**Sous Chef**

**APPRENTICESHIP APPROACH**

Hybrid

**O\*NET-SOC CODE**

35-2014.00

**RAPIDS CODE**

0663

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| Work Process Schedule | **SKILLS** |  |
| **Totals** | **SKILLS**  0 | **OJT HRS**  0 |

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| Related Instruction Online | **RSI HRS** |
| **Sanitation & Safety**  1. Identify microorganisms, which are related to food spoilage and foodborne illnesses; describe their requirements and methods for growth. 2. Demonstrate acceptable procedures when preparing potentially hazardous foods to include time/temperature principles. 3. Demonstrate good personal hygiene and health habits in a laboratory setting to include handwashing. 4. Outline the requirements for proper receiving and storage of both raw and prepared foods. 5. Identify the Hazard Analysis Critical Control Point (HAACP) during all food handling processes as a method for minimizing the risk of foodborne illness. 6. List the major reasons for and recognize signs for food spoilage and contamination.  7. Recognize sanitary and safety design and construction features of food production equipment and facilities (i.e., NSF, UL, OSHA, ADA, etc.). 8. Review Safety Data Sheets (SDS) and explain their requirements in handling hazardous materials. Discuss right-to-know laws. 9. Identify proper methods of waste disposal and recycling. 10. Demonstrate appropriate emergency policies for kitchen and dining room injuries. 11. Describe appropriate measures for insects, rodents, and pest control eradication. 12. Describe appropriate types and use of fire extinguishers used in the foodservice area. 13. Review and apply the laws and rules of the regulatory agencies governing sanitation and safety in a foodservice operation. | **30** |
| **Nutrition**  1. Identify and discuss dietary guidelines and recommended dietary allowances based on current USDA Food Guideline principles and food groups. 2. Describe primary characteristics, functions, and major food sources of major nutrients. 3. List the primary characteristics, functions, and sources of vitamins, water, and minerals. 4. Interpret food labels in terms of the portion size, ingredients, and nutritional value. 5. Identify common food allergies and determine appropriate substitutions (i.e. gluten, sugar, lactose free). 6. Evaluate and analyze recipes and menus using dietary guideline recommendations, food guides and food labels. 7. Discuss contemporary nutritional issues to include specialty diets, dietary trends, and religious dietary laws (i.e. vegetarianism, heart-healthy menus, food allergies, alternative dieting, vegetarian, etc.). 8. Discuss and demonstrate cooking techniques that apply sound nutritional principles and current industry trends. | **30** |
| **Introduction to Food Service**  1. Define the philosophy of the hospitality industry and its role in providing customer service. 2. Trace the growth and development of the hospitality and tourism industry from its birth to its present day. Include names of restauranteurs, chefs, and hospitality entrepreneurs that helped to shape our industry in the past and present day. 3. Discuss and evaluate the importance of professional ethics as it applies to the foodservice industry. 4. Outline the organization, structure and functional areas in various hospitality organizations as they pertain to the functions of menu planning, purchasing, food production and service, food and beverage controls, management, etc., and give a short description for each. 5. Identify and describe professional organizations associated with the hospitality and foodservice profession, and discuss these organizations role in preparing and advancing ones career in the industry. 6. Evaluate the types of professional career opportunities in the hospitality and foodservice industry with support of guest speakers, field trips, and stages. 7. Discuss/evaluate industry trends as they relate to the various segments of the foodservice and hospitality industry. 8. Discuss and evaluate industry trade periodicals, books, and journals that can contribute to individual growth and learning as they pertain to technical skills. | **30** |
| **Supervisory Management**  1. Describe process of management through effective communication skills and interpersonal relationships. a. Identify the difference between a manager and a leader and describe the qualities of each.  b. Summarize leadership styles and analyze when each is most appropriate. 4. Describe the supervisor’s role in decision-making, problem solving, and delegation of duties. 5. Describe the characteristics of a job description and develop a written example with job specifications. 6. Define the term motivation and give examples of motivational techniques used with employees. Analyze the effectiveness of each motivational example. 7. Assess and evaluate methods of conflict resolution and grievance procedures (union/non-union) when it comes to problem solving. 8. Identify types of stress found in the workplace and analyze positive ways of dealing with it. 9. Explain the importance of time management and give examples to include other organizational management techniques that provide labor cost effectiveness. 10. Discuss state and federal employment laws as they pertain to legal issues related to managerial decisions (sexual harassment, discrimination, violence/anger and unemployment compensation). 11. Explain the purpose of a mission and vision statement and how they are used in organizational management. 12. Describe the process of hiring, training, disciplining, and or firing an employee based on human resources, state, and federal laws that affect these processes. | **30** |
