



## UNIT 10

### HOW CAN I BECOME A GOOD COOK ASSISTANT?

PARTICIPANT'S MANUAL

# BLOCK 2: JOB OPERATIONS AND SUPPORTING ICT

# Consortium



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**INCLUSIVE  
TOURISM**



HOW CAN I BECOME A GOOD  
COOK ASSISTANT?

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2. Objectives of the unit
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4. Face to face sessions.
5. Conclusions

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## 4. INTRODUCTION



# Introduction

One of the areas in which people with disabilities have remarkable capabilities and skills is in cook-chef assistant occupation. This professional activity is developed in Hotels, Restaurants, Steakhouses, Pizzerias, Snack bars, Fast food restaurant, Cruises...

Also, this activity can be developed in non-tourist accommodation such as Institutions, Hospitals, Penitentiaries, Schools...

The logo for Inclusive Tourism is located inside a white circle with a teal border. It features the word "INCLUSIVE" in blue capital letters above the word "TOURISM" in blue capital letters. A stylized teal "S" shape is positioned between the two words, partially overlapping them.

INCLUSIVE  
TOURISM

# Introduction

Their tasks are performed by professionals under the section responsible supervision.

The main tasks in this occupation are: to prepare, cook and pack food, under supervision, in catering establishments, according to the environment and health and safety at work.

The logo for Inclusive Tourism is located inside a white circle on the right side of the slide. It consists of the words "INCLUSIVE" and "TOURISM" stacked vertically. The letter "S" in "INCLUSIVE" is stylized, with a blue outline and a white fill, and it overlaps with the letter "T" in "TOURISM".

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TOURISM

## 2. OBJECTIVES OF THE UNIT





# Objectives

- Acquire knowledge of the rules and responsibilities of the cook assistant occupation
- Acquire knowledge about the different tasks of the cook assistant occupation
- Gain knowledge about work tools and equipments used in the cook assistant occupation
- Acquire knowledge about health and safety at the cook assistant occupation
- Acquire knowledge about the use of ICT tools that can help to perform better as a good cook assistant



### 3. STRUCTURE OF SESSIONS



## FACE TO FACE SESSIONS

NUMBER OF SESSION	CONTENTS
1	Introduction of basic concepts; Rules and responsibilities of cook-chef assistant
2	Health & Safety; Cleaning and sanitizing the kitchen and catering equipment
3	Applications ICT Tools
4	Organization and kitchen management
5	Preparation and preservation of food
6	Measured weights and equivalences – functional conversion rules; To know how to plan daily tasks
7	Cooking simple dishes
8	Articulation of kitchen activity with table service; Waste management.
9	Preparing catering



## ONLINE SESSIONS

NUMBER OF SESSION	CONTENTS
1	Tasks planification through the ICT Tools for supporting employment.
2	Preparation of specific tasks through ICT Tools for supporting employment.



### 3. FACE TO FACE SESSIONS



# SESSION 1

## AGENDA



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1. **General introduction**
2. **Basic knowledge of a cook assistant.**
3. **Skills and Attitudes of cook assistant.**
4. **Rules and responsibilities of a cook assistant**
5. **Evaluation**

## SESSION 1



### 1.1 GENERAL INTRODUCTION

# General introduction

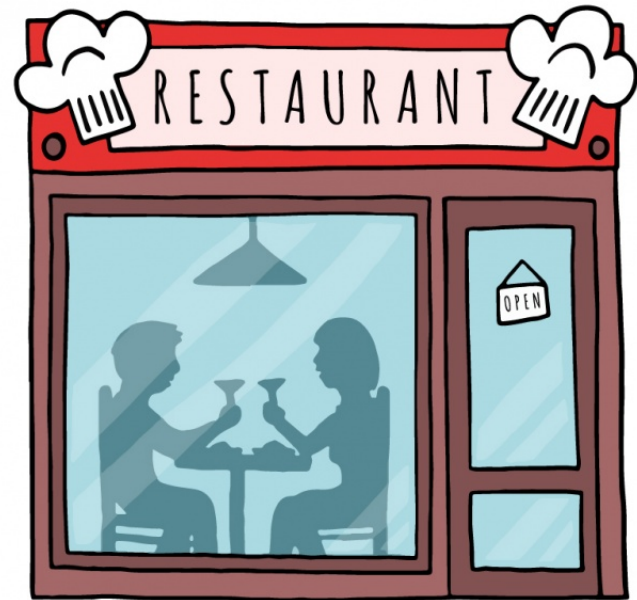
## Cook assistant

**The cook assistant occupation is developed in:**

- Hotels
- Restaurants
- Steakhouses
- Pizzerias
- Snack bars,
- Fast food restaurants

