

Unit/Standard Number	 <p style="text-align: center;"><b>High School Graduation Years 2011, 2012 and 2013</b></p> <p style="text-align: center;"><b>Institutional Food Worker CIP 12.0508 Task Grid</b></p>	Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level
<b>Secondary Competency Task List</b>		
<b>100</b>	<b>FOLLOW SAFETY PROCEDURES</b>	
101	Wear appropriate apparel in the food preparation area.	
102	Demonstrate safe use of cutting tools.	
103	Demonstrate procedures for safe lifting and carrying of heavy objects.	
104	Clean and dry wet surfaces caused by spills of liquids on floors and work surfaces.	
105	List common causes of typical accidents and injuries in the food service industry.	
106	Follow appropriate emergency procedures for kitchen and dining room injuries.	
107	Describe appropriate types and use of fire extinguishers used in the food service area.	
108	Pass safety tests for all motor-driven and stationary equipment.	
109	Complete safety checklist of general safety procedures to follow in a food preparation area.	
110	Solve problems related to food service safety practices.	
111	Solve problems related to waste disposal and recycling.	
112	Recognize safe design and construction features of food production equipment and facilities (i.e. NSF, UL, OSHA, ADA, etc.).	
113	Review Material Safety Data Sheets (MSDS) and explain their requirements in handling hazardous materials.	
<b>200</b>	<b>FOLLOW SANITATION PROCEDURES</b>	
201	Demonstrate good personal hygiene and health practices that must be followed in the food service area.	
202	Maintain a clean and sanitary work environment.	
203	Describe current types of cleaners and sanitizers and their proper use.	
204	Describe disposal and storage of types of cleaners and sanitizers.	
205	List rules for storage requirements for caustic cleaning agents.	
206	Identify proper waste disposal methods and recycling.	
207	Develop a cleaning and sanitizing schedule and procedures for sanitizing equipment and facilities.	
208	Demonstrate proper cleaning of painted, stainless steel and wood surfaces.	
209	Demonstrate precautions to follow when handling blood borne pathogens (ECP).	
210	List reasons for and signs of food spoilage and contamination.	
211	Describe cross-contamination and acceptable procedures to follow when preparing and storing potentially hazardous foods.	
212	Describe symptoms common to food borne illnesses and how these illnesses can be prevented.	

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213	Conduct a sanitation self-inspection and explain what must be done to comply with standards.	
214	Identify micro-organisms, which are related to food spoilage and food borne illnesses; describe what makes them grow.	
215	Describe appropriate measures for handling insects, rodents and pests.	
216	Describe the role of regulatory agencies governing sanitation and safety and protecting food safety.	
217	Identify the Hazard Analysis Critical Control Point (HACCP) during all food handling processes as a method for minimizing the risk of food borne illness.	
218	Outline laws and rules of the regulatory agencies governing sanitation and safety in food service operations.	
219	Describe the requirements of a ServSafe certification.	
<b>300</b>	<b>DEMONSTRATE KNOWLEDGE OF THE FOOD INDUSTRY</b>	
301	Define hospitality and the importance of quality customer service within the hospitality industry.	
302	Trace growth and development of the hospitality and tourism industry.	
303	Describe the various cuisines and their relationship to history and cultural development.	
304	Identify career opportunities and the personal traits for a variety of jobs in the industry.	
305	Identify professional organizations and explain their purposes and benefits to the industry.	
306	Compare and contrast industry trade periodicals and other industry resources.	
307	Define hospitality and tourism with examples of current industry philosophies.	
308	Evaluate career opportunities utilizing field trips, guest speakers, and other industry resources.	
309	Discuss/evaluate industry trends as they relate to career opportunities and the future of the industry.	
<b>400</b>	<b>PURCHASING, RECEIVING AND STORAGE PROCEDURES</b>	
401	Describe proper techniques of receiving and storing fresh, frozen, refrigerated, and staple goods.	
402	List and demonstrate proper receiving and storing of fresh, frozen, refrigerated, and staple goods	
403	List labeling requirements for food products.	
404	Discuss legal and ethical consideration of purchasing.	
405	Inventory food and non-food items kept on hand.	
406	Explain the procedures for rotation of stock and for costing and evaluating including FIFO.	
407	Describe and complete proper procedures for purchasing products according to requisition.	
<b>500</b>	<b>DEMONSTRATE SKILL IN GARDE MANGE<sup>1</sup></b>	
501	Identify tools and equipment used in garde manger, emphasizing safety and sanitation procedures.	