| **Dining Room Service and Beverage Management**  Dining Room Service competencies 1. Describe the mechanics of proper table service as it pertains to American, English, Russian, French, and buffet service. 2. Explain the importance of communication between the front and back of the house employees. 3. Describe the various functions of dining service personnel. 4. Perform the duties associated with a front and back server. 5. Discuss sales techniques used in increasing the guest check average. 6. Develop a guest service process when handling difficult guest situations to include accommodating the disabled. 7. Analyze and assess the training procedures required when working with the dining room personnel. 8. Explain the importance of using proper automated procedures when processing guest checks (include POS, Square, and Google).  Beverage Management competencies 1. Identify local, state, and federal laws pertaining to the purchase and service of alcoholic beverages including the effects of the Dram Shop Act on foodservice operations that serve alcohol. 2. Discuss and explain the basic production process for distillation and fermentation. 3. Distinguish wines by grape and/or other fruit variety, country, growing region and production process. 4. Analyze and evaluate the importance of the on-going relationship between beverages and food and discuss that relationship in reference to menu planning. 5. Identify and discuss the presentation and service of alcoholic, non-alcoholic and beverages, including coffee and tea. 6. Identify equipment and glassware used for beverage preparation and service. 7. Discuss opening and closing procedures of a beverage operation. 8. Discuss the fundamentals and importance of responsible alcohol service; identify the levels and signs of intoxication and methods to control excessive consumption by guests. (Recommendation alcohol training certification). | **30** |
| **Purchasing and Receiving**  1. Discuss the flow of goods in a foodservice operation and the role of ordering, receiving, and issuing. 2. Describe purchasing methods used in foodservice operations (i.e. bids, cost+, purchase orders, phone, sales quotes, etc.). 3. Identify dry, refrigerated, and frozen foods used in a commercial kitchen. 4. List factors that affect food prices, menu costs, and quality such as market fluctuation, seasonality, product availability, supply and demand. 5. Explain the importance of a written food specification when ordering food and describe the components that are included in the food spec. 6. Discuss and analyze the importance of sanitation and Hazard Analysis and critical Control Point (HACCP) procedures that affect receiving and issuing of goods in a foodservice operation. 7. Describe proper techniques of receiving and storing fresh, frozen, and dry proteins, produce, eggs, dairy, and dry goods. 8. Explain regulations for inspecting and grading meats, poultry, seafood, eggs, dairy products, fruits, and vegetables as outlined in the USDA, National Association of Meat Purveyors, and other governmental regulatory agencies. 9. Explain and demonstrate the proper receiving and issuing procedures for non-food items such as chemicals in a foodservice operation. 10. Describe, write, and use a food requisition, when ordering, receiving and issuing a food product. 11. Receive, store, and issue food products utilizing written specs, proper food handling procedures. 12. Define, describe, and explain the importance of a par system when ordering, receiving, and storing food and the terms FIFO and LIFO, and how they are used effectively to maintain proper storage procedures. 13. Describe various technologies available to assist in the process of ordering and inventorying of food products.  14. Discuss inventory control procedures to deter theft and spoilage that can affect food costs. | **30** |
| **Food Preparation I**  1. Discuss proper kitchen safety including knife care. 2. Compare methods of measuring ingredients (liquid versus dry). 3. Discuss how to maximize food freshness, quality, safety and sanitation when serving hot foods and cold foods. 4. Discuss the principles of heat transfer as they relate to cooking methods including roasting and baking, broiling, smiling, grilling, griddling, sautéing, frying, deep-frying, braising and stewing, poaching and steaming. 5. Discuss recipe conversions. 6. Explain the factors that affect taste, how we perceive those tastes and what we can do to optimize a combination of seasonings and flavors when preparing and cooking food.  7. Evaluating the differences in methods to develop flavor through preparation. 8. Analyze the relationship of mother sauces and their derivatives. 9. Discuss the evolution of the kitchen brigade. 10. Prepare written requisitions for production requirements. | **30** |
| **Elective Course I**  Content must relate to Culinary Arts career | **30** |
| **Food Cost Accounting**  1. Perform basic math functions to include fractions, weights and measurements. 2. Demonstrate competency of scaling, measuring, weighing ingredients with a portion scale. 3. Evaluate the components and functions of a standardized recipe. a. Convert recipes using a yield formula to increase and decrease quantities. b. Cost a recipe giving the overall cost, individual cost and menu sales price. c. Calculate food cost to determine selling price using the factor method and/or percentage method. d. Determine the amounts of product needed in a baking and pastry recipe using the baker’s percentage method. 4. Determine a butcher yield percentage to track cooking and carving loss, and determine the new yield and cost per lb. 5. Determine beverage costs and percentages. a. Determine labor costs and percentages to include employee meals, benefits, fixed and variable labor hours. 6. Define controllable or variable expenses and discuss how prime costs can contribute to the overall variable costs. 7. Define and describe a profit/loss statement and assess how it used to determine profitability in a foodservice operation. 8. Prepare a yearly budget to include food, beverage, and labor, controllable and fixed costs while determining profit. 9. Perform costing calculations utilizing current technology. 10. Identify marketing techniques to increase sales and profitability of restaurant operations. | **30** |