**Also, can working with large-scale meals:**

- Institutions
- Hospitals
- Penitentiaries
- Schools
- Cruises

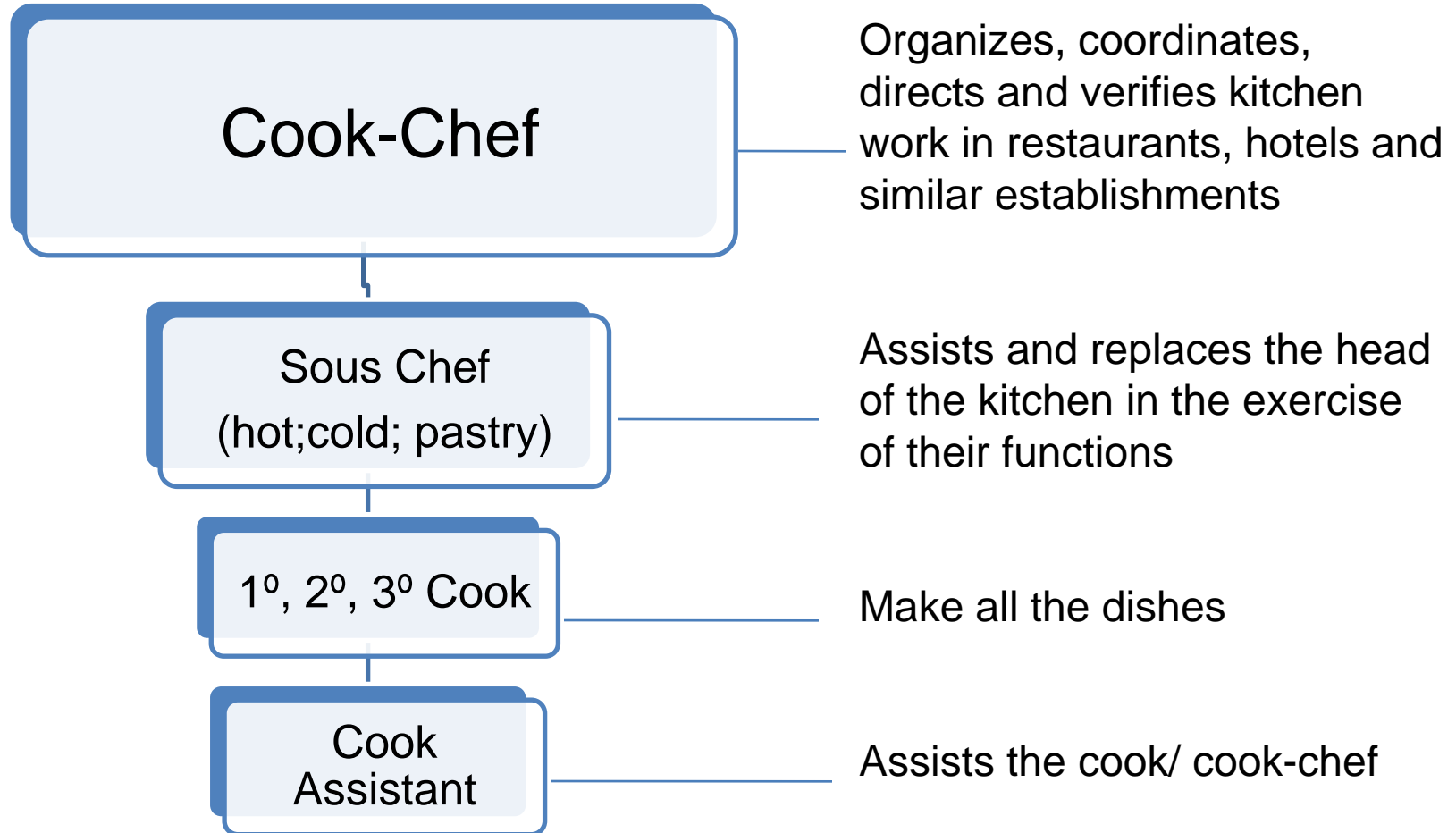


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## General introduction

### Cook assistant



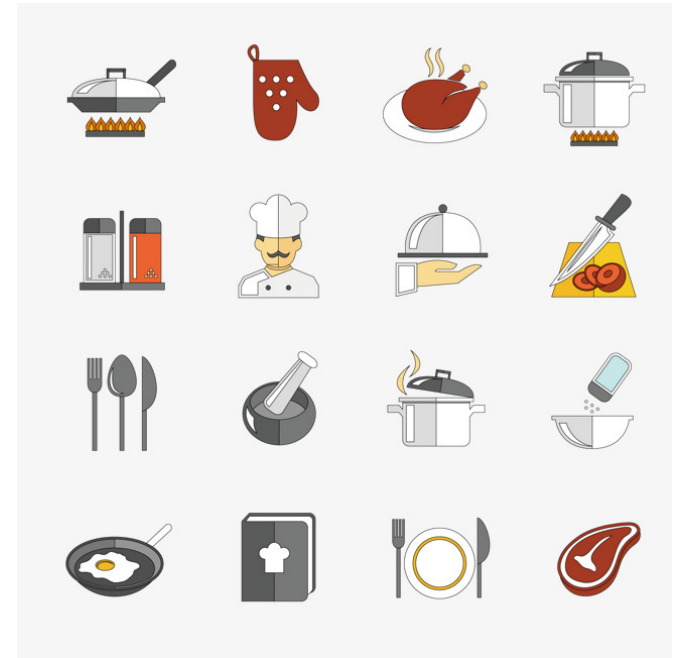
Many hotels and restaurants do not have such an extensive team working with them, varying the team, according to the category of the company and the number of employees

## General introduction

### Cook assistant

#### The main tasks are:

- Preparation of food
- Cleaning and sanitizing the spaces
- Organization of the Kitchen
- Small food productions
- Receives and stores food



## SESSION 1



### 1.2 BASIC KNOWLEDGE OF A COOK ASSISTANT

## Basic knowledge

Cook assistant.

### THE TASKS OF A COOK ASSISTANT ARE:

- Perform the preparation and storage of the raw materials used in the kitchen service, ensuring their conservation status.
- Prepare the kitchen service, performing the *mise en place* of the service, so as to allow the confection of the meals needed.

## Basic knowledge

### Cook assistant.

- Confection the recipes according to the established menu: starters, main courses, desserts.
- Articulate with the restaurant service in order to meet meal requests and collaborate in other types of services.
- Carry out the cleaning and storage of the spaces, equipment and utensils of the service, checking the stocks and controlling its state of conservation.

## SESSION 1



### 1.3 SKILLS AND ATTITUDES OF A COOK ASSISTANT

## Skills and attitudes

### Cook assistant

The work in the kitchen requires specific **Skills and Attitudes**.

You should never forget that the client may be watching you and judge the hotel unit/ restaurant for your behavior.

### COMUNICATION SKILLS

- Appropriate communication
- Communication in group and problem solving
- Communication at work



### SOCIAL SKILLS

- Positive relationships
- Good social relationships in group
- Working in group

# Skills and Attitudes

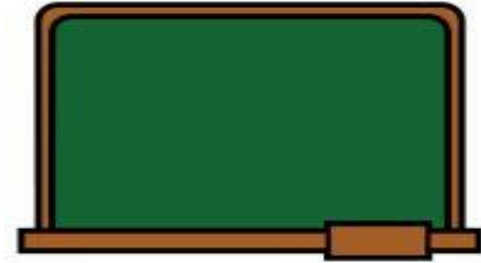
## Cook assistant

You also need to have:

- Sobriety
- Methodology
- Rapidity
- Memory
- Initiative
- Punctuality
- Rigor
- Availability
- Team spirit







# Brainstorming

1. What skills do I need to be a good cook assistant?
2. Which of those skills do I identify in myself?
3. What skills do I need to develop to become a good professional?