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502	Demonstrate basic garnishes for a variety of foods.	
503	Develop fundamental skills in the preparations of cold items to include soups, salads, sauces, dressings, marinades, relishes, sandwiches, canapés, hors d'ouvres, mousses and gelatins.	
504	Demonstrate food presentation techniques, i.e. platters, bowls, and plates.	
505	Produce decorative pieces to include fruit/vegetable carvings and accompaniments.	
506	Identify and prepare types of hors d'oeuvres, canapés, appetizers, and fancy sandwiches.	
507	Identify and prepare types of hot and cold sandwiches.	
508	Identify types of equipment, hand tool, and utensils used to make sandwiches.	
509	Wrap and store cold sandwiches.	
510	Describe the standards of quality for sandwiches.	
511	Slice, grate, cube and shape cheese.	
<b>600</b>	<b>DEMONSTRATE USE AND CARE OF CUTTING TOOLS &amp; UTENSILS</b>	
601	Identify and demonstrate use and care of kitchen cutting tools and utensils.	
602	Carve, cut, slice, and trim all meat, seafood and poultry	
603	Demonstrate classical cuts	
604	Slice breads and baked goods.	
605	Demonstrate how to sharpen knives	
<b>700</b>	<b>DEMONSTRATE USE AND CARE OF MECHANICAL FOOD PREPARATION EQUIPMENT</b>	
701	Identify various types and uses of kitchen equipment.	
702	Define and understand general safety requirements and procedures for kitchen equipment.	
703	Operate and clean a refrigerator.	
704	Operate and clean a floor mixer.	
705	Operate and clean a slicer.	
706	Operate and clean a food chopper.	
707	Operate and clean a food grinder.	
708	Operate and clean a dish washing machine.	
709	Operate and clean a vegetable peeler.	
710	Operate and clean a deep fat fryer.	
711	Operate and clean steam cooking equipment.	
712	Operate and clean a proof cabinet	
713	Operate and clean a tilting brazier.	

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714	Operate and clean a steamer or steam kettle.	
715	Operate and clean a rotisserie.	
716	Operate and clean a steam table.	
717	Operate and clean a conventional oven.	
718	Operate and clean a convection oven.	
719	Operate and clean coffee equipment.	
720	Operate and clean a range.	
721	Operate and clean a broiler.	
722	Operate and clean a grill.	
723	Operate and clean a griddle.	
724	Clean a work table.	
725	Operate and clean a food warmer.	
726	Operate and clean a can opener.	
727	Operate and clean a blender and an immersion blender.	
728	Operate a waste disposal	
729	Operate and clean a combi-oven	
730	Operate and prepare items for retail sale.	
<b>800</b>	<b>FOLLOW STANDARDIZED RECIPES</b>	
801	Demonstrate how to read and follow a recipe.	
802	Prepare standardized recipes for menu production.	
803	Reduce and increase a recipe.	
804	Describe components of the recipes, such as yield, time, and nutrition fact.	
<b>900</b>	<b>DEMONSTRATE KNOWLEDGE OF NUTRITION</b>	
901	List food groups and recommended servings in the current USDA Food Guide Pyramid.	
902	Discuss dietary guidelines and recommended dietary allowances.	
903	Interpret food labels in terms of the portion size, ingredients, and nutritional value.	
904	Describe primary functions and major food sources of major nutrients.	
905	Discuss various diets (i.e. food allergies, alternative dieting, vegetarian, etc.).	
906	List the six food groups in the current USDA Food Guide Pyramid and the recommended daily servings from each group.	
907	Discuss the new dietary guidelines and adapt recipes.	
908	Discuss and demonstrate cooking techniques and storage principles for maximum retention of nutrients.	
909	Discuss contemporary nutritional concerns such as vegetarianism, heart healthy menus, and religious dietary laws.	

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<b>1000</b>	<b>PREPARE BREAKFAST FOODS</b>	
1001	Select common breakfast foods.	
1002	List, in order, steps to follow when preparing to serve breakfast.	
1003	List several common breakfast condiments.	
1004	Prepare various egg cookery methods	
1005	Prepare a variety of omelets.	
1006	Prepare breakfast potatoes.	
1007	Prepare breakfast meats.	
1008	Prepare and cook pancakes, griddle cakes and waffles.	
1009	Prepare hot breakfast cereals.	
1010	Prepare crepes.	
1011	Prepare "Egg Beaters."	
1012	Prepare and cook fritters.	
<b>1100</b>	<b>DEMONSTRATE KNOWLEDGE OF BEVERAGES</b>	
1101	Match terms related to beverages with their correct definitions.	
1102	List the standards of quality for coffee.	
1103	Select factors affecting tea and coffee quality.	
1104	Reconstitute powdered and frozen beverages.	
1105	List other common beverages.	
<b>1200</b>	<b>PREPARE VEGETABLES AND FRUITS</b>	
1201	Identify and prepare market forms of vegetables and fruits.	
1202	Prepare vegetables by boiling, simmering, steaming, baking, sautéing and blanching.	
1203	List the factors to consider when preparing vegetables and fruits.	
1204	Explain and describe the standards of quality for cooked vegetables.	
1205	Prepare various vegetables using different techniques.	
1206	Prepare various market forms of vegetables.	
1207	Prepare different forms of potatoes.	
<b>1300</b>	<b>PREPARE PASTA AND RICE</b>	
1301	Identify and prepare market forms of pasta and rice.	
1302	List the standards of quality for receiving pasta and rice.	

