooking and baking. In addition, cooking and baking add other chemicals to our food supply and manipulate their structures and functions.

Culinary professionals need to keep up to date about research in this area as it is changing very fast and there are always new guidelines to create the healthiest products, recipes and menus.

The nutritional value of food depends on what and how much is consumed but also how it is prepared. Given that food is unlikely to be eaten unless it is appetising, its preparation is very important to maintaining good nutrition. The process of preparing and cooking food changes its appearance and texture but also its nutrient content and the availability of those nutrients.

A food can be more or less digestible depending on:



This is because cooking begins the digestive process by physically and chemically breaking down nutrients. Food processing may also influence the digestive process because it affects the bioavailability (the proportion of nutrients that the body absorbs) of certain nutrients.

Important vitamins and minerals may be destroyed from overcooking. This is why many fruits and vegetables are better consumed raw or lightly cooked.

Cooking involves the application of heat using moist or dry methods and cooking might (in the process) increase taste and appearance of food by:

- Enhancing and conserving natural flavours
- Blending flavours (e.g. in cakes, casseroles etc.)
- Producing the most suitable colour, form and texture
- Improve digestibility - for example tough meat should be more tender and easier to chew after cooking.
- Add variety to the diet - In terms of taste, appearance, aroma and texture
- encourage foods to be eaten.

Cooking can also improve the safety of food this is achieved by destroying harmful bacteria.

It can also bring about changes in the nutrient value of food for example:

- Some fat is absorbed when foods are fried increasing their energy value.
- In grilling, some fat may be lost.
- Nutrients may be lost by chemical breakdown or by being leached into cooking waters.

Cooking may improve or reduce the availability of different nutrients. This means it can affect the nutrient value of food either beneficially, or negatively. As chefs, it is important and useful to know the ways in which cooking can increase the nutrient value.

## How cooking methods affects nutrients in food

There are hundreds of chemicals in the foods and beverages for human consumption. Many of these chemicals are affected by cooking and baking. In addition, cooking and baking add other chemicals to our food supply and manipulate their structures and functions.

Culinary professionals need to keep up to date about research in this area as it is changing very fast and there are always new guidelines to create the healthiest products, recipes and menus.

The nutritional value of food depends on what and how much is consumed but also how it is prepared. Given that food is unlikely to be eaten unless it is appetising, its preparation is very important to maintaining good nutrition. The process of preparing and cooking food changes its appearance and texture but also its nutrient content and the availability of those nutrients.

A food can be more or less digestible depending on:

Method	Affect
<b>Baking</b>	<p>Given that temperatures for baking are higher than for steaming and boiling. Vitamin loss is inevitable when baking. Baking vegetables with skins intact minimizes the contact with air so it reduces the loss of nutrients.</p> <p>This cooking method destroys and inactivates some of the microorganisms in foods. This enhances the nutritional value of the final dishes. Baking can make protein in meat and eggs easier to digest. In the case of grain-based products, it can increase the amount of vitamin B as this micronutrient can be synthesized as a result of yeast activity.</p> <p>The pH of the food may be altered by adding acidic cooking ingredients or, in cakes, by adding baking soda (an alkaline ingredient).</p>
<b>Blanching</b>	<p>Blanching can remove the bitter taste from some vegetables and can also enhance their colour, making them more appealing. The application of very high heat will kill many microorganisms and will also soften the tough fibres in vegetables.</p> <p>The water-soluble vitamins, including Vitamin C and B-complex vitamins, are heat sensitive and easily destroyed by blanching so take care not to blanch foods for too long and to quickly refresh foods in cold water to prevent these nutrients from being destroyed.</p>

<p>Braising</p>	<p>It is used mainly in the preparation of meat dishes, where the tough collagen fibres (in connective tissue) require high heat and time to become softened and palatable. This has an effect on the level of heat sensitive nutrients in the food and leaching (loss of nutrients into liquid) may also be a problem in the early stages of cooking.</p> <p>High temperatures will seal foods quickly, helping to trap juices and the nutrients within them to some extent. Other terms for braising include stewing or pot-roasting. Casserole and stews are braised dishes. When the meat is kept in the fluid, or the fluid returned to the meat, nutrient losses will be lessened. Calcium and other essential minerals including magnesium, zinc and iron are unaffected by braising.</p>
<p>Grilling</p>	<p>In this method of cooking food is generally cooked very quickly, which is good for limiting nutrient loss, but at very high heat, which causes loss of the heat-sensitive nutrients. Barbecuing, cooking over hot coals or charcoals are all considered variations of grilling. With larger cuts of meat cooking time is lengthened, resulting in additional nutrient loss.</p> <p>However, grilling tends to impart a pleasing flavour to foods, in some cases partially smoking them. Fat tends to drain away from foods, reducing calorie content as well as fat soluble vitamin content.</p> <p>There are also concerns about polycyclic aromatic hydrocarbons (PAHs), which are potentially cancer-causing substances that form when meat is grilled and fat drips onto a hot surface. Researchers have found that PAHs can be decreased by 41–89% if drippings are removed and smoke is minimized.</p>
<p>Boiling, simmering and poaching</p>	<p>Boiling reduces vitamin C content more than any other cooking method. Broccoli, spinach, and lettuce may lose up to 50% or more of their vitamin C when boiled. Because vitamin C is water soluble and sensitive to heat, it can leach out of vegetables when they're put in hot water.</p> <p>B vitamins are similarly heat sensitive. Up to 60% of thiamine, niacin, and other B vitamins may be lost when meat is simmered, and its juices run off. However, when the liquid containing these juices is consumed, 100% of the minerals and 70–90% of B vitamins are retained.</p> <p>On the other hand, boiling fish was shown to protect omega 3 fatty acid content significantly more than frying or microwaving.</p> <p>When poaching, if an acid is added to the water (wine, vinegar, citrus juice) and this can impact on acid/pH sensitive vitamins such as vitamin K. B group vitamins should remain intact as the temperature is below 100C.</p>
<p>Saut��ing</p>	<p>This may also be referred to as shallow frying. Foods are cooked rapidly in a shallow pan coated with a small amount of fat (butter, oil, ghee or a combination). The rapid cooking and high temperature seals in nutrients but heat-sensitive vitamins will still begin to reduce. Mineral contents are not affected by such cooking method.</p>

Steaming	<p>Steaming is a popular method of cooking because it requires no addition of fats or oils. Flavour is generally better retained as well as colour; leaching is not a problem. When the steaming time is short, taste can be improved without too much loss of B-group vitamins and Vitamin C.</p> <p>Steaming protein foods such as fish, meat and poultry limits nutrient loss. Steaming is a good alternative for cooking grains, as they contain niacin (a water soluble and heat-stable vitamin), that is lost to cooking water when grains are boiled.</p>
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## Food preparation and cooking tips to preserve the nutrient value of food

It sounds like common sense but preserving nutrient value is often the most overlooked when preparing and cooking foods.



Here are some suggestions on how to retain the maximum nutrition in cooked foods:

- Use fresh food – food loses nutrients as it ages.
- Cook for the shortest time possible – food also loses nutrients during long cooking.
- Scrub and wash vegetables thoroughly and don't peel them if possible.
- Always try to use the outer leaves of leafy vegetables if they are in good condition.
- Use vegetable cooking water for stock or sauces (but avoid boiling if possible and steam, grill, roast or microwave instead).
- Store food in airtight containers and keep it in the refrigerator; store vegetables in the fridge crisper.
- Use as little water as possible when poaching or boiling.
- Consume the liquid left in the pan after cooking vegetables.
- Add back juices from meat that drip into the pan.

- Don't peel vegetables until after cooking them or don't peel them at all to maximize their fibre and nutrient density.
- When you do trim or peel vegetables it is worth remembering that most vitamins and minerals are close to the skin surface or outer leaves of most vegetables.
- Cook vegetables in smaller amounts of water to reduce the loss of vitamin C and B vitamins.
- Try to eat any cooked vegetables within a day or two, as their vitamin C content may continue to decline when the cooked food is exposed to air.
- Cut food after — rather than before — cooking, if possible. When food is cooked whole, less of it is exposed to heat and water.
- Cook vegetables for only a few minutes whenever possible.
- When cooking meat, poultry, and fish, use the shortest cooking time needed for safe consumption.
- Don't use baking soda when cooking vegetables. Although it helps maintain colour, vitamin C will be lost in the alkaline environment produced by baking soda.

## Cooking Healthier Meals

Chefs are becoming more and more attentive to people's health and diet concerns. Many of them are re-examining their menus, modifying their cooking practices, and adding new, healthy items to their menus.

Professional cooks can make their food healthier in several ways:

Using less fat in cooking – use cooking methods that don't require as much fats

Using unsaturated fats – if you must use fats, try to use less saturated fats

Emphasizing flavour - Rely more on the natural flavours of foods and less on salt and other additives that should be decreased in the diet.

Storing foods properly  
- Foods in storage lose nutrients as they age. The loss of nutrients can be slowed, however, by proper storage.

Modifying portion sizes - It is not necessary to feature huge slabs of meat to serve satisfying meals.

Using nutritional information - study the nutritional content of foods in order to plan healthy menus.

Giving customers healthy choices - Offer a menu with a variety of foods so customers can choose a well-balanced meal suited to their needs and desires. Be flexible in the kitchen and modify menu items to meet balanced dietary requirements.

Using the freshest, highest-quality foods possible - it is important to use high-quality natural ingredients at their peak of flavour. Healthy cooking means letting the true flavours of foods dominate.

## REVIEW

As a chef, why is it important to be aware of nutrition?

Do you think you have a lot of knowledge on this area?

What are the three main functions of nutrients?

- 1.
- 2.
- 3.

Match the following nutrients to their functions:

Nutrient	Function
<b>Carbohydrates</b>	To build the body (the muscles, skin, hair, blood, enzymes), regulate water
<b>Proteins</b>	To supply energy to brain, nervous system, muscles and blood.
<b>Fats (lipids)</b>	Provides a medium for chemical reactions, remove waste products and makes up 50-60 % of body weight
<b>Vitamins</b>	To maintain the body and bodily functions (store energy, help absorb vitamins, insulate vital organs, etc.)
<b>Minerals</b>	To maintain the body and bodily functions (boost the immune system, convert food into energy, etc.)
<b>Water</b>	To build the body and help with bodily functions (strengthen bones, teeth, nerve control, etc.)

Name 4 things that a healthy diet does?

What is an empty calorie?

What examples of food and beverages that you consume would be considered empty calorie?  
Eg. Coke.

Read the table about how cooking methods affect nutrients in food and take some notes below:

Method	Affect
Baking	
Blanching	
Braising	
Grilling	
Boiling, simmering and poaching	
Sautéing	
Steaming	

Read the following statements and decide if they are True or False:

1. Food increases nutrients as it ages.
2. Cooking food for a long time is the best for health.
3. It is a good idea to use the water that you cook vegetables in for stock or sauces.
4. Most vitamins and minerals are close to the skin of vegetables.
5. It is better for nutrition to peel vegetables after cooking them.

As a chef, list 5 ways you can make the food you offer healthier:

- 1.
- 2.
- 3.
- 4.
- 5.



# PLATING AND FOOD PRESENTATION

When a chef plans a new dish, appearance as well as flavour must be considered. How a dish looks is not something you think about only after you have prepared it. It is something you have in mind from the beginning of preparation.

## Three Essentials of Food Presentation

### GOOD PREPARATION AND COOKING TECHNIQUES

If food items are not prepared and cooked well, it won't look good no matter what you do with it.

### PROFESSIONAL WORK HABITS

Serving attractive food is mainly about being neat and careful and using common sense. Eg. wiping down dishes before serving to remove sauce spills or fingerprints.