## SESSION 1



### 1.4 RULES AND RESPONSABILITIES OF A COOK ASSISTANT

## Rules and responsibilities

### Cook assistant

## Hygiene Rules

The kitchen team has the responsibility to provide to the client **a high quality hygienic service.**

### Cook-chef assistant should be aware:

- Body hygiene - bath or shower
- Hygiene of mouth and teeth
- Cleaning and cutting nails
- Beard made
- Properly arranged hair
- Do not wear wrist watches, bracelets or rings
- Do not smoke during service
- Do not put your hands in your pockets



## Individual Protection rules









- Correct use of machines and utensils
- Wear your own uniform
- Wear proper footwear for the function
- Properly protect hair
- Fulfillment of orders and instructions
- Have some knowledge about:
  - First aid
  - Toxic products
  - Fire fighting
  - Product labeling according to the Community legislation
  - Ecologic knowledge...



## Rules and responsibilities

Cook assistant

### You should Know: **Warning Symbols**

			
Corrosive Product	Harmful Product	Toxic product	Flammable Product
			
Comburent Product	Explosive Product	Dangerous Product for the Environment	Radioactive Product

## Rules and responsibilities

### Cook assistant

You should know:





**Be Prepared**

**Be Aware**

**Be Ready**

## Emergency procedures

All employers are obligated to ensure staff are trained in workplace emergency procedures.

This may include what to do in case of a **fire**, **earthquake**, or other emergency; identifying locations of **emergency exits** and processes to follow to **evacuate** the building in the case of an emergency.

## Rules and responsibilities

### Cook assistant

Orientation to any new job site, even if temporary, should always include the following information:

- Location of emergency exits
- Location of first aid supplies or the procedures to call for an attendant
- Location of fire extinguishers
- Evacuation procedures and muster stations
- Any hazards present on the site



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## Rules and responsibilities

Cook assistant

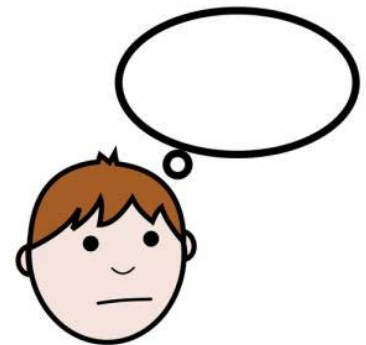
**Watch the following video!**

**Video: Wrong and correct  
behaviours adopted in a  
kitchen.**



# After watching the video, you can answer the questions:

- ✓ What were the wrong behaviours that you saw in the video?
- ✓ What were the correct behaviours that you could identify ?



## SESSION 1

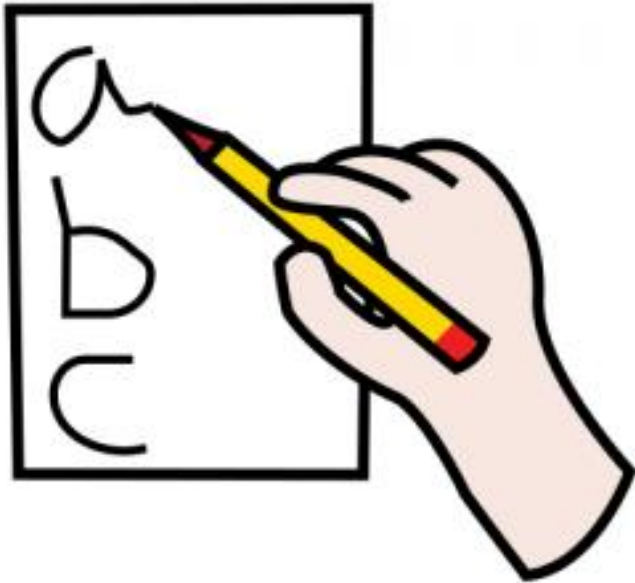


## 1.5 EVALUATION

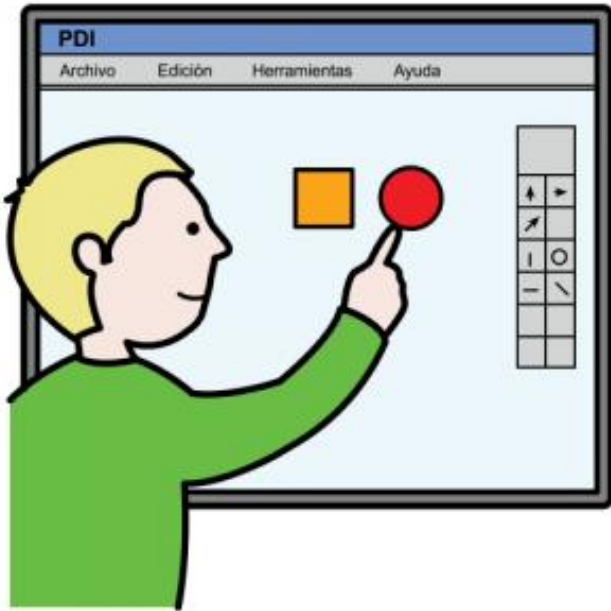
Evaluation

Cook assistant

# Global introduction



# SUMMARY OF SESSION 1



- ✓ Workplaces
- ✓ Tasks
- ✓ Basic knowledges
- ✓ Skills and Atittudes
- ✓ Rules and responsibilities

# SESSION 2

## AGENDA



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1. **Review the contents of session 1**
2. **Health & Safety**
3. **Cleaning and sanitizing the kitchen and catering equipment**
4. **Evaluation**

## SESSION 2



### 2.1 REVIEW OF THE CONTENTS



**What do you  
remember from  
the previous session?**



## SESSION 2



### 2.1 Health & Safety

## Hygiene Concepts

The kitchen team has the moral responsibility to provide the client a high quality hygienic service.

