

# CTE Program Of Study

## Duties and Task Worksheet



Cluster            New Cluster  
 Pathway         New Pathway  
 Occupation      Culinary Arts

Program of Study Participants: \_\_\_\_\_  
 \_\_\_\_\_  
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Evaluation Description:

- 0 = Not presented
- 1 = Introduction of fundamental instruction
- 2 = Basic, understanding and initial application under close supervision
- 3 = Intermediate, provides skill development and opportunity to practice with min supervision
- 4 = Mastery, tasks completed proficiently with little or no supervision

Notes:

Duty	Task	Duty Task Description	Sec.	Post Sec.	Eval. Desc.	Course and School	Eval. Desc.	Course and School	Eval. Desc.	Course and School
A		A. INTRODUCTION TO THE HOSPITALITY INDUSTRY								
A	001	1. Explain the history of culinary arts and the food industry (C)								
A	002	2. Explain the career hierarchy								
A	003	3. Distinguish between different levels of expertise in the front/back of the house.								
A	004	4. Distinguish between different levels of industry								
A	005	5. Explain the complexity of opening a restaurant								
A	006	6. Explain the purpose of uniforms								
A	007	7. Express knowledge about new trends and the future of the food industry								
A	008	8. Describe what is expected of food industry employees (C)								
A	009	9. Explain why cooking skills must be mastered before managerial skills								
A	010	10. Describe and demonstrate professional ethics (C)								
A	011	11. Explain cost control measures								
A	012	12. Demonstrate use of computers and software related to the food industry								
A	013	13. Identify equipment commonly used in the Hospitality/Culinary Arts industry (C)								
A	014	14. Demonstrate a commitment for the food industry								
A	015	15. Demonstrate needed organizational skills (C)								
A	016	16. Demonstrate effective people/communication skills (C)								
A	017	17. Demonstrate accomplishment of general education skills (i.e., basic math, reading, and writing) (C)								
B		B. SANITATION								
B	001	1. Obtain a food handlers card								
B	002	2. Explain how and why different temperatures are used for sanitation (C)								

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B	003	3. Clean utensils and smaller equipment (C)								
B	004	4. Clean standing equipment (C)								
B	005	5. Demonstrate proper hand-washing techniques at appropriate times (C)								
B	006	6. Demonstrate proper sanitation of the pot sink (C)								
B	007	7. Demonstrate proper floor care, including sweeping and mopping (C)								
B	008	8. Demonstrate proper storage and handling of food (C)								
B	009	9. Demonstrate proper storage of waste (C)								
B	010	10. Describe the dangers of cross-contamination (C)								
C		C. SAFETY								
C	001	1. Explain common food allergies (C)								
C	002	2. Explain first aid procedures (C)								
C	003	3. Explain emergency policies (C)								
C	004	4. Describe the appropriate emergency policies for kitchen and dining room injuries (i.e., fire prevention and control)								
C	005	5. Demonstrate proper lifting techniques (i.e., prevention of back strain, etc.) (C)								
C	006	6. Demonstrate burn prevention techniques (C)								
C	007	7. Demonstrate cut prevention techniques (C)								
C	008	8. Demonstrate knife usage and safety (i.e., which knife to use, how to carry, and how to lay down) (C)								
C	009	9. Demonstrate proper knife-sharpening techniques (C)								
C	010	10. Demonstrate proper use of Sterno or other heat source								
C	011	11. Describe the purpose and use of Material Safety Data Sheets								
D		D. PURCHASING AND RECEIVING								
D	001	1. Explain First In and First Out (FIFO) storage principles								