### GOOD PREPARATION AND COOKING TECHNIQUES

Beyond just being neat, effective food presentation depends on developing an understanding of techniques involving balance, arrangement, and garnish.

Balance	Portion Size
<p><b>Colours</b> Two or three colours on a plate are usually more interesting than just one.</p> <p><b>Shapes</b> Plan for variety of shape and form as well as of colour. Cutting vegetables into different shapes gives you great flexibility.</p> <p><b>Textures</b> Good balance requires a variety of textures on the plate. Perhaps the most common error is serving too many soft or puréed foods.</p>	<p><b><i>Match portion sizes and plates</i></b> Select plates large enough to hold all the items without crowding. Too small a plate makes an overcrowded, jumbled, messy appearance.</p> <p><b><i>Balance the portion sizes of the items on the plate</i></b> One item, generally a meat, poultry, or fish preparation, is usually considered the main item on the plate. It is the centre of attention and is larger than the accompaniments.</p>

A plate arrangement consists of some or all of the following four components. The first one is almost always present. The others may or may not be included on the same plate.

### Main item

This is usually a meat, poultry, or fish item, although it may also be a pasta dish or a vegetarian item.



### Side dishes or accompaniments

These are usually vegetable and starch preparations that are appropriate to serve with the main item.



### Sauce or sauces

Sauces, if used, may be served around, under, or over other items on the plate.



### Garnish

These are small edible items (smaller than side dishes) intended to enhance the visual appeal of the dish.

## Guidelines for plating food

The following guidelines will help you plate attractive, appealing food, no matter what plating style you are using:

- Keep food off the rim of the plate.
- Arrange the items for the convenience of the customer.
- Keep space between items, unless, of course, they are stacked on one another.
- Maintain unity.
- Make every component count.
- When using a sauce or gravy, add it attractively.
- Keep it simple.
- Never go for looks rather than flavour. This includes the use of herbs as a garnish, unless they go with the meal
- Avoid moving things around once they're on the plate, as this will simply make a mess
- Visualize what your dish will look like before you start arranging it on the plate
- Don't clutter the plate

**REVIEW**

What are the three essentials of food plating?

- 1.
- 2.
- 3.

Explain how to create balance in the presentation of a dish?

What must you remember about portion sizes?

Give 5 tips to consider when plating food:

- 1.
- 2.
- 3.
- 4.
- 5.



## SRI LANKAN COOKERY

This topic is an extension of the Professional Cookery Workbook Module 16. When people travel around the world to different locations they have a great need to experience the culture fully. Tasting a variety of high quality cuisine from the country they are travelling to is a large part of this experience. People no longer want to eat only western food when they travel, they want to eat what the locals do.



Sri Lanka has a rich cuisine that has been developed over thousands of years. As chefs, we should embrace the food of our country and make an effort to become masters of it. The benefits of making high quality Sri Lankan dishes are also cost related, it is much cheaper to source local produce than seek imported goods for dishes. Many travellers also prefer locally sourced food for environmental reasons. The country is blessed with good produce that can be made into multiple flavourful dishes as well as provide numerous health benefits. Even though it is a small island, there is such a large variety in dishes from region to region.

### Range of Sri Lankan traditional meals:

1. Labu kiribath (Milk rice with Bottle Gourd)
2. Koon Pittu
3. Wawmalu mirisata (Spicy freshwater fish curry)
4. Different types of 'Anama'
5. Different types of 'Niyagala'
6. Hath malluma (A cooked Green salad made of 7 different types of Green leaves)
7. Hath maluwa (A curry made of using 7 types of Vegetables)
8. Nabara Kaju curry (Raw cashew curry)
9. Pol kottan
10. Seeni pittu (Pittu made of rice flour, Sugar and Coconut)
11. Matara halapa
12. Yapane kakuluwan curry (Jaffna Crab curry)
13. Halawatha Urumas curry (Chilaw Pork curry)

14. Meegamu Urumas curry (Negombo Pork curry)
15. Atawallan malu ambul thiyala
16. Karatta karawala curry (Caravan dry fish curry)
17. Wadi karawala curry (Fresh dry fish curry)
18. Different kinds of Pickles
19. Koratu Vegetable rice (Farm Vegetable rice)
20. Kammal rice (Rice cooked at Black smith's workshop)
21. Issan kiri kochchi dawatuma (Prawns and Bird chillies mix)
22. Kukulu mas adi thawaruma
23. Elumas mitikiri baduma (Fried Mutton in Coconut milk)
24. Urumas Mojuwa (non – fermented Pork pickle)
25. Urumas Iguru pethi dawatuma (Pork and diced Ginger mix)
26. Hawari Pittu
27. Snake gourd and Watermelon salad
28. Passion fruit salad
29. Young Moringa leaves salad

## Cookery tips and other useful information for Sri Lankan Cookery

- When tempering occurs, all condiments and spice must be added to the oil at the last minute to avoid a burnt flavor due to overcooking
- There are certain natural products that can be used to increase the flavor of fish and meat. Some examples and their effects are:
  - Gembog (goraka) for fish
    - Adds flavor
    - Neutralizes impurities
    - Acts as a preservative
  - Tamarind for meat curry
    - Adds flavor
    - Acts as a tenderizing agent for tougher cuts of meat
    - Extends the keeping quality of the meat

- Tamarind for Country Foul
  - Adds flavor
  - Acts heavily as a tenderizing agent
- Gembog (goraka) for broiler chicken curry
  - Adds flavor
  - Allows maximum flavor retention in short term cooking

► When cooking Sri Lankan vegetables, there are certain types you wash prior to cutting and others that are washed after cutting. Below are some examples:

Wash whole before cooking	Wash after cutting
Ladies Fingers (Bandaka)	Banana Flower (Kehel Muwa)
Winged Beans (Damballa)	Ash Plantain
Eggplant (Vambatu)	Pumpkin
Ribbed Gourd (Vaticolu)	Breadfruit (Del)
Green Leafy Vegetables	Young Jackfruit (Polos)

To prevent discolouration and loss of flavour we soak some vegetables in water with additions such as turmeric, lemon juice and salt. Some examples of these vegetables are: Potatoes, lotus root, Young Jackfruit, Breadfruit and Cassava (Manioc).

- In the past, for traditional Sri Lankan meal preparation there was different forms and periods of heat transfer.
- For Traditional Hoppers and Down South Fish Ambul Thiyai, lit coconut shells would be placed in a clay pot and this would be placed on top of the cooking pot to provide heat penetration from the top. This is referred to as in between heat similar to an oven concept.
  - For slow cooked black pork curry and traditional Young Jackfruit curry (Polos curry) it would be cooked on the fire for long periods. After it was brought to the boil, firewood would be removed to reduce the heat. The curry would be cooked for 2-3 hours. When the curry is ready the oil will penetrate to the surface and then the dish is ready to be served.
- Traditional Cooking Methods:
- Food items like jackfruit seeds, young corn, cassava and sweet potato can be directly cooked in radiant heat which gives them a roasted/charred flavour.
  - Fish in brine solution (Jadi) is a special preservation method with heavy salt content and 'preservatives' (salt peter).
  - Dried Fish – sun dried and preserved with rock salt

- When thinking about serving traditional Sri Lankan dishes that are meant to be hot and spicy, we must take into account that they need to be cooked in moderation depending on the target clientele market and requirement.
- Sri Lankan meals are traditionally served with starch and accompaniments to be served by individuals but in the modern day Sri Lankan meals can be plated in a contemporary styles on one plate. If you chose to serve the meal like this, ensure the portion is balanced for the customer or guest taking into account nutrition and textures.

## Sri Lankan Provincial Authentic Dishes

### Jaffna

- Spicy Lamb Curry
- Fish Pittu
- Kondu Thosai
- Jaffna Jaggery
- Sambaru

### South

- Fish Embulthiyal
- Yellow Coconut Sambal
- Miris Malu(Fish Red curry)
- Kurahan Pittu
- Kurahan Thalapa
- Green Gram Anama

### East

- Batticaloa Lagoon Crabs
- Batticaloa Prawn Curry
- Kalkuda Fish Curry

### West (Negombo)

- Pork Kaluduru Curry
- Pork Red Curry
- Pork Black Curry
- Tempered Prawns

### Bimthenna (Uva)

- Roti
- Lake Fish Red Curry
- Bada Iringu Thalapa

### North Central

- Lake Fish Red Curry
- Heena Kekiri Embula
- Katu Puhul Embula
- Kalawam Ata Anama

### Central Province

- Polos Embula
- Kiri Aluwa
- Hoppers/String Hoppers
- Karankoku Curry





## REVIEW

Why is it important to have a good understanding and skills in Sri Lankan Cookery as a chef based in Sri Lanka?

Name and describe four traditional meals that you have not tried before.

- 1.
- 2.
- 3.
- 4.

When you are tempering a dish, when should you add spices?

What natural Products are used to flavour the following in Sri Lankan Cooking:

Food Type	Natural product
Fish	
Meat	
Country Fowl	
Broiler Chicken	

Name 2 Sri Lankan Vegetables you should wash after cutting.

- 1.
- 2.

How can you give a roasted/charred flavour to corn?

What should you remember when serving Sri Lankan dishes to non Sri Lankan customers?



# FOOD COSTING

This topic will focus on a very important element of running a commercial kitchen which is food costing knowledge. It is important to understand why and how it is done to help the business you work for. There are simple but vital equations that you must be aware of in relation to profit. Stocktaking, standard recipes and yield testing are also related to this topic. You will also learn more about the purchasing process and quality assurance in this topic.

## Cost control

It is important to know the exact cost of each process and every item produced. In order to be able to achieve this a system of cost analysis and cost information is essential.

The advantages of an efficient costing system are:

- It discloses the net profit made by each section of the organization and shows the cost of each meal produced.

- It will reveal possible sources of economy and can result in a more effective use of stores, labour, materials etc.

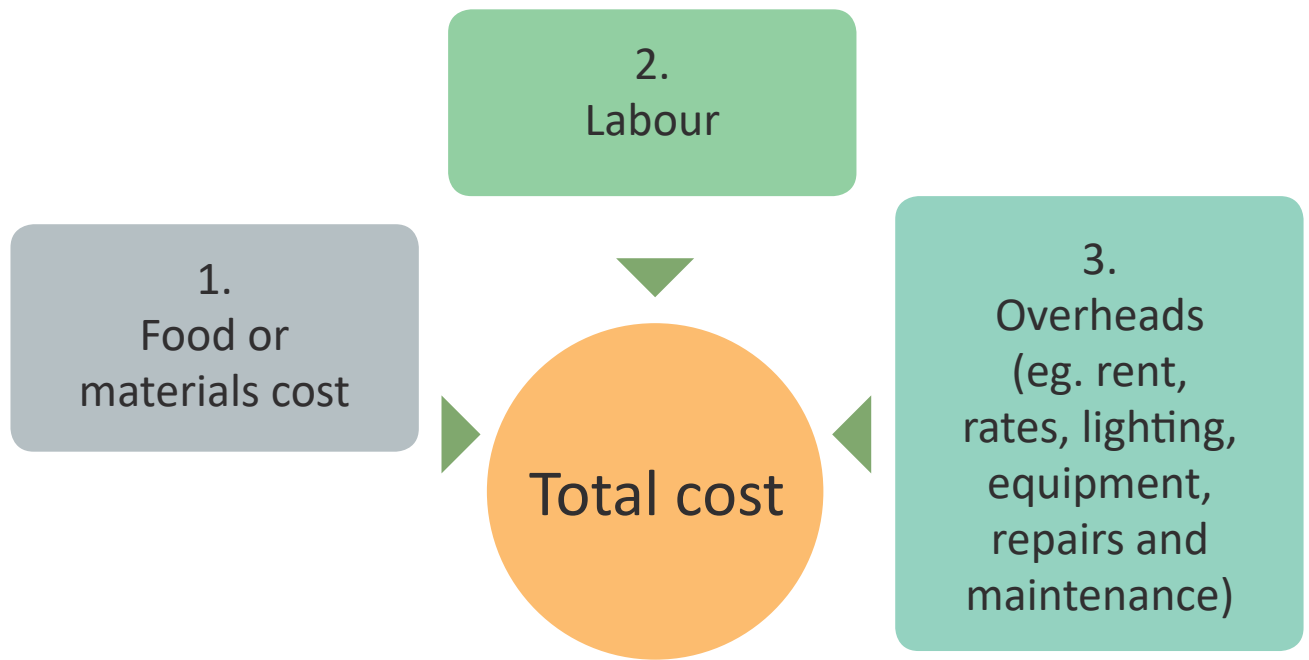
- Costing provides information for the formation of a good price policy

- Cost records allow for speedy quotations for all special functions. Eg. special parties, wedding receptions etc.