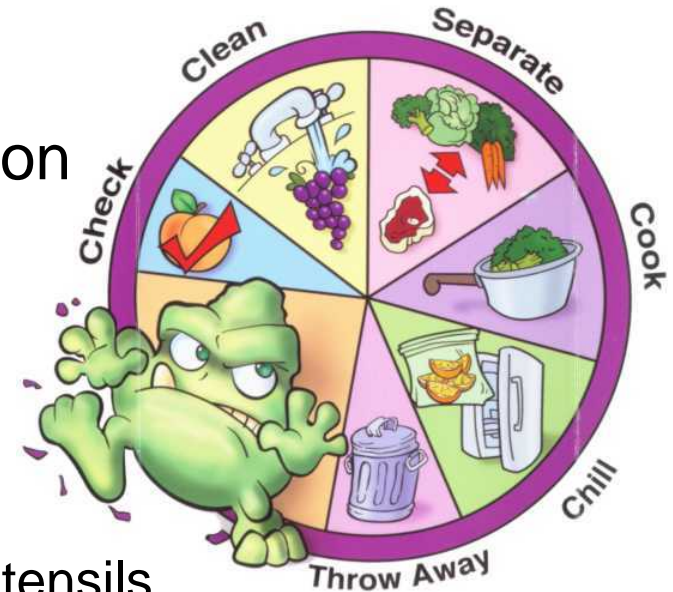
The hygiene is one parameter to the success of the establishment.

Therefore, it is necessary to apply professional, food and personal hygiene rules defined by official regulations.



The main vehicles of food contamination in catering units are often due to:

- Water
- Air
- Poor hygiene of facilities, equipment and utensils
- Pest
- Contaminated raw materials
- Cold storage and improper cooling
- Incorrect thawing practices
- Dish cloths / sponges used for various functions



## Health & Safety

### Cook assistant

The main vehicles of food contamination in catering units are often due to:

- Foods prepared well in advance
- Storage at room temperature
- Delayed distribution
- Inadequate clothing
- Handling which cause cross-contamination
- Bad personal hygiene
- Infected handler staff



## Personal Hygiene

- Body hygiene - bath or shower
- Hygiene of mouth and teeth
- Cleaning and cutting nails
- Beard made
- Properly arranged hair
- Do not wear wrist watches, bracelets or rings
- Do not smoke during service
- Do not put your hands in your pockets

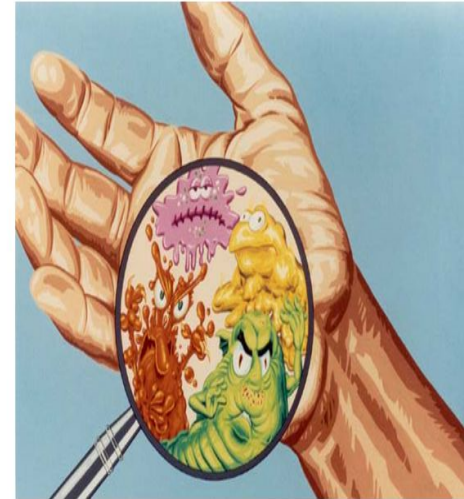


**Remember the main vehicle of food  
contamination by people?**

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## Wash your hands: WHY?

- Hands are the main means of cross-contamination in kitchens
- Hand washing is the most effective way to avoid contamination!

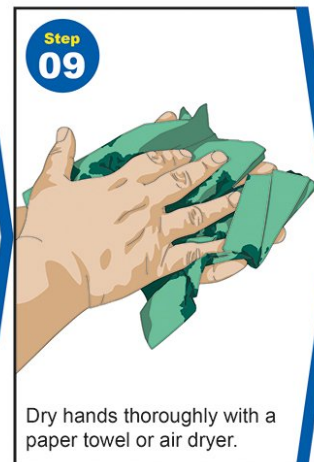
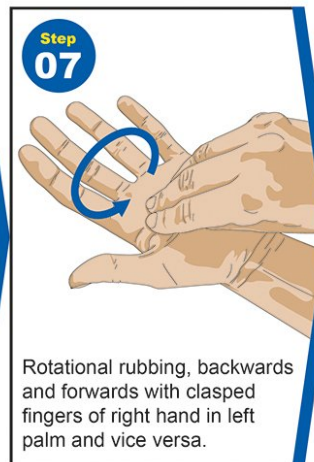
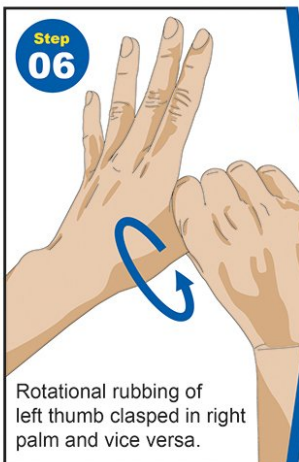
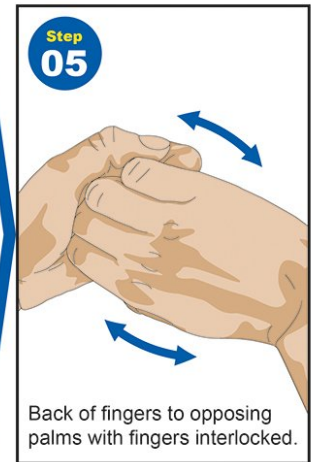


What can workers do to prevent this?

**Wash their hands!**



# How To Wash Your Hands



## You should wash your hands

### **BEFORE:**

- Start your work
- Start handling food
- Handle cooked food
- Place or change gloves
- Treat cuts or wounds

### **AFTER**

- Washing vegetables
- Evisceration of animals
- Any cleaning operation
- Using the toilets
- Coughing and sneezing
- Smoking outside from the kitchen
- Drinking or eating (in your own spaces)
- Handle rubbish
- Stir in cash, cash register and frequently used items



## Health & Safety

### Cook assistant

## Uses of disposable gloves

- Handling of ready-to-eat foods (sandwiches, salads, fruits)
- Pest control
- If you have sores or cuts



## To wear gloves

- Pre-clean the hands
- Perform the task without interruptions
- Use once and throw away



# Uniform

- White cotton jacket
- Cotton trousers
- Disposable or polyester barrettes, gummed and white creased pleats
- White cotton scarf
- Apron, white color of white cotton
- White cotton cloth cloth, being used to pick up in hot containers
- Footwear, hard skin punches



## Health & Safety

### Cook assistant

The color of the uniform is white, not only because it is the color in which the state of cleanliness is best seen, but also because it repels the heat, to which all cooks are exposed.

The work shoes have the advantage of avoiding burners and moisture.