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1303	List the factors to consider when preparing pasta and rice.	
1304	Identify methods of preparing pasta and rice.	
1305	List the standards of quality for cooked pasta and rice.	
1306	Prepare and service pasta and rice using various methods of cooking.	
1307	Prepare and service rice using various methods of cooking.	
<b>1400</b>	<b>PREPARE CHEESE</b>	
1401	Identify various classes of cheese.	
1402	Select common cheese textures.	
1403	Properly handle cheese.	
1404	Identify foods using cheese as main ingredient.	
1405	Define the principals of cheese cookery.	
1406	Prepare cheese dressings.	
1407	Prepare a cheese platter.	
1408	Prepare cheese spreads and fillings.	
<b>1500</b>	<b>PREPARE SALADS, FRUITS, AND SALAD DRESSINGS</b>	
1501	Identify and prepare types of salads.	
1502	Identify basic parts of a salad.	
1503	Prepare and store salad greens.	
1504	Prepare a variety of protein salads.	
1505	Demonstrate methods of serving salads.	
1506	Prepare various types of dressings, temporary, permanent and cooked.	
1507	Peel, cut and zest fruits and vegetables.	
1508	Set-up/maintain/breakdown salad bars properly.	
<b>1600</b>	<b>PROPERLY ADD SEASONINGS TO FOODS</b>	
1601	List market forms in which herbs, spices and seasonings may be available.	
1602	Analyze the quality of spices & flavorings.	
1603	Explain techniques for seasoning uncooked foods.	
1604	Use and identify seasonings, herbs and condiments.	
1605	Test foods for proper seasoning by taste, smell, texture, and sight.	
<b>1700</b>	<b>PREPARE STOCKS, SOUPS AND SAUCES</b>	

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1701	Identify and prepare a variety of stocks.	
1702	Identify and prepare a variety of mother and small sauces.	
1703	Identify types of soups and the ways to serve them.	
1704	Identify the purpose of sauces and gravies.	
1705	Identify and prepare thickening agents for sauces.	
1706	Demonstrate knowledge of standards of quality for stocks, soups, and sauces.	
1707	Identify and prepare a variety of soups.	
<b>1800</b>	<b>PREPARE INTERNATIONAL CUISINE</b>	
1801	Identify and prepare a variety of ethnic cuisines.	
<b>1900</b>	<b>IDENTIFY PREPARE AND COOK MEATS</b>	
1901	Identify primal, sub-primal and retail cuts and their sources.	
1902	Prepare beef, veal, pork and lamb	
1903	Identify factors affecting the cooking of beef, veal, pork and lamb.	
1904	Cook meat using all dry and moist heat cooking methods.	
1905	Demonstrate methods for checking degrees of doneness.	
<b>2000</b>	<b>PREPARE POULTRY</b>	
2001	Identify types of poultry and their market forms.	
2002	Cook poultry using all dry and moist heat cooking methods.	
2003	Demonstrate poultry fabrication.	
2004	Prepare stuffing.	
<b>2100</b>	<b>PREPARE SEAFOOD</b>	
2101	Identify types of seafood and their market forms.	
2102	Purchase and store shellfish.	
2103	Cook seafood using all dry and moist heat cooking methods.	
2104	Demonstrate seafood fabrication.	
<b>2200</b>	<b>DEMONSTRATE SKILL IN BASIC BAKING PRACTICES</b>	
2201	Define vocabulary terms used in baking.	
2202	Identify and demonstrate equipment and utensils used in baking and discuss proper use and care.	
2203	List and describe the factors influencing the quality of baked products.	