- It enables the organization to keep to a budget

To calculate the total cost of any one item or meal provided it is necessary to analyse the total expenditure under several headings.

Basically, the total cost of each item consists of three main elements:



Food or material cost are known as variable cost because the level of cost will vary according to the volume of business. In an operation that uses part time or extra staff for special occasions, the money paid to this category of staff also comes under variable costs. By comparison salaries and wages paid regularly to permanent staff, come under fixed costs.

All cost of labour and overheads which are regular charges come under the heading of fixed costs.

Labour costs in the majority of operations fall into two categories:

1. Direct labour costs – the salaries and wages paid to staff such as chefs, waiters, bar staff, housekeepers etc, which can be allocated to income from food, drink and accommodation sales.
2. Indirect labour costs – includes salaries and wages paid, for example, to managers, office staff and maintenance staff who work for all departments in the establishment (so their labour cost should be charged to all departments).

## Profit

It is usual to express each element of cost as a percentage of the selling price. This enables the operation to control its profits.

**Gross Profit** or Kitchen Profit is the difference between the cost of the food and the selling price of the food.

**Net Profit** is the difference between the selling price of the food (sales) and total cost (cost of food, labour and overheads)

**Gross Profit** = Sales – food costs  
(Kitchen)

**Net Profit** = Sales – Total cost

**Net Profit** = Sales – (Labour cost + overhead)

**Sales** = Food Cost + Gross Profit

Profit is always expressed as a percentage of the selling price

$$\frac{\text{Net Profit}}{\text{Sales}} \times 100 = \text{Profit\%}$$

If you know the number of clients and the total sales, you can arrive at the Average spent by each customer

**Average Spending power** = 
$$\frac{\text{Total sales}}{\text{no of Customers}}$$

To fix the selling price at X% Food Cost

**Selling price at x% Food Cost** = 
$$\frac{\text{Cost per portion}}{\text{X\% Food Cost}} \times 100$$

### Example:

<i>Food sales for 1 week</i>	<i>Rs.25,000</i>
<i>Food costs for 1 week</i>	<i>Rs.12,000</i>
<i>Labour and overheads for 1 week</i>	<i>Rs.9,000</i>
<i>Total costs for 1 week = food costs + labour and overheads = Rs.12,000 + Rs.9,000</i>	<i>Rs.21,000</i>
<b><i>To work out the gross profit:</i></b>	
<i>Gross profit = Food sales – Food cost = Rs.25,000 – Rs.12,000</i>	<b><i>Rs.13,000</i></b>
<b><i>To work out the net profit:</i></b>	
<i>Net profit = Food sales – Total costs = Rs.25,000 – Rs.21,00</i>	<b><i>Rs.4,000</i></b>

## Stocktaking

Managing your supply and food inventory requires effort, but when it is done correctly, you can minimize food waste and save money. This should be done once. a month.

The reasons and advantages of doing this are:

- Awareness of the actual value at hand
- Balance of the actual value and the clerical value
- Gives knowledge of slow moving items
- Allows you to spend the minimum amount on stock
- It helps to keep records and balance accounts
- It helps to understand the rate of stock turnover.

### The rate of stock turnover

Through stocktaking we can find out the rate of stock turnover for a particular period. (eg 1 month, 3 months)

**The rate of Stock Turnover** = Cost of food consumed/average stock value

Average Stock = balance of the opening stock and closing stock

The rate of stock turnover in perishable is high -15% and non-perishable stock (dry) is lower – 45%

## Standard Recipes

The standard recipe is a written formula for producing a food item of a specified quality and quantity for use in a particular establishment. It should show the precise quantities and qualities of the ingredients, together with the sequence of preparation and service. It enables the establishment to have greater control over cost and quantity, as it is able to pre-determine the quantities and qualities of ingredients to be used and the amount (number of portions) a recipe should make.

## Objectives of a standard recipe:

Predetermine  
quantity and quality  
of ingredients

Control portion costs

Facilitate purchasing  
and internal  
requisitioning

Facilitate food  
preparation

Enhance market  
orientation of hotel/  
restaurant

Maintain food quality  
standards

<b>Recipe Card For:</b>		<b>BUTTER CREAM 2</b> (Crème au Beurre)		<b>COSTING</b>		<b>PORTION SIZE:</b> Not applicable
<b>INGREDIENTS</b>		<b>METRIC</b>	<b>IMPERIAL</b>	<b>PRICE</b>	<b>UNIT</b>	<b>\$</b>
Butter - Unsalted		400g				
Sugar		240g				
Water		75g				
Lemon Juice		teaspoon				
Egg Whites		4				
Sugar - caster		120g				
<b>METHOD:</b> Boil lump sugar, water and strained lemon juice to 118degrees C (245F) Whisk egg whites and caster sugar into a basic meringue While continuously whisking meringue, slowly pour in the boiled sugar to make Italian Meringue Allow to cool Soften and cream butter Add cold meringue to butter and beat in well till light and fluffy Refrigerate until required.						<b>SERVICE EQUIPMENT:</b>
						<b>PREPARATION EQUIPMENT:</b>
						<b>ADVANCE PREPARATION:</b>
						<b>DERIVATIVES/GARNISHES:</b>

## Yield Testing

Yield in culinary terms refers to how much you will have of a finished or processed product, but it also refers to the amount of usable product after it has been processed (peeled, cooked, butchered, etc.)

For example, you may be preparing a recipe for pumpkin soup. The recipe requires 1 kg of pumpkin, which you purchase. However, once you have peeled them and removed the skin and seeds, you may only have 800 grams of pumpkin left to use.

In order to do accurate costing, yield testing must be carried out on all ingredients and recipes. When looking at yields, you must always consider the losses and waste involved in preparation and cooking. There is always a dollar value that is attached to vegetable peel, meat and fish trim, and packaging like brines and syrups. Any waste or loss has been paid for and is still money that has been spent. This cost must always be included in the menu price.

**Note:** Sometimes, this “waste” can be used as a by-product. Bones from meat and fish can be turned into stocks. Trimmings from vegetables can be added to those stocks or, if there is enough, made into soup.

All products must be measured and yield tested before costing a menu. Ideally, every item on a menu should be yield tested before being processed.

The following are two frequently used abbreviations you must understand:

**AP** stands for  
*as purchased.*

This means the untrimmed quantity, in the same form in which it is purchased. This is the amount you pay for.

**EP** stands for  
*edible portion.*

This means the raw, uncooked quantity after all trimming is done. This is the quantity you actually cook.



## The procedure for testing yields:

Example:

1. Record the original weight/volume of your item. This is your raw weight or as purchased (AP) weight.
  1. Whole tenderloin – 2.5kg
  2. Whole salmon – 7.75kg
  3. Canned tuna flakes in brine – 750ml
  
2. Process the product accordingly, measure and record the waste or trim weight.
  1. Tenderloin fat, sinew, chain etc – 750g tenderloin trim
  2. Salmon head, bones, skin etc – 2.75kg salmon trim
  3. Brine – 300 ml canned tuna waste
  
3. Subtract the amount of trim weight from the AP weight and you will have your processed or edible product weight (EP) – AP Weight – waste = EP weight.
  1. 2500gm – 750g = 1750g processed tenderloin
  2. 7750g-2750g = 5000g processed salmon
  3. 750ml-300ml = 400ml processed canned tuna
  
4. Get your yield percentage by converting the edible product weight into a percentage. The formula is EP weight/AP weight x 100 = yield %
  1.  $(1750 \div 2500) \times 100 = 70\%$  yield for tenderloin
  2.  $(5000 \div 7750) \times 100 = 64.51\%$  for the salmon
  3.  $(400 \div 750) \times 100 = 53.33\%$  for the canned tuna

Yield percentage is important because it tells you several things: how much usable product you will have after processing; how much raw product to actually order; and the actual cost of the product per dollar spent.



# SUPPLIERS

The purchasing process is an essential part of every food service operation. All competent cooks should be skilled in buying the appropriate ingredients, in accurate amounts, at the right time, and at the best price.

Every kitchen operation has different purchasing procedures. But there is one rule that should always be followed:

**Buy only as much as it is anticipated will be needed until the next delivery.**

This will ensure that foods stay fresh and will create a high inventory turnover. All foods deteriorate in time, some more quickly than others. It is the job of the purchaser to ensure that only those quantities that will be used immediately or in the near future are purchased.

## Supplier Assessment

The selection of suppliers is an important part of the purchasing process. First, consider how a supplier will be able to meet the needs of your operation. Consider:

1. Price
2. Delivery
3. Quality/standards

When interviewing prospective suppliers, you need to question how reliable a supplier will be under competition and how stable under varying market conditions.

Below is sample supplier assessment form:

## Supplier Assessment

Company Name	
Managers Name	
Address of the premises	
Telephone Number	
Description of activities carried out at the above address	
Person responsible for food safety	
Position in the organization	
Date Completed	

Question	Yes	No
1 Is there a documented food safety policy?		
2 Do they operate a hazard analysis scheme?		
3 Do they evaluate their Suppliers?		
4 Do they have a documented product recall procedure?		
5 Do they have a formal complaint procedure?		
6 Do they provide food-handling training for staff on induction?		
7 Within 3 months of commencing employment are staff trained in food hygiene.		
8 Are internal audits conducted to verify food safety and hygiene standards are being maintained?		
9 Are written reports produced of these audits		
10 Has any organization or customers externally audited the company? If Yes attach copies of audits		
11 Does the company belong to an association, which has accredited them? Provide the details of the association and the accreditation they have issued the		
12 company		
13 Is a "goods in" control procedure in place?		
14 Is there a stock rotation system in place?		
15 Are ready to eat products kept separate from raw product?		
16 Is the temperature of the storage areas for chilled and frozen products monitored and recorded?		
17 Has the company been inspected by a legal enforcement agency in the last 12 months?		
18 Have all of the requirements been completed from this inspection?		

\*\*\*\*Is this supplier has any Food Safety Management Certification?.....If "Yes" Please specify and attach a copy of the certificate with this assessment sheet .....

Completed By: \_\_\_\_\_ Signed \_\_\_\_\_

Job Title \_\_\_\_\_ Date: \_\_\_\_\_

Received By: \_\_\_\_\_ Signed \_\_\_\_\_

## Market List

Every establishment creates orders that they then have to communicate to their suppliers to order, to then receive their delivery.

Most establishments will have a printed **Market List** that they then fill in, detailing what is required and then this is either phoned/emailed or re-typed in an email to their suppliers.