The scarf, besides its aesthetic performance, is intended to protect the neck from excess heat and prevent the hair from inadvertently falling into the confections



## **Hygiene of the Facilities**

In order for food in a catering establishment to remain in good condition for human consumption, it is necessary that the facilities comply with a set of requirements applicable in different areas.

A clean kitchen is a more pleasant workplace, prevents contamination of food and poses the risk of pests.

It is important to establish cleaning routines "clean as you get dirty" on preparation surfaces and equipment that directly contact food.

### Facilities

- The facilities must be in good conditions of hygiene and maintenance
- The organization of the facilities must allow the workers to circulate.



### Floors

- Cleaned thoroughly after each meal
- Do not use brooms to sweep the floor dry
- Keep drains and sewers always clean, unoccupied and free from food residues

### Ceilings, walls, doors and windows

- In the raw food preparation areas where there are splashes on the walls, they should be cleaned and disinfected after each use
- Cleaning walls, ceilings, doors and windows can only be carried out when there is no food preparation.



## **Sanitary facilities and changing rooms**

- Cannot communicate directly with the manufacturing zone
- Must be cleaned and disinfected daily
- They must be equipped with everything necessary for proper handwashing
- Toilet paper should be provided near the toilet



## Services

- Water must comply national and Community legislation on drinking water
- Ventilated and illuminated space
- Garbage containers should be emptied once a day into covered containers placed in separate areas of food storage and preparation



## Waste Containers

- They must be pedal so that there is no contact with the hands
- Must be kept closed
- Must be lined with plastic bag
- Must not be too full
- At the end of the day, no residue should be left in the kitchen waste bins.



## **Pest Control**



The presence of rodents, birds, insects and other animals should be banned from catering industry.

Insecticides in the form of sprays should not be used in food storage and preparation areas.

The use of pesticides must be restricted to the minimum necessary and in a way that does not contaminate the food and can not be confused with food.

## Storage

All food storage areas must be clean, dry, adequately lighted and well ventilated.

Food must be separated and properly packed, to prevent cross-contamination.

Perishable, high-risk, ready-to-eat foods should be stored refrigerated or frozen.



## Storage



Storage should be done by allowing the stock to rotate on the basis of the **"first in - first out"**, taking into account the validity (preferably prior to or consuming up to).

### **Storage of Cleaning products must be:**

- Physically separated from foods and utensils that contact them.
- Store in the original package in order to avoid cross-contamination.
- With the labels visible to know what product it is.
- In accordance with the instructions of the safety data sheets.

## **Storage**

### **Storage of Hygiene products must be:**

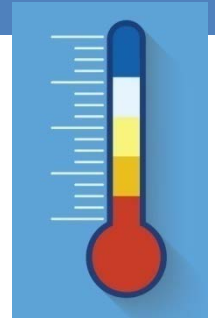
- Physically separated from foods and utensils that contact them.
- Store in the original package in order to avoid cross-contamination.
- With the labels visible to know what product it is.
- In accordance with the instructions of the safety data sheets.

### **Storage of Pesticides**

- Specific cabinets located far from the food storage area.
- There must be an effective rodent control program.

### **Storage of raw materials and packaging**

- Continue to ensure the safety of raw materials and packaging.
- Keep the food in good condition.



## Storage

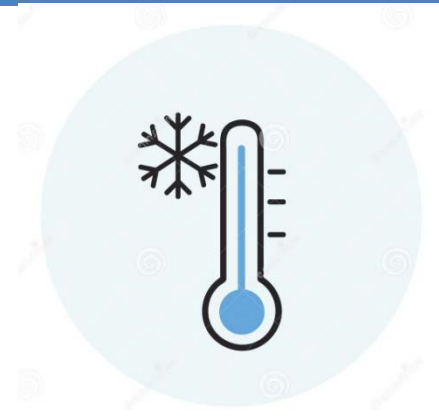
### **Storage at room temperature (dry pantry / storeroom / warehouse)**

- Dry, airy, clean and tidy
- Organized by product families
- Shelves of washable material, imputrescível, non-toxic
- Store oils and oil away from light so that they do not
- Physically separate potatoes, onions, and dried garlic from other foods and shelter from light

### **Storage at refrigeration temperature (Refrigerators / Cold rooms)**

Foods that need cold for their conservation should be placed in:

- Own equipment
- At the proper temperature (between 0 and 4 ° C)



## **Storage**

### **Storage at freezing temperature (Chambers of preservation of frozen products)**

Foods that need cold for their conservation should be placed in:

- Own equipment
- Suitable temperature (between -23 and -18 ° C)

All food produced and frozen (temperature breaker) in the unit should have a label with production date / shelf life stipulated.

## Supplier Controls



The catering unit shall have a checklist for application at the time of delivery of foodstuffs, which shall include:

- The suitability of the transport vehicle
- The hygiene of the delivery staff
- The verification of dates of minimum **durability** and **limit packaging**, and **checking the temperature** of chilled and frozen foodstuff
- The verification of packaging status:

Clean

With legible label

Not damaged (open, perforated, wet, opaque, rusty)



## SESSION 2



### 2.2 Cleaning and Sanitizing the Kitchen and Catering equipment

## Concepts

- **Cleaning** is to remove the dirt that you see
- **Disinfect** is to remove organisms (bacteria) from a zone, which are hardly seen.



## Cleaning and Sanitizing the Kitchen and catering equipment

### Cook assistant

## Cleaning

- All kitchen utensils must be cleaned after use
- Dish cloths should be disinfected regularly or rendered unusable after use
- An appropriate washing tank should be available for the washing of coarse utensils and pieces of equipment
- Detergents, disinfectants and chemicals intended for cleaning must be clearly identified and stored outside food areas.



## Cleaning and Sanitizing the Kitchen and catering equipment

Cook assistant

### Cleaning products

- **Hot water**

In the hygienic process, hot water should be used as it removes dirt more easily

- **Detergents**

They are chemicals that, along with water, help with the removal of grease, dirt and food residues. However, they do not destroy the bacteria



# Cleaning products

- **Disinfectants**

They are chemicals that kill most bacteria, but do not destroy their spores.

They can not eliminate all bacteria but their numbers will be reduced to a safe level on disinfected surfaces.

However, the action of the disinfectant is only effective if cleaning if the initial cleaning with detergent and water has been well done.

## Labelling cleaning products

Many commonly used cleaning products contain chemicals that may be hazardous to human health or to the environment.