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D	002	2. Explain the purchasing process								
D	003	3. Perform an accurate inventory of food and nonfood items								
D	004	4. Explain and demonstrate proper receiving techniques								
D	005	5. Describe the relationship between cost and inventory management								
E		<b>E. PRODUCT IDENTIFICATION BY APPEARANCE AND TASTE</b>								
E	001	1. Identify cuts and/or grades of beef (C)								
E	002	2. Identify cuts and/or grades of pork (C)								
E	003	4. Identify types of poultry (C)								
E	004	5. Identify types of seafood (C)								
E	005	6. Identify types of starches (C)								
E	006	7. Identify types of grains (C)								
E	007	8. Identify types of fruits (C)								
E	008	9. Identify types of vegetables (C)								
E	009	10. Identify types of salad greens (C)								
E	010	11. Identify types of herbs and spices (C)								
E	011	12. Identify types of dairy (C)								
F		<b>F. FOOD PREPARATION</b>								
F	001	1. Read and follow a recipe (C)								
F	002	2. Demonstrate moist cooking (i.e., steaming, boiling, poaching) (C)								
F	003	3. Demonstrate dry cooking (i.e., grilling) (C)								
F	004	4. Cook with fat (i.e., frying, saut ing) (C)								
F	005	5. Cook stocks, soups, and sauces (C)								
F	006	8. Prepare salads and dressings (C)								

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F	007	9. Prepare marinades (C)								
F	008	10. Prepare canap s and sandwiches (C)								
F	009	11. Prepare hors d oeuvres (C)								
F	010	12. Prepare grains (C)								
F	011	13. Prepare breads (C)								
F	012	14. Prepare vegetables (C)								
F	013	15. Prepare eggs (C)								
F	014	16. Demonstrate food cleaning (C)								
F	015	17. Demonstrate knife skills (i.e., chopping, slicing, dicing) (C)								
F	016	18. Prepare pastries (C)								
F	017	19. Demonstrate baking (C)								
F	018	20. Demonstrate rolling, kneading, and piping (C)								
F	019	21. Demonstrate converting recipes (i.e., substitutions and units of measure) (C)								
F	020	22. Garnish plates and platters (C)								
F	021	23. Demonstrate the aesthetic presentation of food (C)								
G		G. NUTRITION								
G	001	1. Name the six food groups in the current USDA food guide pyramid (C)								
G	002	2. State the recommended daily serving of each food group								
G	003	3. Describe nutrient sources and functions								
G	004	4. Demonstrate an understanding of portion control (C)								
H		H. MENU PLANNING								
H	001	1. Describe knowing the customer and what they expect (i.e., cost and type of meal)								
H	002	2. Plan a menu that is compatible with the kitchen capabilities,								

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		food possibilities, and customer preferences)								
H	003	3. Demonstrate preparing a meal using portion control								
H	004	4. Explain the principle of food cost versus food waste								
H	005	5. Plan and adjust menus to meet specific dietary needs								
H	006	6. Describe menu items in compliance with truth-in-menu guidelines								
I		I. SERVICE								
I	001	1. Properly set a table (C)								
I	002	2. Identify the different types of service techniques								
I	003	3. Demonstrate proper service sequence (C)								
I	004	4. Demonstrate proper beverage service								
I	005	5. Demonstrate proper presence and conduct (i.e., being proactive and efficient)								
I	006	6. Identify glassware, tableware, and chinaware								
I	007	7. Practice proper cashier duties								
I	008	8. Practice proper cash flow (i.e., receipt, provide change, credit card service)								
J		J. LEADERSHIP COMPETENCIES **								
J	001	1. Demonstrate an understanding of the structure and activities for SkillsUSA-VICA and Pro Start.								
J	002	2. Demonstrate an understanding of an appropriate work ethic								
J	003	3. Perform tasks related to effective personal management skills								
J	004	4. Demonstrate interpersonal/teamwork skills								
J	005	5. Demonstrate etiquette and courtesy								
J	006	6. Demonstrate effectiveness in oral and written communication								
J	007	7. Develop and maintain a code of professional ethics								
J	008	8. Maintain a good professional appearance								

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J	009	10. Perform basic parliamentary procedures in a group meeting								