Below is an example of a daily market list:

DAILY MARKET LIST-VEGETABLES											
RECEIVING DATE: _____											
FRESH VEGETABLES	ST. IN BAND	OTH QTY	DIFF QTY	REMARKS	WRAI	FOR	KARI	LAI	KIMA	ABP	REMARKS
AMBIELA											
ASH PLANT											
ASH-PUMPKIN											
ASPARAGUS FRESH											
ASARA											
BARY BEETROOT											
BARY CARROT											
BARY POTATOPS											
BARY RADISH											
BANANA FLOWER											
BATANA											
BEANS											
BEETROOT											
BITTER-GOURDS											
BREADFRUITS											
BROCOLI											
CABBAGE											
CABBAGE LEAVES											
CABBAGE RED											
CAPICUM											
CARROT											
CAULIFLOWER											
CELERY											
COCORUITS											
CORIANDER LEAVES											
CUCUMBER											
CURRY LEAVES											
DRUMSTICK											
CARLIC											
CINGER											
GOTUCOLA											
GREEN CHILLIES											
HERBS											
HERBS BASIL											
HERBS CHINE											
HERBS DILL											
HERBS FENNEL											
HERBS OREGANO											
HERBS ROSEMARY											
HERBS SAGE											
HERBS SARAGEN											
HERBS THYME											
JACK SEEDS											
KARIKUN											
LADIES-FINGER											
LEAFY											
LEMON											
LEMON GRASS											
LETTUCE GREEN											
LETTUCE BUTTER											
LETTUCE ROSEE											

REMARKS:

\_\_\_\_\_  
STORES EXECUTIVE

\_\_\_\_\_  
EXCHEF

\_\_\_\_\_  
PURCHASING OFFICER

Please note: there would be many more items on a daily list, this is just an example of the template.

## Requisitions

To control inventory and to determine daily menu costs in a larger operation, it is necessary to set up a requisition procedure where anything transferred from storage to the kitchen is done by a request in writing. The requisition form should include the name and quantity of the items needed by the kitchen. These forms often have space for the storeroom clerk or whoever handles the storeroom inventory to enter the unit price and total cost of each requested item.

Below is an example of a requisition form:

**Date:**  
**Time:**  
**Page:**

**REQUISITION FOR KITCHEN DEPARTMENT**  
**Food Store**

**PRR: 1**

**Department:**

ITEM	DESCRIPTION	QTY REQ'D	STOCK BAL	USAGE (Mth)	PREVIOUS ORDER			
					SUPPLIER	DATE	QTY	PRICE
1								
2								
3								
4								
5								
6								
7								
8								
9								

**QUOTATIONS (Office use only)**

Supplier							Remarks
Item no.	Unit Cost	Total Cost	Unit Cost	Total Cost	Unit Cost	Total Cost	

**Reason for requisitions:**

**Special instructions:**

**Department:**

**Requested By:**

**Delivery Date by:**

**Authorised by:**

**Approved by:** \_\_\_\_\_

**Cost Controller**

**Approved by:** \_\_\_\_\_

**Finance Controller**

**Approved by:** \_\_\_\_\_

**General Manager**

\_\_\_\_\_  
Stores Executive (Dept. Head)

## Quality Assurance of Commodities

A key component in effective kitchen management is inventory control. By knowing what supplies are on hand at a given time, the manager will be able to plan food orders, calculate food costs since the previous inventory, and make menu item changes if needed.

Regardless of the size of your operation, the principles of inventory control are the same.

### Incoming Inventory

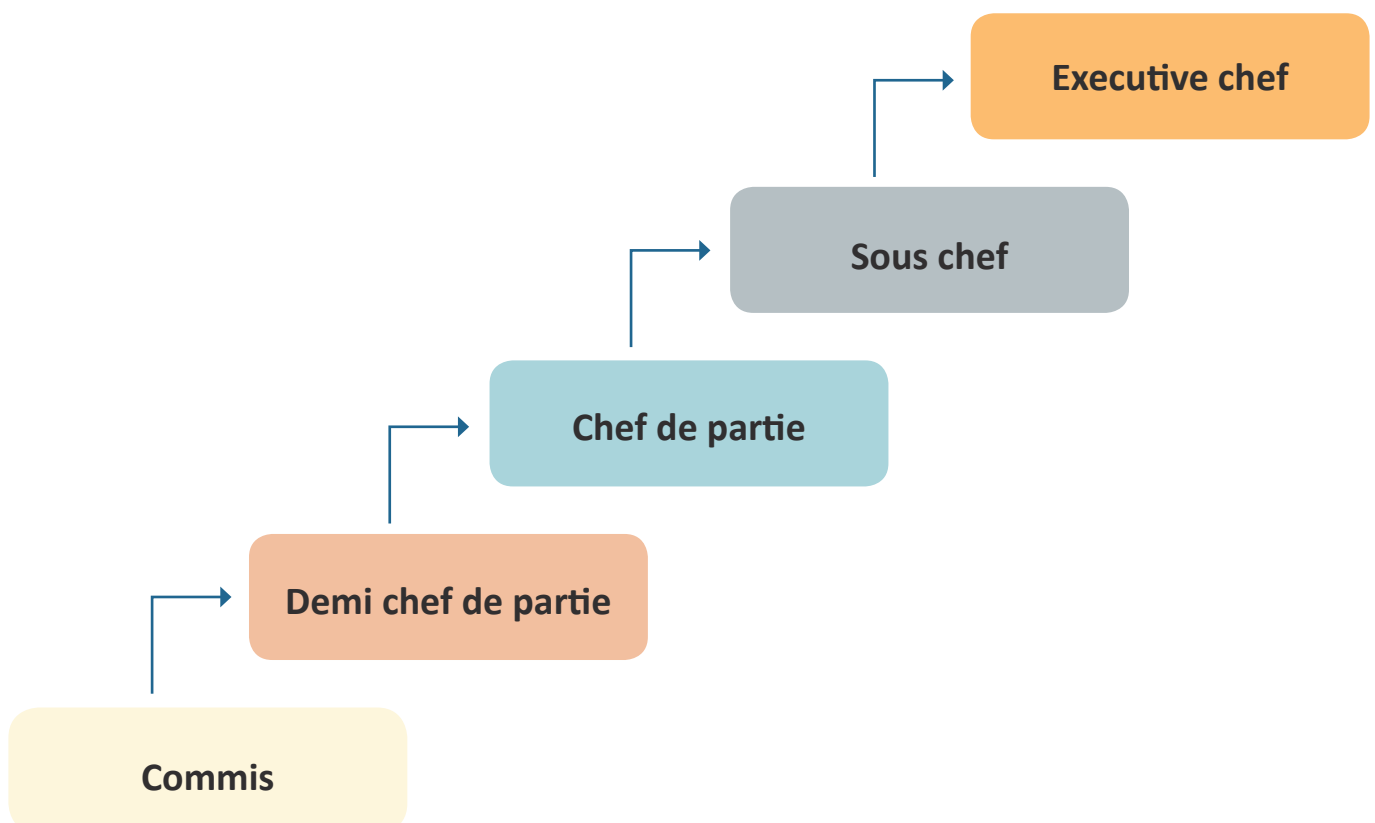
The primary reason for establishing a consistent method for accepting ordered goods is to ensure that the establishment receives exactly what has been ordered. Errors frequently occur, and unless the quantity and quality of the items delivered are carefully checked against what was ordered, losses can take place. When receiving procedures are carefully performed, mistakes that could cost the restaurant time and money are avoided. In addition, an effective receiving method encourages honesty on the part of suppliers and delivery people.

The quantity of food should be checked, and the quality of the goods should be determined before they are accepted. For example, boxes of fresh produce and frozen foods should be opened and inspected to ensure quality.

**Note:** Do not sign the invoice until you are sure that all discrepancies have been taken care of and recorded on the invoice.

If there are any quality issues with the commodities delivered it is very important to follow the correct reporting procedures so that the correct person can rectify the situation with the supplier and ensure that the products you receive, and use are the highest quality possible.

The reporting process should be as follows:





**INTER KITCHEN FOOD TRANSFER NOTE**

Date: \_\_\_\_\_

S/NO 11992

From: \_\_\_\_\_

To: \_\_\_\_\_

DESCRIPTION	ISSUED		RATE	VALUE	
	Qty	Unit	@	Rs.	Cts

\_\_\_\_\_  
Requested by\_\_\_\_\_  
Issued by\_\_\_\_\_  
Approved by



## OPENING AND CLOSING THE KITCHEN

This topic focuses on the procedures of opening and closing a commercial kitchen. In order to have a smooth and efficient operation in any kitchen, it is essential that there are thorough procedures for opening and closing the kitchen.

Opening and closing shifts at a restaurant are arguably the most important shifts of the day. There are many things to get done, and it's helpful to build a clear checklist of tasks for staff to complete. An opening checklist and closing checklist assure that all tasks that are crucial for maintaining a clean and orderly establishment get done at each shift.

### Opening

Starting a work shift properly is a very important factor in the smooth running of a kitchen area.

At all times, keep in mind the three main factors:



When turning on the main services, a quick check is required that all is in order. Check that no accidents have occurred during the night. Check for water leaking or faulty electric items. Be vigilant at all times.

When you start the work shift, you may have to check the following:

- Unlock doors, cupboards, forwards stores
- Switch on the mains electricity
- Turning on the mains gas/water
- Light gas stoves, ovens, salamanders if needed straight away
- Switching on power driven machines and equipment if needed
- Filling the bain-marie and switch on if necessary
- All refrigerators are working satisfactorily
- Report immediately on any irregularities, eg. floor flooded, refrigerator not working etc
- Stocking the kitchen with the necessary food items for the day
- That tools, utensils and equipment necessary for the day are available
- Obtaining and distributing clean linen
- Discussing and deciding on the day's work plan.

## Closing

Closing down the kitchen properly is as important as opening it correctly.

Once service in the kitchen has finished, there is still work to be done - cleaning down, preparing for the next service and ensuring that the correct closing down procedures are followed.

### Food Items

It is important that all usable food items are properly stored following the correct principles, bearing in mind hygiene and cross-contamination. Each food item needs to be correctly covered in a clean dish or tray and stored in its allotted space.

This is especially important for any products that can become easily contaminated. Ensure that all necessary food stuffs and commodities are placed in the fridge.

### Equipment

All large equipment needs to be switched off and cleaned.

All small equipment- spoons, ladles, etc when cleaned should be stored neatly in its allotted space. Any service equipment such as coup dishes, service flats etc needs to be secured after cleaning.

Refuse needs to be bagged and removed to a suitable storage area.

### Closing Down Routine

Only when the above have been completed and checked, can the routine of closing down begin. These procedures will differ from establishment to establishment but generally would be as follows:

- Ground level windows closed
- Food stores, refrigerators, offices, etc closed and locked
- All gas appliances switched off as appropriate
- Ventilation on/off to house standard
- Electrical equipment switched off as appropriate
- Doors locked

### Using a checklist

A sure way to ensure these tasks and duties are complete is to use a checklist. A checklist is a document which has all the required tasks to be undertaken listed in their order of completion with a Yes/No column at the opposite side. These entries are ticked off as tasks are completed.

**Use of a checklist for a procedure like opening and closing down the kitchen is highly recommended.**

**REVIEW**

Give 3 advantages of an efficient food costing system:

- 1.
- 2.
- 3.

What is the difference between direct labour costs and indirect labour costs?

How do you calculate the following (give equation)

Gross Profit –

Net Profit –

Average spending power –

Food costs for one week at the restaurant you work in are Rs.15,000. For the same week, the restaurant spends Rs.12,000 on labour and overheads. Food sales for the week total Rs.30,000.