# Cleaning and Sanitizing the Kitchen and catering equipment

## Cook assistant

The chemical products, substance or preparation, classified as hazardous, must include in its packaging a well-visible label.



## **Cleaning and Sanitizing the Kitchen and catering equipment**

Cook assistant

The label is the first basic information for the user about the dangers inherent in the product and the precautions that it should take in its Manipulation.

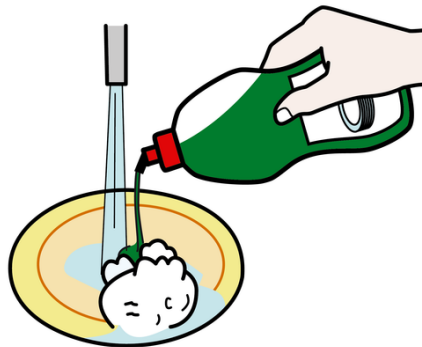
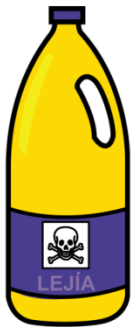
This label, written in the official language of the state, must be understandable to all people.



# Cleaning and Sanitizing the Kitchen and catering equipment

Cook assistant

## ALL PRODUCTS MUST CONTAIN:



1. The name of the product.
2. The full address and phone number of the manufacturer.
3. The composition (the ingredients of the products).
4. Indications of danger.
5. What to do in case of accident.
6. The CE symbol, which indicates that its sale is legal and has passed the security controls in order to use it.

# Cleaning and Sanitizing the Kitchen and catering equipment

Cook assistant

## Good cleaning and disinfection

- Eliminate crusty dirt
- Rinse with lukewarm water, added with a detergent
- Rinse with warm water
- If necessary, disinfect and rinse thoroughly with clean water.

## **Cleaning and Sanitizing the Kitchen and catering equipment**

Cook assistant

### **What is necessary to disinfect?**

- All things that touch hands, such as knives, spoons, countertops, etc.
- All surfaces that touch food during preparation or during food confection
- All equipment and utensils, which should be disinfected periodically and not only after use
- All food handlers need to have their hands disinfected when performing different tasks, especially when they change their activity.

## **Cleaning and Sanitizing the Kitchen and catering equipment**

Cook assistant

**A surface is CLEAN when:**

- No visible soiling
- There are no unpleasant smells
- No detergent residues!



**Disinfection is only effective if cleaning is carried out correctly**

## Cleaning and Sanitizing the Kitchen and catering equipment

### Cook assistant



## Equipments and utensils

It is very important to keep equipments and utensils in a good condition for **maintenance and hygiene.**

## Working surfaces and machines in contact with food

- Tables, sinks, benches, cutting boards and knives must be disinfected after each use
- Machines - choppers, cutlery, mixer, vegetable cutter - must be unplugged, dismantled, washed and disinfected after each use and always between the use of different foods.

## Cleaning and Sanitizing the Kitchen and catering equipment

Cook assistant

### Cold Equipment



- Separate cold units for unprepared food and finished product should be available if possible
- Refrigerators should be thoroughly cleaned and disinfected at least once a week
- Frozen chests should be cleaned and disinfested at least once a month
- These equipment must be subject to maintenance and calibration in order to ensure correct operation.

## Cleaning and Sanitizing the Kitchen and catering equipment

Cook assistant

### Washing machine

- It is the best way to wash dishes and utensils
- Must be subject to maintenance plan
- Wash and rinse temperatures above 60 (ideal 85 ° C)



ATTENTION TO WASHING THE HANDS BEFORE TAKING THE MACHINE DISH

.

## HYGIENE PLAN

It should indicate:

**WHAT TO CLEAN**, what areas, what equipment

**WHAT TO CLEAN**, what chemicals

**HOW TO CLEAN**, this is the cleaning procedures.

**WHEN TO CLEAN**, this is the periodicity of cleaning.




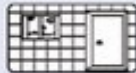



**WHO WILL CLEAN**, this is the name of the person responsible for the task.

Must be placed in very visible places



# Cleaning and Sanitizing the Kitchen and catering equipment

Cook assistant

Sample customer		DISINFECTION PLAN		 <i>the cleanroom company</i>	
Cleanroom B			Status 01/2013		
What	When	How	With what	Who	
 Gloves	2 x hourly and as required	Disinfect	IPA	Staff	
 Working surfaces, small surfaces on equipment	Daily and as required	Spray on, or wipe with a wetted wiper	IPA  IPA	Staff	
 Walls, doors, ceiling	Weekly and as required	disinfecting cleaning	Disinfectant A	Staff	
 Floor	Daily	disinfecting cleaning	Disinfectant B	Staff	
 Cleaning mops and wipers	After every use	disinfecting washing sterilizing		Contracted service provider	
 Housing without product contact	At end of work and as required	Spray on, or wipe with a wetted wiper	Disinfectant C	Staff	
<p>Use Disinfectant C for its specific sporicidal efficacy</p> <p>Responsible: _____</p>					