| **Menu Planning**  1. Identify basic menu principles when determining layout and design. 2. Describe the various types of menu available and explain when and how they are to be used. 3. Discuss the rationale for a seasonal menu and analyze how it may affect the overall menu costs, food quality and availability. 4. Create menu descriptions following established truth-in-menu guidelines. 5. Apply principles of nutrition when developing recipes and menu choices to include labeling laws that address allergies and raw food. 6. Determine food, labor cost and equipment utilization when determining menu item placement, flow of the operation, and successful manageability of the foodservice operation. 7. Determine menu prices using the percentage or factor methods in order to determine industry standard food costs. 8. Discuss menu-planning resources to include internet, professional sources, vendors, and foodservice associations. 9. Explain the importance of product mix, and check average and their impact on profit contribution. 10. Develop a menu layout for a foodservice operation to include an example of a cyclical, a la carte, prix-fixe, or table d’hôte, or buffet. | **30** |
| **Food Preparation II**  1. Discuss the advancement of cooking techniques commonly found in today’s kitchen (immersion circulation, molecular). 2. Discuss modern sauces and how they relate to the classics. 3. Discuss the trends and fads commonly seen throughout the food service industry and how they relate to food preparation. 4. Discuss a master production schedule for large operations and how it relates to individual production lists. 5. Define the importance of the historical chefs in the industry and their contribution. 6. Define and describe the process for making classical stocks, soups, mother and compound sauces. 7. Evaluate and analyze a variety of proteins (including beef, chicken, pork, fish, game, lamb, and veal), vegetables, legumes, grains, and starches using moist, dry and combination cooking methods. a. Moist heat methods to include steam, deep and shallow poach, simmer and boil. b. Dry heat methods to include deep fry, sauté, pan fry, grill, and roast.  c. Combination cooking methods to include poéle stew and braise. 8. Evaluate and analyze the preparation of classical stocks, soups, mother and compound sauces. 9. Discuss the impacts of sustainability efforts in the food service industry and how they affect food production including staffing, morale, retention and growth of the industry. | **30** |
| **Garde Manger**  1. Identify tools, equipment and products typically used in garde manger with emphasis on proper food handling, including safety, sanitation, and storage. 2. Discuss the principles and philosophies of the garde manager kitchen. 3. Explain the design principles and layout of a modern buffet, incorporating sanitation and off-premise catering challenges when feeding quantity foods. 4. Evaluate a variety of cold sauces and flavoring techniques utilized in the cold food kitchen.  5. Define basic types of salad dressings and produce a variety of salad dressings including emulsified, dairy based, vinaigrette and coulis. 6. Explain the history and defining characteristics of the sandwich, as well as the most popular modern variations. 7. Explain the history and defining characteristics of a hors d’ oeuvre, canapé, and appetizer, as well as give examples of each. 8. Describe the techniques used in maintaining quality of ingredients and preparation methods used to ensure freshness when producing a sandwich. 9. Explain the history and technical importance of curing, brining, pickling, and smoking in preserving foods to maintain flavor, quality, and sanitation. 10. Describe, identify, and evaluate the various categories of cheeses and include several types and names of cheese associated with each category. | **30** |
| **Baking and Pastry**  1. Define baking terminology and explain how to apply them. 2. Identify tools, small and large equipment used in a commercial bakeshop and demonstrate proper handling of these items to include safety, sanitation, and storage. 3. Identify baking ingredients and explain their function in the formulation of baking and pastry recipes. 4. Demonstrate math skills that apply to baking to include, scaling, measuring and baker’s percentage. 5. Describe the process of bread production with natural and chemical leavening agent to include the mixing methods. 6. Define and describe the various types of pies and tarts and explain the process of making different types of pie crusts to include the mixing methods. 7. Describe the variety of cookie types and the mixing methods utilized to produce them. 8. Describe the variety of cake types and the mixing methods utilized to produce them. a. Describe the variety of icings and toppings available in and covering carious cakes. 9. Describe the various types of custards, creams and sauces available in the bakeshop. 10. Define and describe pastry items to include pate choux, meringue, phyllo, and batters (pancake, waffle, fritters, and crepes) and explain the method of preparing these items. 11. Define and describe the process of production for laminated doughs and the varieties of products that utilize this method of production. 12. Discuss recipe modification to create nutritionally beneficial alternatives to baked goods and desserts. | **30** |
| **Elective Course II**  content must relate to Culinary Arts career | **30** |
| **Totals** | **RSI HRS**  420 |