1. Calculate the gross profit the restaurant makes for the week.
2. Calculate the net profit the restaurant makes for the week.

What are 3 objectives of a standard recipe?

- 1.
- 2.
- 3.

In yield testing calculations, what does AP and EP stand for?

AP –

EP –

Why is yield testing important?

Write 3 questions you can use to assess a supplier?

- 1.
- 2.
- 3.

Why are requisitions used in commercial kitchens?

Before accepting inventory, what should you check?

## SUPERVISORY SKILLS

This topic will focus on the supervisory skills you will need to be aware of and develop as you advance in your career as a chef. At a certain point in your career if your goal is to move up in the chain of management, it will no longer be enough to be a good chef with a high level of technical skills. You will have to learn and practice how to manage a team effectively to achieve business and quality outcomes.

Chefs de partie, sous chefs and head chefs are all responsible for supervising health, safety and many other management functions in a kitchen operation. The first step to becoming a chef supervisor is work ethic. The individual selected to be a supervisor must first be a good worker. Chefs need to be technically competent. They need to know all aspects of professional culinary practices.

Many chefs have the role of supervisor built into their job specification and job responsibilities. In general, chef supervisors fail because they can't get others to work effectively. They fail or they succeed because they lack or have good people skills.

Any supervisor must have certain qualities to do their jobs effectively. For a chef this goes beyond soft skills.

These are just some of the traits required:

- Positive personal attitude
- Problem solving skills
- Honesty
- Awareness of employee problems
- Respect in communicating with employees
- Perfect personal hygiene and grooming
- Technical competence
- High motivation with the ability to motivate others
- Consistency
- Acceptance of diversity
- Ability to trust others
- Ability to praise others when deserved
- Leadership by example
- Team-building skills
- Loyalty to organizational goals and employees
- Good listening skills
- Desire to please customer
- Good persuasive skills and interest in imparting knowledge
- Love of cooking

Chef supervisors need to be able to bring all these qualities to the workplace. Chefs must be able to coach and supervise under the pressures of busy meal service periods. The chef supervisor should have the ability to understand the feelings, attitudes, and motives of others. The chef must communicate effectively. Good relations with the kitchen team and all other departments in the company are critical. These attributes apply whether the chef is employed in a restaurant, hotel, institution, club, the military, education, or any other food service organization.

## Elements of Kitchen Supervision

Supervising
Supervision is about the most effective and timely use of personnel and materials to achieve goals. The goals of the chef supervisor focus on customer satisfaction and retention. These goals are achieved by maintaining a highly motivated, well-trained kitchen team.
Planning
The chef supervisor obviously needs to plan menus, but this is only part of the chef supervisor's planning responsibilities. Extensive planning is required to run a smooth, efficient foodservice operation.
Organising
A quality plan is the basis for good organisation. Good organisation is needed to carry out a plan. One of the chef supervisor's key roles is the organising of people and materials to succeed in completing the plan
Coaching
Coaching is the guiding, supporting, and correcting of kitchen staff to perform their jobs to reach common objectives. It means creating a workplace in which staff members feel comfortable enough to give their best.
Team Building
Kitchen employees can be developed into teams with the help of a committed chef supervisor. In an effective kitchen team, each member has an assigned role. When the members combine their skills to build on strengths and minimize weaknesses, foodservice quality objectives are assured. On the other hand, when members of the kitchen staff are poorly led and work as individuals, they often will fail. It is a chef supervisor's job to build the team.
Communication
Communication is a basic and essential element of the supervision process. Supervision often breaks down or fails because of poor communication. The challenge that must be addressed is the difference between what is said and what is heard. A supervisor must constantly check if what is being communicated is understood. Assuming that it is understood can lead to unnecessary problems.
Delegation
Delegation means granting to a kitchen team member the authority to oversee specific tasks and responsibilities. This includes letting other team members know that these responsibilities have been delegated to this team member. Chef supervisors should not "delegate" the parts of their work they consider unpleasant, unimportant, or risky.



**Sanitation**

It is important for the chef supervisor to be very thorough and strict about sanitation. All foodservice workers are potential disease spreaders. This fact requires the chef supervisor to analyse the procedures involved in every aspect of the operation. These include food receiving, preparation, cooking, and storage of food leftovers.

**Safety**

One goal of excellent foodservice operation is to reduce the possibility of accidents in the kitchen. Accident prevention works best when it involves the participation and cooperation of all kitchen team members. The issue of safety needs to be included in orientation and training programs.

**Leadership**

Leadership styles and skills are vital to making all the factors and elements of supervision in the kitchen work. Every leader will develop their own styles and skills and it is good to actively follow best practice to develop your own leadership style. These two areas have a major impact on the quality of supervision.

**REVIEW**

What is the first step to becoming a chef supervisor?

What do you think are the top 5 most important traits for a chef supervisor?

Select five elements of Kitchen Supervisions and write notes about each one in your own words?

1.	
2.	
3.	
4.	
5.	

What areas can you work on to increase your chef supervision and management skills?

## CULINARY COMPETITIONS

This topic focuses on culinary competitions. There are various categories that can be entered and each one has their own requirements. It also examines the preparation and use of aspic which is knowledge necessary for competitions.

Competitions play a vital role in culinary arts as **they continually raise the standards of culinary excellence**. As a chef, the opportunity to put your skills and knowledge to the test in a competitive format allows you to practice and perfect your skills/craft. Many chefs gain a lot of fulfilment out of this type of recognition.

The IKA/Culinary Olympics is the oldest, largest and most diverse international culinary arts competition in the world. Full of passion, professional chef teams work on the perfect interaction of ingredients, preparation and presentation. In fair competition, new culinary trends have been created for 100 years.

For more information about the competition you can visit: <https://www.olympiade-der-koeche.com/en/>

### Categories in the Competition

In the tables that follow, there are details on the different categories of the Culinary Olympics. While these may change in the future, each category table will give you an understanding of what is involved and how it will be judged. Having an understanding of this will help you if you choose to enter a competition during your career.

#### ARTISTIC SCULPTURES

##### Program requirements – Artistic sculptures (Category D)

Category D is about show and artistry. The exhibits in this category should demonstrate to the visitor the difference between cookery and culinary artistry.

##### Category D 1: Culinary Artistry

- Cold food decorations and showpieces are sculptures made out of margarine, ice, salt cut into decorative shapes and forms etc.
- Height minimum 60 cm and maximum 150 cm including the base.
- Base maximum 80 cm x 80 cm x 12 cm height.
- Display may extend beyond width and length of the base but cannot exceed the maximum height.

##### Category D 2: Pastry Artistry

- Pastry ornamental sugar work can be: Icing, pulled or brown sugar into forms and lacework, painting with chocolate, ornamental chocolate work, chocolate cut into decorative shapes and forms, creations made of nougat and tragacanth, pastillage, gum paste, objects modelled in marzipan and decorative cakes.

### Table

1 × 1.5 m = 1.5 m<sup>2</sup> table – with one power outlet. White tabletop and white skirting.  
In the interest of safety in the halls it is forbidden to dismantle the tables or to add one's own tables.  
A power supply of 220-volt, 16 A is available under the table. It is strictly forbidden to use living animals as table decorations.

**IMPORTANT:** The program has to be displayed in its entity in one day. Each exhibition item can only once be accepted to the competition.

### International Jury

- judges accredited in artistic sculptures
- the jury can cut any of the items if necessary
- artistic sculptures will not be tasted
- the decisions of the jury are final and irrevocable

### Judging

The exhibition items must be exhibited at 07.00 h. The withdrawal will start approx. at 19.00h. In case of late finishing of the setup the jury will deduct points.  
All exhibition items will be judged individually according to the 100 points system. No half points will be awarded.

### Judging point's

Presentation and innovation	30 points
Composition	30 points
Correct professional preparation Skills, techniques	30 points
Serving arrangements	10 points
TOTAL:	100 points

## INDIVIDUAL CLASSIC FRUIT AND VEGETABLE CARVING

### Individual classic fruit and vegetable carving (K1) Objective

Make up your own banquet composition of fresh fruits and vegetables, combining various products within one design. List of products is unlimited. Participants should pursue a maximum balance of combination, including balance of concept and contents, colour pallet and highly artistic performance of all elements of the composition.

### Table

1 × 1.5 m = 1.5 m<sup>2</sup> table – with one power outlet. White tabletop and white skirting. In the interest of safety in the halls it is forbidden to dismantle the tables or to add one's own tables. A power supply of 220 volt, 16 A is available under the table. It is strictly forbidden to use living animals as table decorations.

**IMPORTANT:** The program has to be displayed in its entirety in one day. Each exhibition item can only once be accepted to the competition.

### Rules

Object must be presented on time.  
Object must be three dimensional and appealing from front and both side angles. Dimensions must be respected.  
Each participant shall place its entry card next to the object.

### Composition and presentation

- Attention to details, finished appearance, proportion and symmetry.
- Theme must be inoffensive and non-violent.
- Theme must be cleverly interpreted, well researched and clearly understood.
- Display should be light, proportionate and well balanced.
- There must be a clear focal point.
- Elements must be properly assembled, and seams must be discreet.
- Assembled object must fit perfectly.
- Degree of difficulty must be high.
- Design must be elegant, sophisticated, sober, peaceful and joyful.
- The choice of products, their colour harmony including the peel and the core are important as well as the ability to demonstrate all of it.
- Only food colours are allowed.
- The display must be kept fresh during the whole length of the event.

### **Creativity and originality**

- First impression must be pleasing, attractive. Important is, how the elements of the arrangement come together to present a successful ensemble.
- Display should be original and creative – unusual combinations should be aesthetically pleasing.
- Innovative carving techniques and incisions should be demonstrated.
- Centerpieces should take many hours to plan and create.

### **Method of work – techniques**

Details and the accuracy of the work:

- Cleanliness of the incision (knife lines imprinted onto an already prepared surface should not be visible).
- Depth of the section.
- Thickness of the section.
- Methods of incision used.
- Precision of the details.
- Correct proportions for 2D and 3D shapes.
- Properly assembled, no visible seams.
- Symmetry when dealing with repeated elements.
- High relief (i.e. when carving separate forms – human, animal, vegetal, the relief should be high, so the figurine is well defined and the form underlined).
- After the basic figure is finished, the residing part of the peel should be smoothed and cleaned (in case it is not already removed completely).
- Carving must be anatomically correct (when applicable).

### **Permitted**

- Toothpicks, wood skewer and any type of glue, textiles and other decoration materials practically used to enhance a banquet composition (the connecting materials must be well hidden and must not be seen from any side).
- Natural greenery can stand in a pot with soil.
- Soil must be contained and decorated so it does not touch the carvings (to avoid contamination).
- Greenery should not exceed 1/3 of the composition.

### Prohibited

- Any advertisements included in the designs as well as racist symbols.
- Use of unsanitary decoration items (ears, earth, sand, soil – if not contained separately - animal fur and moss) as well as cult objects (cross, icons and other attributes of religious practices).
- Use of decorative elements such as stones, artificial flowers, ribbons and beads.
- Non-food colouring.
- Internal construction of any type, like glass, metal, plastic or wooden supporting structures.
- Toxic paints and sprays, artificial materials and decorations.
- The use of moulds

### International jury

- judges accredited in individual classic - fruit and vegetable carving
- the jury can cut any of the items if necessary
- the decisions of the jury are final and irrevocable

### Judging

The exhibition items must be exhibited at 07.00 h. The withdrawal will start approx. at 19.00h. In case of late finishing of the setup the jury will deduct points.