## Cleaning and Sanitizing the Kitchen and catering equipment

Cook assistant

**Watch the following video!**

**Video: Cleaning and Sanitizing**



## SESSION 2

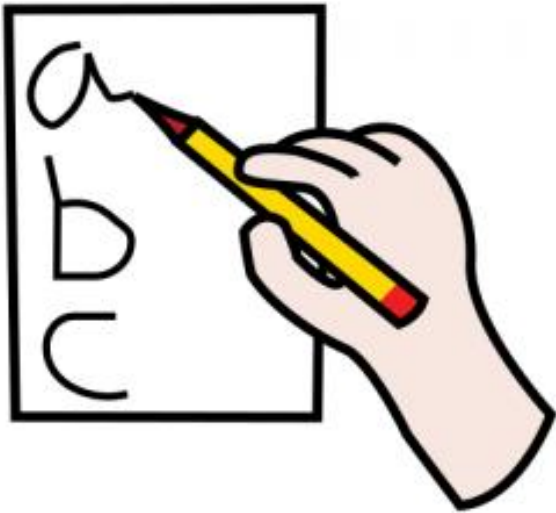


## 2.8 EVALUATION

# Evaluation

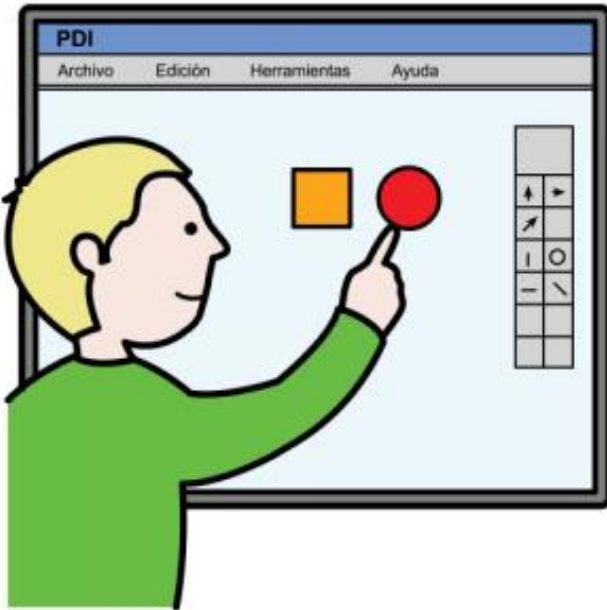
## Health and Safety

### Cleaning and sanitizing Kitchen and catering equipment



## SUMMARY OF SESSION 2

- ✓ Personal Hygiene
- ✓ Uniform
- ✓ Hygiene of the Facilities
- ✓ Storage
- ✓ Supplier Controls
- ✓ Cleaning vs sanitizing
- ✓ Cleaning products
- ✓ Labelling cleaning products



# SESSION 3

## AGENDA



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1. **Review of the contents of session 2.**
2. **Use of APP for the planning of tasks, review of the activities, reminders in the cook assistant role.**

## SESSION 3



### 3.1 REVIEW OF THE CONTENTS



**What do you  
remember from  
the previous session?**



## SESSION 3



### 3.2 USE OF THE APPS IN THE COOK ASSISTANT ROLE

Session 3 is a practical session.

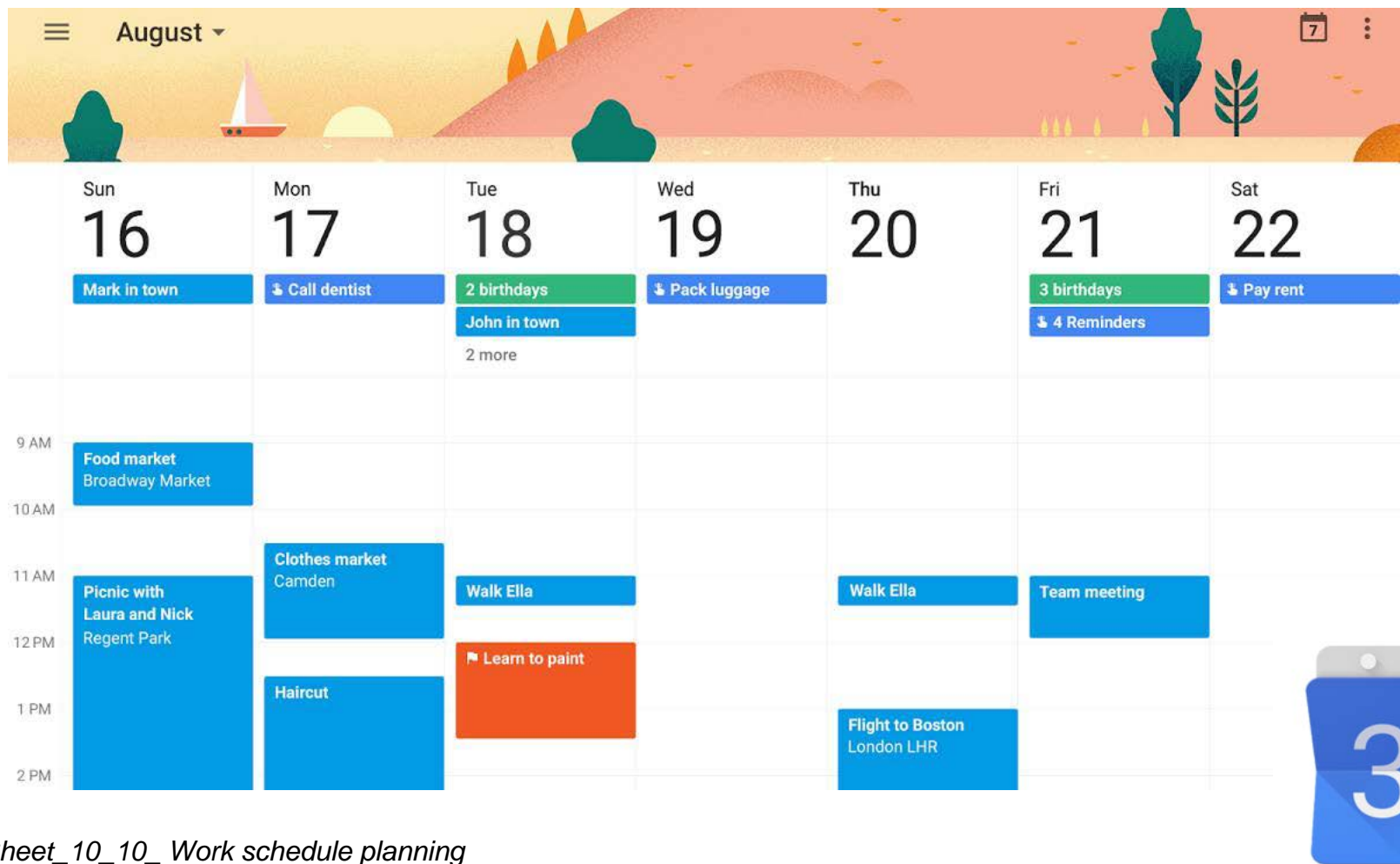
In this session...

You will learn to how to use Apps by  
facilitating the daily work.