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2204	Produce a variety of types of cookies.	
2205	Identify ingredients used in baking.	
2206	Describe properties and list function of various ingredients.	
2207	Identify and prepare a variety of quick breads.	
2208	Identify and prepare a variety of types of pies and tarts.	
2209	Identify and prepare a variety of fillings and toppings for pastries and baked goods.	
2210	Identify and prepare crusty, soft and specialty yeast products.	
2211	Match bread ingredients with their functions.	
2212	Identify several common types of quick breads.	
2213	Identify and prepare shapes of yeast or dinner rolls.	
2214	List, in order, proper steps for using and preparing yeast dough.	
2215	Identify, prepare and evaluate plain muffins.	
2216	Identify, prepare and evaluate baking powder biscuits.	
2217	Identify, prepare and evaluate corn bread.	
2218	Identify, prepare and evaluate cake doughnuts.	
2219	Identify, prepare and evaluate white bread.	
2220	Identify, prepare and evaluate plain yeast rolls.	
2221	Identify, prepare and evaluate basic sweet rolls.	
2222	Identify, prepare and evaluate standards of quality for cakes.	
2223	Identify, prepare and evaluate various types of cakes.	
2224	Describe standards of quality for icing.	
2225	Identify, prepare, apply and evaluate various types of icings.	
2226	Identify, prepare and evaluate various types of cookies and bar cookies.	
2227	Define quality standards for preparing pie shells.	
2228	Describe common ways to "top" pies.	
2229	Discuss and demonstrate the procedure for preparing puff pastry.	
2230	Prepare and evaluate pie shells and various types of pie fillings.	
2231	Prepare and evaluate pate a choux.	
2232	Identify, prepare and evaluate a variety of custards and puddings	
2233	Identify, prepare and evaluate a variety of frozen desserts.	
<b>2300</b>	<b>PLAN AND COST MENUS</b>	
2301	Plan and design a menu based upon customer and management needs.	
2302	List the methods to use for giving variety to a menu.	

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2303	List the reasons for costing recipes.	
2304	Supervise and direct food production.	
2305	Perform labor and payroll duties.	
2306	Prepare, produce, and serve a complete meal based upon the menu.	
<b>2400</b>	<b>PERFORM INSTITUTIONAL FOOD SERVICE PROCEDURES</b>	
2401	Identify and demonstrate proper use and care of smallwares.	
2402	Set up, operate, and clean a dish room during restaurant service.	
2403	Set up, operate, and clean various prep stations in the restaurant kitchen.	
2404	Demonstrate opening and closing procedures for "back of-the- house" operations.	
2405	Perform duties as a cook.	
2406	Perform duties as a cook's helper.	
2407	Perform duties as an expeditor.	
2408	Perform duties as a dessert person.	
2409	Perform duties as a line server and beverage person.	
<b>2500</b>	<b>PERFORM "FRONT- OF- THE- HOUSE" OPERATIONS</b>	
2501	Identify and describe various types of service used in restaurants.	
2502	Perform the basic duties of a wait person.	
2503	Perform duties of a host/hostess.	
2504	Perform duties of a beverage person.	
2505	Perform duties as a cashier.	
2506	Perform duties of a salad bar attendant.	
2507	Perform duties of a bus person.	
2508	Reconcile the cash register at the end of the day.	
2509	Perform sidework duties.	
2510	Perform duties of a food runner.	
2511	Fill containers with ice, and pour liquids.	
2512	Serve on a serving line.	
2513	Make basic napkin folds.	
2514	Perform cash register operations.	
2515	Resolve cash balances.	
2516	Keep and maintain records.	
2517	Set up serve area.	

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2518	Greet guests.	
2519	Take an order.	
2520	Handle a complement and complaint.	
2521	Refer a complement and complaint to the manager.	
<b>2600</b>	<b>PERFORM DINING ROOM SERVICE</b>	
2601	Describe the rules and responsibilities of personnel for dining service.	
2602	Demonstrate the general rules of table settings and service.	
2603	Describe the various types of service delivery, such as quick service, cafeteria, buffet, and table service.	
2604	Discuss sales techniques for service personnel including menu knowledge and suggestive selling.	
2605	Explain inter-relationships and work flow between dining room and kitchen operations.	
2606	Develop an awareness of special customer needs including dietary needs and food allergies as it relates to the menu.	
2607	Demonstrate an understanding of guest service and customer relations, including handling of difficult situations and accommodations for the disabled.	
2608	Discuss various procedures for processing guest checks.	
2609	Close a dining room for the day.	
<b>2700</b>	<b>DEMONSTRATE SKILL IN THE USE OF A PERSONAL COMPUTER</b>	
2701	Perform care and handling of computer hardware and software.	
2702	Demonstrate proper use of industry standard software, including P.O.S systems.	
2703	Demonstrate use of industry computer accessories and peripherals including scanners, touch screens and printers,	
2704	Demonstrate use of current industry communication and research technology, including e-mail usage and hand-held equipment	