All exhibition items will be judged individually according to the 100 points system. No half points will be awarded.

The exhibition items will only be judged, if they have not already been displayed. Exhibitors should note that an exhibition item displayed in closed showcases has to be accessible to the jury, as otherwise no judgement will be given.

The exhibition item will only be judged if consists of food materials.

### Judging point's

Design and composition	30 points
Technical skills and degree of difficulty	50 points
Creativity and originality	20 points
TOTAL:	100 points

## INDIVIDUAL ARCHITECTURAL FRUIT AND VEGETABLE CARVING DISPLAYS

### Program requirements

Dimensions: Height minimum 60 cm and maximum 120 cm including the base (base maximum 80 cm x 80 cm x 12 cm height).

Display may extend beyond width and length of the base but cannot exceed the maximum height. Participants can only enter one display per day.

### Individual architectural fruit and vegetable carving displays (K2) Objective

Make up your own banquet composition of fresh fruits and vegetables, combining. List of products is unlimited. Participants should pursue a maximum balance of combination, including balance of concept and contents and highly artistic performance of all elements, with the support of a hidden structure.

### Table

1 × 1,5 m = 1,5 m<sup>2</sup> table – with one power outlet. White table top and white skirting.

In the interest of safety in the halls it is forbidden to dismantle the tables or to add one's own tables. A power supply of 220 volt, 16 A is available under the table. It is strictly forbidden to use living animals as table decorations.

**IMPORTANT:** The program has to be displayed in its entity in one day. Each exhibition item can only once be accepted to the competition.

### Rules

Object must be presented on time.

Object must be three dimensional and appealing from front and both side angles. Dimensions must be respected.

Each participant shall place its entry card next to the object.

In this category internal support such as glass, metal, plastic or wood, may be used but must be totally invisible.

### Composition and presentation

- Attention to details, finished appearance, proportion and symmetry.
- Theme must be inoffensive and non-violent.
- Theme must be cleverly interpreted, well researched and clearly understood.
- Display should be light, proportionate and well balanced.
- There must be a clear focal point.
- Elements must be properly assembled, and seams must be discreet.
- Assembled object must fit perfectly.
- Degree of difficulty must be high.
- Design must be elegant, sophisticated, sober, peaceful and joyful.



- The choice of products, their colour harmony including the peel and the core are important as well as the ability to demonstrate all of it.
- Only food colours are allowed.
- The display must be kept fresh during the whole length of the event.

### Creativity and originality

- First impression must be pleasing, attractive. Important is, how the elements of the arrangement come together to present a successful ensemble.
- Display should be original and creative – unusual combinations should be aesthetically pleasing.
- Innovative carving techniques and incisions should be demonstrated.
- Centerpieces should take many hours to plan and create.

### Method of work – techniques

Details and the accuracy of the work:

- Cleanliness of the incision (knife lines imprinted onto an already prepared surface should not be visible).
- Depth of the section.
- Thickness of the section.
- Methods of incision used.
- Precision of the details.
- Correct proportions for 2D and 3D shapes.
- Properly assembled, no visible seams.

In case of late finishing of the setup the jury will deduct points.

All exhibition items will be judged individually according to the 100 points system. No half points will be awarded.

### Judging point's

Design and composition	30 points
Technical skills and degree of difficulty	50 points
Creativity and originality	20 points
TOTAL:	100 points

The exhibition items will only be judged, if they have not already been displayed. Exhibitors should note that an exhibition item displayed in closed showcases has to be accessible to the jury, as otherwise no judgement will be given.

The exhibition item will only be judged if consists of food materials.

## INDIVIDUAL CULINARY ART

### Program requirements – Culinary art

#### a) Finger food

- weight should be 10 – 20 g each
- to be eaten in one bite
- should be served on china, glass, cups, spoons or any other appropriate service ware. No extra cutlery is allowed
- can be served with dipping sauce
- two (2) x different kinds prepared cold, served for six (6) persons
- two (2) x different kinds prepared hot, served cold for six (6) persons

#### b) Five (5) course fine dining gastronomic menu for one (1) person, dessert included

### Table

1 × 2 m = 2 m<sup>2</sup> table – with one power outlet. White table top and white skirting.

In the interest of safety in the halls it is forbidden to dismantle the tables or to add one's own tables. A power supply of 220 volt, 16 A is available under the table. It is strictly forbidden to use living animals as table decorations.

**IMPORTANT:** The program has to be displayed in its entity in one day. Each exhibition item can only once be accepted to the competition.

### International jury

- judges accredited in culinary arts
- culinary arts will be judged by chefs only
- the jury can cut any of the items if necessary
- culinary arts will not be tasted
- the decisions of the jury are final and irrevocable

### Judging

The exhibition items must be exhibited at 07.00 h. The withdrawal will start approx. at 19.00 h.

In case of breach of the above mentioned rules the respective competitor will be penalised with a deduction of ten (10) points obtained in this category by degree of the chairman of the jury.

### Judging point's

Presentation and innovation	30 points
Composition	30 points
Correct professional preparation Skills, techniques	30 points
Serving arrangements	10 points
TOTAL	100 points

## INDIVIDUAL LIVE ARTISTIC FRUIT AND VEGETABLE CARVING

### Live artistic fruit and vegetable carving (K3)

#### Objective

Participants have to carve a design, working exclusively in the contest zone, within 3 hours using a wide variety of skills.

The contest includes the qualification to the final of the day and the final.

The organizer will announce at the end of each day the participants who are qualified to the final. For the final a score of 80 points have to be reached.

#### Participants

- A person can submit one application only.
- In order to ensure an orderly use of working tables during the qualification, the organizer will exclusively decide on an applicant's date and time of contest, though all participants suggestions will be considered.
- Participants will be informed of their competition date and time.
- By applying to the contests, participants accept its rules and conditions.  
Non acceptance of these rules will result in disqualification of the participants.

#### Rules

- Participants have three (3) hours' time to carve one composition.  
Within this timeframe participants must finish their carving and assemble their displays and clean their workstation, remove all waste and tools from table and hand over the workplace to a juror in proper condition.
- Participant must prepare its exhibit from scratch, no preparation in advance will be allowed.
- The participant is allowed in the competition area 30 minutes before the start of the competition to set-up their working space and display area.
- Before starting the competition all the rules of the category will be announced to the competitor by a member of the jury.
- Each competitor will be assigned to a working table (sized 1.20 m x 0.7 m), a chair, and a waste bucket. This table has to be used for working as well as setting up the finished piece. All other materials such as tools, cutting boards, cleaning materials, must be brought by the participant.
- Each participant shall place his/her entry card at his/her carving station, which will stay before the finished object during the exhibition day.
- Five (5) different products (one (1) big and four (4) four smaller ones).  
All five (5) products must be carved and presented.  
The garbage container must only contain the seeds, peels and trimmings generated during the carving. More than one piece may be carved out of a fruit or vegetable.
- Products should be delivered by the participants themselves.
- Products must be clean but not peeled. Exception: If only a small cut of a large fruit/vegetable is intended to be used (i.e. beak of a bird, colourful ornament of a figure etc.)
- All items must be placed on the table. No items underneath the table are allowed, except a garbage container and a container with water.

- The final and total score in this competition is reached by averaging the points obtained at the competition day and final round.
- Participants not reaching the final will be awarded with their respective diploma/medal during the award ceremony on the day of their participation.
- All carvings will be exhibited until the end of the competition day. Early removal of the carvings are not allowed.
- The schedule of the final may be different from the schedule of the competition day.

### Composition and presentation

- The objects have to be ready within time. Unfinished pieces result in a lost of points.
- First impression – how the elements of the arrangement come together to present a successful ensemble is very important.
- Carving must be pleasing not aggressive or violent. If found offensive, objects may be removed by the jury or the organizer.
- Participants are encouraged to use various carving elements and techniques.
- The choice of products, their colour harmony including the peel and the core are important as well as the ability to demonstrate all of it.
- A distinctive theme with a clear focal point, cleverly interpreted, well researched and clearly understood (this does not apply in the case of an already announced theme).
- Demonstration of innovative and creative ideas.
- Objects proportionate and well balanced.
- The objects must be kept fresh during the whole length of the event.
- Unusual incisions and carving techniques.
- Possible of use in a banquet or reception.

### Method of work – techniques

Details and accuracy of work:

- Cleanliness of the incision (knife lines imprinted onto an already prepared surface should not be visible).
- Depth of the section.
- Thickness of the section.
- Methods of incision used.
- Precision of the details.
- Correct proportions for 2D and 3D shapes.
- Properly assembled, no visible seams.
- Symmetry when dealing with repeated elements.

- High relief (i.e. when carving separate forms – human, animal, vegetal, the relief should be high, so the figurine is well defined and the form underlined).
- After the basic figure is finished, the persisting part of the peel should be smoothed and cleaned (in case it is not already removed completely).
- Carving must be anatomically correct (when applicable).

#### Permitted

- Small cuts to check the quality of the products.
- Toothpicks, wood skewers, supports, textiles and other decoration materials practically used to enhance a banquet composition (the connecting materials must be well hidden and must not be seen from any side).
- Greenery should not exceed 1/3 of the composition.

#### Prohibited

- Any advertisings included in the designs as well as racist symbols.
- Use of unsanitary decoration items (ears, earth, sand, soil – if not contained separately - animal fur and moss) as well as cult objects (cross, icons and other attributes of religious practices).
- Use of decorative elements such as stones, artificial flowers, ribbons and beads.
- Non-food colouring.
- Toxic paints and sprays, artificial materials and decorations.
- The use of moulds.

#### Material costs

The cost of materials for the exhibition items and decorations are at the expense of the exhibitor.

#### Hygiene and uniform

- During the competition, participants will wear their professional cooking uniforms. • The use of gloves is not mandatory.
- Hair must be pulled back and restrained.
- Chef's hats are not mandatory.
- In the course of work, competitors should rigorously and professionally maintain cleanliness.
  - during the execution of the project
  - when storing the resulting carvings
  - while exhibition them
- Upon finishing carving a participant shall remove all waste and tools from his/her table and hand over the workplace to a jury member in a proper condition. • Only finished displays should remain on the table.

### International jury

- judges accredited in individual classic - fruit and vegetable carving
- the jury can cut any of the items if necessary
- the decisions of the jury are final and irrevocable

### Judging

Exhibitors should note that an exhibition item displayed in closed showcases has to be accessible to the jury, as otherwise no judgment will be given. The exhibition item will only be judged if it consists of food materials.

### Judging point's

Design and composition	30 points
Technical skills and degree of difficulty	40 points
Creativity and originality	20 points
Mise en place and hygiene	10 points
TOTAL:	100 points

## INDIVIDUAL PASTRY ART

### Program requirements – Pastry art

- a) Display of sweet biscuits, chocolates, petit fours or friandises
  - for six (6) persons x four (4) sorts = 24 pieces, weighting 6 g - 14 g each
  - one (1) plate with one (1) of each for presentation
- b) Four (4) different individual plated desserts for one (1) person
  - one (1) with chocolate as the main ingredient
  - one (1) with fruit as the main ingredient
  - two (2) of the individual exhibitors own choice

### Table

1 × 2 m = 2 m<sup>2</sup> table – with one power outlet. White table top and white skirting.  
In the interest of safety in the halls it is forbidden to dismantle the tables or to add one's own tables. A power supply of 220 volt, 16 A is available under the table. It is strictly forbidden to use living animals as table decorations.

**IMPORTANT:** The program has to be displayed in its entity in one day. Each exhibition item can only once be accepted to the competition.

### International Jury

- judges accredited in pastry arts
- the jury can cut any of the items if necessary
- pastry arts will not be tasted
- petit fours plate required for cutting and examination
- the decisions of the jury are final and irrevocable

### Judging

The exhibition items must be exhibited at 07.00 h. The withdrawal will start approx. at 19.00 h.

In case of breach of the above mentioned rules the respective competitor will be penalised with a deduction of 10 points obtained in this category by degree of the chairman of the jury.

### Judging point's

Presentation and innovation	30 points
Composition	30 points
Correct professional preparation Skills, techniques	30 points
Serving arrangements	10 points
TOTAL:	100 points

## Common to all categories

### Labelling

The plates and exhibition items have to be uniformly labelled in order to designate them properly. The organizer has the right to remove plates that do not fulfil the standard requirements of artistic sculptures or culinary art.

### Material costs

The cost of materials for the exhibition items and decorations are at the expense of the exhibitor.

### Feedback

The competitor will be given feedback on the competition day.  
A couple of judges will be in the hall of the cold exhibition after 14.00 h.

### Awards Ranking/prizes

For each complete program one medal is awarded according to the points scored and one diploma is awarded to the competitor.

An additional diploma can be handled out to the company, the competitor is working for.

100 points	gold medal with diploma and distinction
99,99 – 90,00 points	gold medal with diploma
89,99 – 80,00 points	silver medal with diploma
79,99 – 70,00 points	bronze medal with diploma
69,99 – 60,00 points	diploma
59,99 – 0 points	confirmation of participation

### Customs

Generally, there should be no problem with the import of goods in limited quantities into Germany. From overseas the regulations must be respected. Each participant receives – upon request – a participation confirmation which has to be shown at customs upon request. Each imported good underlies the health and hygienic food regulations as defined by the European Union.

### Goods and raw materials

All goods and raw materials required for the preparation of the plates/platters and meals are available at the best quality in Germany. As an advance order is necessary, the participants can be provided with a list of special shops upon request. The competitors must produce all products by themselves.

### Insurance

All exhibitors must take out professional indemnity insurance to cover any risks associated with their participation in the exhibition.



## Here are some tips on how to plan your participation in a live competition:

- Read the criteria or regulation book carefully.
- Put together a team of members with different skills
- Submit the team's application according to the criteria requested.
- Nominate a team leader
- Have a discussion or briefing on event criteria and general regulations to make sure all team members understand correctly.
- Plan your menu taking into account ideas from the whole team.
- Once the menu is finalized, plan and write the followings lists:
  - Ingredients
  - Basic cutlery and crockery
  - Equipment
  - Technical assistance required
  - Resources required from the organizers (eg. power supply, electrical equipment, gas operated equipment etc)
- Plan basic and advanced practice sessions with a time frame given (no of practices to be planned).

## What to do at the competition:

- Report to the competition hall at least two hours before the event starts
- Check all resources given according to your plan
- Check that the power supply and gas supply are working
- Set up all your equipment
- Check the waste management facilities (dry and wet)
- When the competition starts, follow your segregated work plan
- Always maintain best practice for personal and food hygiene.
- Stick to the order of preparation that your team has planned
- Check the time frame carefully
- Before you finish, check that all necessary requirements have been followed (eg. cooking temperature, chilling temperature etc)
- Make sure that the final details – sauce, accompaniments, garnishes are all prepared.
- Make sure the all dishes are displayed under the correct temperature.
- Before leaving the competition area, cleaning and garbage disposal to be completed and handed over to the relevant authorized person



## ASPIC

Aspic jelly is clarified stock that contains enough gelatin to solidify when cold. The gelatin may be naturally extracted from bones or added from a package. Good stock naturally contains a certain amount of gelatin but, in most cases, it must be supplemented with additional unflavored packaged gelatin.

Aspic is used as a coating for foods and as a binding ingredient. When it is used as a coating, it has three main purposes:

1. To protect foods from the air, which would dry them out and discolour them.
2. To improve appearance and give shine.
3. To add flavour. This last purpose is, of course, best accomplished if the stock is of high quality.

Aspic is often used to glaze food pieces in food competitions to make the food glisten and make it more appealing to the eye. Foods dipped in aspic have a lacquered finish for a fancy presentation.

### Aspic gelatin recipe

- Good quality powdered gelatin 180 grams.
- Distilled water 1 litre.

#### Method

- Place distilled water in half food pan.
- Sprinkle gelatin powder slowly to the distilled water bit by bit.
- When the gelatin powder is soaked completely, rest overnight under room temperature.
- On the following day, heat the oven to 80 degrees and bake gelatin till dissolved.
- Remove from oven, and pass the gelatin through muslin cloth three times.
- Place gelatin in chiller and when it is needed, heat the gelatin in a bain-marie.
- Glaze items under the following temperatures.
  - First coat - 25 degrees.
  - Second coat - 20 degrees.
  - Third coat - 15 degrees.

#### Aspic Powder

Aspic powder is unflavoured gelatin mixed with a powdered stock base. To prepare it, follow the instructions on the container. Additional unflavoured gelatin may be needed for some purposes.

## Procedure for Cooling Aspic Jelly

1. If the jelly is congealed, it must first be melted. Set the pan or container of jelly in a hot-water bath. Stir it gently from time to time until it is completely melted.
2. Place the warm aspic jelly in a stainless-steel bowl.
3. At all times be careful not to make any bubbles. Bubbles in the jelly may get transferred to the surface of your food item and spoil the appearance.
4. Select a ladle that fits the curve of the bowl. Set the bowl in crushed ice, pushing it in so it sits in a well of ice. With the edge of the ladle against the inside of the bowl, rotate the bowl so the ladle continually scrapes the inside of the bowl. This method prevents the formation of lumps that occur when jelly touching the cold bowl solidifies too quickly.
5. Continue to rotate the bowl until the jelly is thick and syrupy but not yet set. The jelly is now ready for use. Remove from the ice bath and work quickly, because it will set very fast.
6. Re-melt and re-cool the jelly as necessary.

## Procedure for Coating Foods with Aspic Jelly

1. Chill the food to be coated. For best results, the surface of the item should be as smooth and as free of fat as possible.
2. Place the item on a wire rack over a tray or sheet pan. Excess aspic that falls onto the tray can be remelted and reused.
3. Cool the aspic jelly according to the procedure above.
4. Use the aspic as soon as it is ready. Various methods can be used to coat foods with aspic, depending on the size and shape of the item.
  - For smooth regularly shaped items, use a large ladle and nap them with a single stroke. Working too slowly may produce an uneven, bumpy coat.
  - Large items and items with a steep side or irregular shapes are harder to coat. Using a ladle, coat the sides first and then the top for best results.
  - For small items, it may be more convenient to use a kitchen spoon than a ladle.
  - A pastry brush can be used to coat small items. A brush is often used for small portions, such as canapés, that need only a light glaze rather than a perfectly smooth coating of aspic.
5. Chill the items until the jelly is thoroughly set.
6. Repeat with additional coats, if necessary, until the aspic is of the desired thickness.
7. To decorate, dip pieces of decoration in liquid aspic and place on the product in the desired pattern. Some items appropriate to use for decorating aspic are:

Leek leaves, Black olives, Tomato peels, Fresh herbs, especially flat-leaf parsley and tarragon and Carrots - As appropriate, cut the items for decoration into very thin slices and then into desired shape.
8. If decorations are used, cover the decorated item with a final layer of aspic jelly to protect the design.

**REVIEW**

Why would a chef choose to compete in the culinary Olympics?

Read the category tables and answer true or false for the following:

1. In culinary artistry the height has to be minimum 60cm and maximum 150cm including the base.
2. The jury can't cut any of the items.
3. In individual classic fruit and vegetable carving each participant shall place its entry card next to the object.
4. Toothpicks, wood skewer and any type of glue, textiles and other decoration materials practically used to enhance a banquet composition are not permitted.
5. Food colours are allowed.
6. In culinary art, the weight of finger food should be 40-50 grams each.

When will you be given feedback about your entry?

What is Aspic Jelly?

What are the three main purposes of aspic?

Why is aspic used in competitions?



# MENU PLANNING

This topic covers the competencies required to develop different types and styles of menus for varying uses considering the cost factor.

In olden times the “Bill of fare” as it was termed in English or “Menu” in French, was not presented at the table. It was very large and was placed at the end of the table for anyone to read. As time progressed, the menu became smaller and increased in the variety of food choice offered in it, allowing a number of copies per table.

Menu planning is one of the important managerial activities of food and beverages operations executed by a team comprising the entrepreneur/proprietor, the restaurant manager, and the executive chef. In a large hotel, the general manager and the food and beverage (F&B) manager will also be members of the team. It is regarded as an art, only acquired through experience and study.

The main aim of a food menu is to inform guests in a clear way what is available to them to select their meal. The kind of food and drinks that people choose to consume depends mainly on the amount of money that they are prepared to pay for it, within a given set of circumstances.

Apart from the cost aspect, there are other factors, which may concern the guest, they may include:

The type and choice of food and drinks available

The quality of the product offered

The quantity of the product offered

The consistent standard of the product

The consistent standard of the product

Food and drinks served at the correct temperature

The range of textures, flavours, aroma and colours offered by a food dish

The presentation of food and drinks enhance the products and priced value for money

## The variety in menu choice

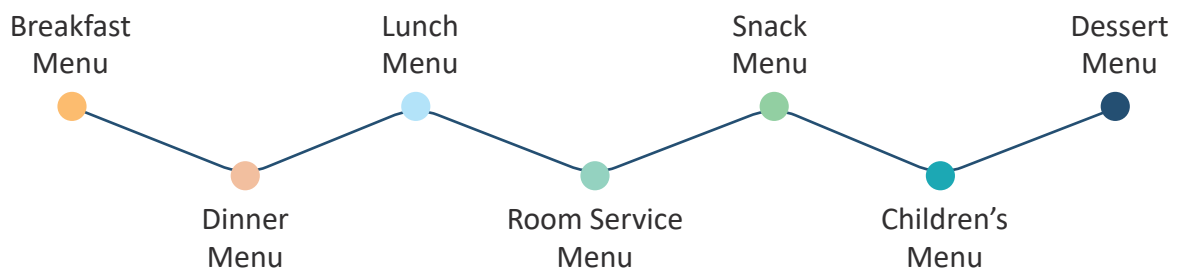
The type of menu offered by an establishment and the variety of menu choice should also confirm to the requirements of the total meal experience. In smaller restaurants the choice of menu items offered is usually limited, for reasons such as price, the amount of time taken to consume a meal and the type of guests who patronize these restaurants may feel uncomfortable if presented with a large menu selection.

Whereas in high-class restaurants where the average spending power is more per head, the menu selection is normally greater.

Further consideration affecting the choice of menu from the management's point of view will be the production and service facilities available, the skill of staff, the available commodities and potential profitability of the menu.

A restaurant may have several menus for different occasions. It is important for personnel to know which menu is applicable where and when.

### These menus could be:



## Objectives of Menu Planning

The objectives of menu planning is to:

1. Meet nutritional needs
2. Plan meals within the food cost
3. Simplify purchase, preparation, and storage of meals
4. Provide attractive, appetizing meals with no monotony
5. Save time and money
6. Minimize overhead expenditure, i.e., fuel, electricity, water, labour.
7. Meet/exceed customer expectations
8. Determine production methods and distribution systems
9. Predict and decide on staffing levels
10. Provide quality, standardization & predictability

Menu planning is the most important aspect of planning and organization in the food industry. It is an advance plan of a dietary pattern over a given period of time.



## A menu as a sales tool

A common and major aid in the context of selling in a food service establishment is the menu in all its menu forms. Once the guest is in the premises of the restaurant, one of the main sales tools is some form of menu.

With the careful yet effective application of design, layout and graphics, a menu can complement the atmosphere and type of service. And with the correct use of language and location of the images it will serve as a reliable and useful sales medium.

The basic menu criteria

There are a number of basic factors to be considered to ensure that a menu is to be an effective sales tool. The general presentation is most important, as it identifies the image and personality of the particular establishment.

The following factors are vitally important:

**The menu should be attractive**

The first impression of a menu should be that it looks interesting and inviting and that the guest really wants to read it.

**It should be clean**

Although this appears to be obvious, it is something that is frequently ignored by many restaurants.

**It should be easy to read**

The use of attractive graphics, space and colour can also help the guest to make his/her selection by directing and attracting the eye.

**It should reflect current awareness**

The current trends in eating habits should be taken into consideration.

**It should compliment the occasion**

The menu should be suitable and complimentary to the occasion.

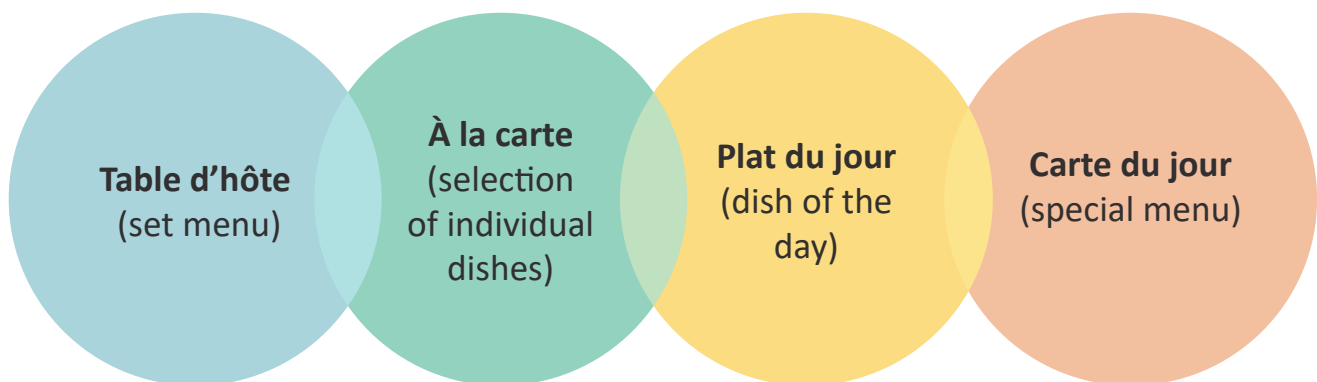
**The design**

The design can assist in achieving the uniqueness of a particular food and beverage operation.

Since the menu is a sales tool, it is understandable to try to make every dish sound as appealing as possible. You should aim to give accurate and truthful descriptions. Giving misleading names to menu items is dishonest and unfair to the customer. Customers who feel confused or cheated may not come back.

## Types of Menu

Although there are many types of restaurants offering meal experiences, there are basically only four types of menus.



### Table d'hôte

The definition of table d'hôte menu is covered by the following points:

- The menu has fixed number of courses
- There is a limited choice within each course
- The selling price of the menu is fixed
- The dishes provided will all be ready at a set time

This type of menu usually contains the popular type dishes and is easier to control, the set price being fixed for whatever the guest chooses or being set depending on the main dish chosen. It is a common practice in many restaurants for a table d'hôte menu to be offered to guests together with an à la carte menu. Table d'hôte menus can be offered for breakfast, lunch and dinner.

## À la Carte menu

The term à la carte may be translated as ‘from the card’. This type of menu may be defined by the following points:

- It gives a full list of all the dishes that may be prepared by the establishment
- Listing under the course headings all of the dishes that may be prepared by an establishment
- Each dish is priced separately
- A certain waiting time has to be allowed for many of the dishes
- All dishes are cooked to order is usually more expensive than a table d’hôte menu
- Often contains the exotic and high cost seasonal food

## Plat du jour

Dish of the day. Plat du jour is a special dish prepared by the Chef for a particular day but priced individually. These dishes may change on a daily basis

## Plat du jour

Special menu for the day

A la carte menus, because of their size and the unknow demand for each item, are more difficult to control than the typical table d’hôte menus. A special promotion menu is also a form of an Al a carte menu, which is at times offered to the guest in addition.

## Writing Menu’s entails:



## Menu format

- Material
- Size
- Format
- Sequence dishes
- Specialties
- Descriptions
- Grammar and spelling!
- Appearance

## Menu Frames

### 3 course menu

1. Soup
2. Main course
3. Sweet

### 4 course menu

1. Soup
2. Fish
3. Main Course
4. Sweet

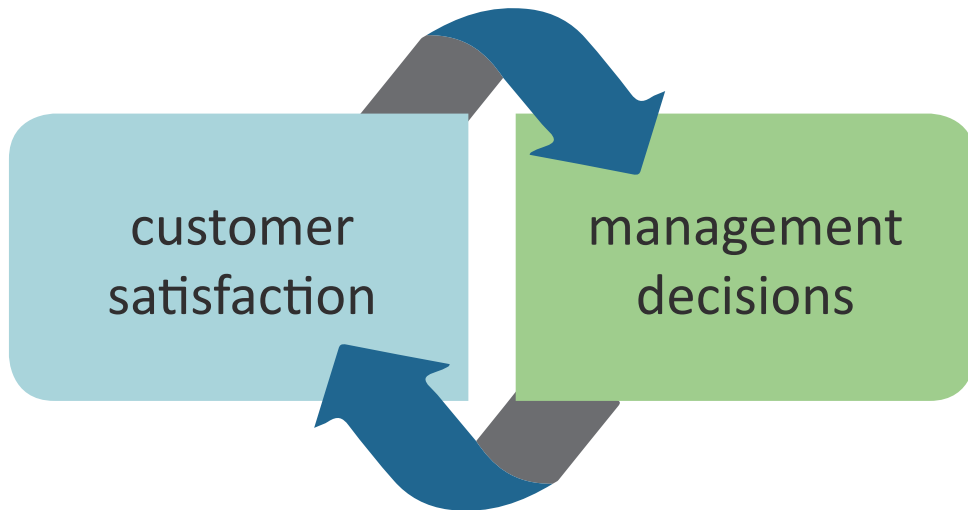
### The 7-Course Menu

1. Starter (hors d'oeuvre)
2. Potage (soup)
3. Poisson (fish)
4. Entrée (entry of 1st meat course)
5. Sorbet.
6. Salades (salad)
7. Fromage (cheese)
8. Desserts (fresh fruits & nuts)

### French Classical Menu

1. Hors-d oeuvre / Appetiser
2. Potage / Soup
3. Oeuf / Egg
4. Farinaceous / Farineaux /  
Pasta or Rice
5. Poisson / Fish
6. Entrée / Entree
7. Sorbet / Sorbet
8. Releves / Joints
9. Roti / Roast
10. Legumes / Vegetables
11. Salades / Salad
12. Buffet Froid / Cold Buffet
13. Entremets / Sweets
14. Savoureux / Savory
15. Fromage / Cheese
16. Dessert / Cut Fruits & Nuts
17. Boissons / Beverage

Factors affecting menu planning can be organised into two main areas:



<b>Customer satisfaction</b>	Knowing your customers (and your potential customers) is obviously a key to planning and designing menus. Think about yourself as the customer. What are some of the reasons you like or dislike a menu? Taking time to do research on this will help you to plan better menus.
<b>Management Decisions</b>	<p>When the menu is thought of as a management tool, a number of other factors related to menu planning enter the picture. To plan a good menu you need to consider the following factors:</p> <ul style="list-style-type: none"> <li>➤ food cost and budgetary goals of the operation</li> <li>➤ production capability, including available equipment and personnel</li> <li>➤ type of service and food delivery system</li> <li>➤ availability of foods</li> <li>➤ the philosophy of the business and food service operation</li> </ul>

***Some key points to remember:***

- A “textbook” approach to menu planning is not enough, you have to recognize those unique factors that significantly affect each individual consumer.
- You must design your menus to ensure a balanced, nutritious diet. The introduction of unusual or unfamiliar foods may cause a customer to lose interest in eating altogether.

## Cross Utilisation

Another effective menu planning principle to consider is called cross-utilisation. This “best practice” involves using one food product in multiple ways. For example, a chicken breast can be used in so many ways - a teriyaki-glazed chicken breast could be a centre of the plate item, while a home-style chicken noodle soup, a chicken salad, and chicken pizza could also be on the menu.

This allows the operation to purchase just one product, saving time and reducing costs, while offering a large variety of different dishes. More expensive and more perishable food items, such as fresh meats, poultry, fish and produce items, should be cross-utilised as much as possible when menus are planned to reduce waste and better control costs.

## Variety and Balance in a Menu

Balancing a menu means providing enough variety for the meal to hold interest from the first course to the last. To balance a menu, you must think about which foods complement each other or provide pleasing contrasts. And you must avoid repeating flavours and textures as much as possible.

The following factors must be considered in balancing a menu.

### 1. Flavours

Don't repeat foods with the same or similar tastes. This applies to any main flavour, whether of the main ingredient, of the spices, of the sauce, and so on. For example:

- Don't serve both a spicy, garlicky appetizer and a spicy, garlicky main dish. On the other hand, don't make everything too bland.
- Unless you operate a specialty restaurant like a steak house or a seafood restaurant, balance the menu among meats (beef, pork, lamb), poultry, and fish.
- Acid or tart foods are often served as accompaniments to fatty foods because they help cut the fatty taste. For example, applesauce and pork, mint sauce and lamb.

### 2. Texture

Texture refers to the softness or firmness of foods and their feel in the mouth. Don't repeat foods with the same or similar texture. For example:

- Don't serve too many mashed or puréed foods.
- Don't serve too many heavy, starchy items.

### 3. Appearance

Serve foods with a variety of colours and shapes. Colourful vegetables are especially valuable for brightening the appearance of meats, poultry, fish, and starches, which tend to be mostly white or brown.

### 4. Nutrients

The importance of a nutritionally balanced menu is becoming increasingly important. Menus in restaurants should provide enough nutritional variety to allow customers to select nutritionally balanced meals.

### 5. Cooking method

Cooking methods play an important role in determining the flavours, textures, and appearance of food. For the typical full-service restaurant, it is a good idea to offer a variety of roasted, braised, grilled, sautéed, and simmered foods. Using a variety of cooking methods also eases the pressure on each department in the kitchen.

Creative chefs are continually experimenting with new combinations, breaking old rules, and coming up with exciting menus.

### 6. Availability of foods

**Use foods in season.** Foods out of season are expensive and often low in quality, and their supply is undependable. Don't put asparagus on the menu if you can't get good asparagus. **Use locally available foods.**

## REVIEW

What is the main aim of a food menu?

What should management or menu planners take into account when planning a menu?

Fill in the missing objectives:

The objectives of menu planning are to:

1. Meet nutritional needs
2.
3. Simplify purchase, preparation, and storage of meals
4. Provide attractive, appetizing meals with no monotony
5.
6. Minimize overhead expenditure, i.e., fuel, electricity, water, labour.
7.
8. Determine production methods and distribution systems
9.
10. Provide quality, standardization & predictability

What are the 6 important factors of a menu:

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.



Match the menu types below:

Table d'hôte

selection of individual dishes

Plat du jour

special menu

À la carte

set menu

Carte du jour

dish of the day

What is cross utilisation in your own words?

What factors must be considered in a balanced menu?

1.

2.

3.

4.

5.

6.







**Skills for Inclusive Growth**