# Use of Apps

## Cook assistant

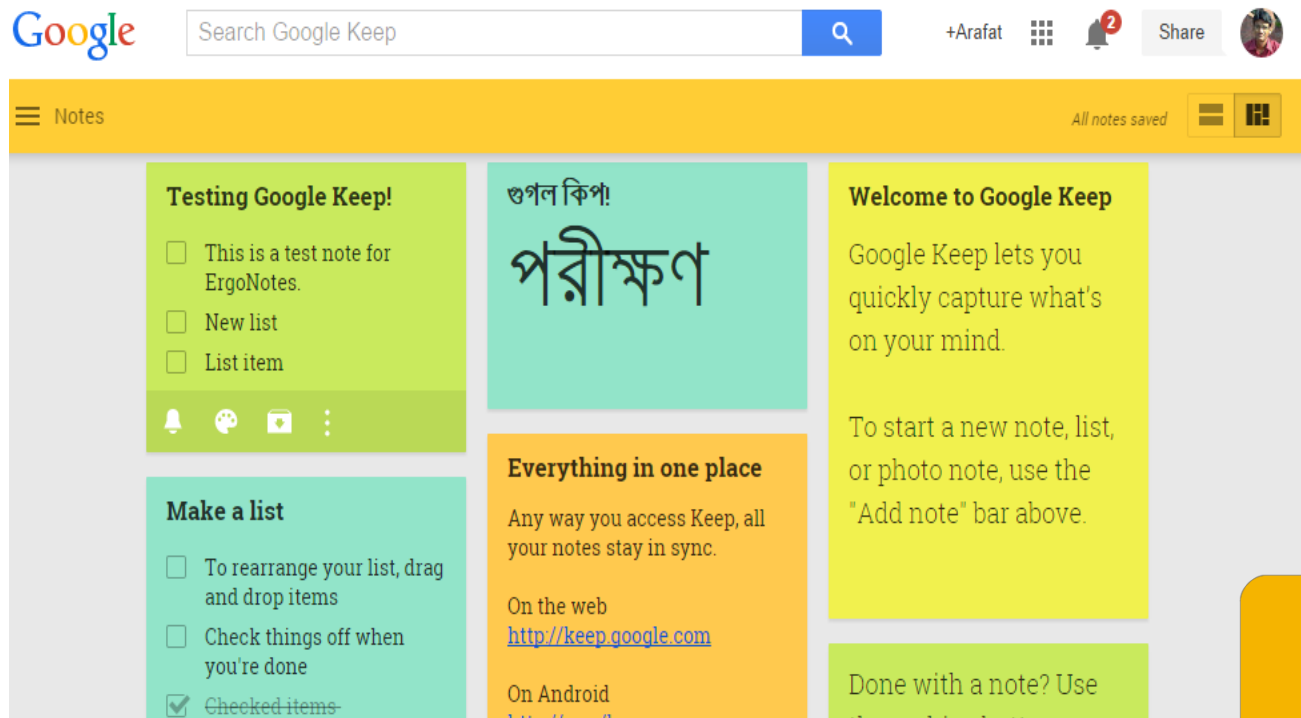
❑ Create a work schedule through **Google Calendar**.



# Use of Apps

## Cook assistant

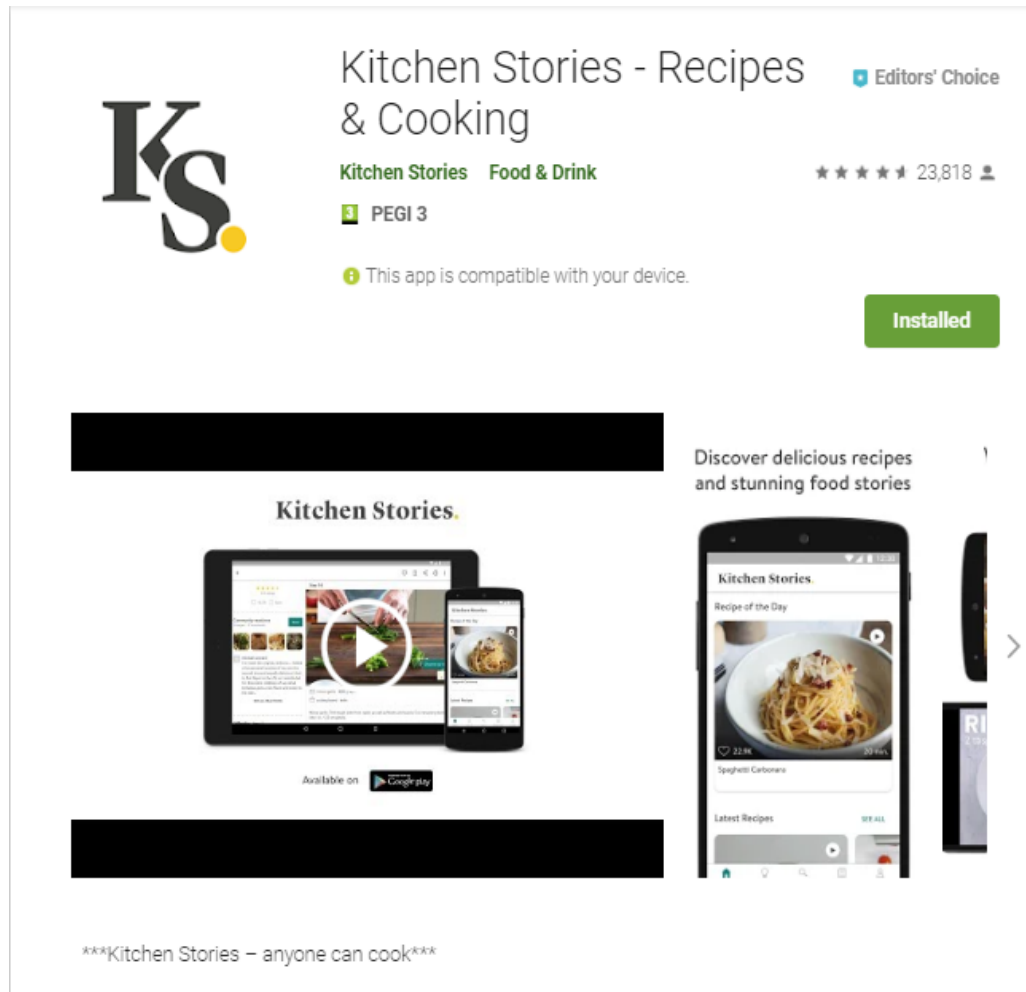
- ❑ Create checklists of tasks in order to you don't forget anything through **Google Keep**.



## Use of Apps

### Cook assistant

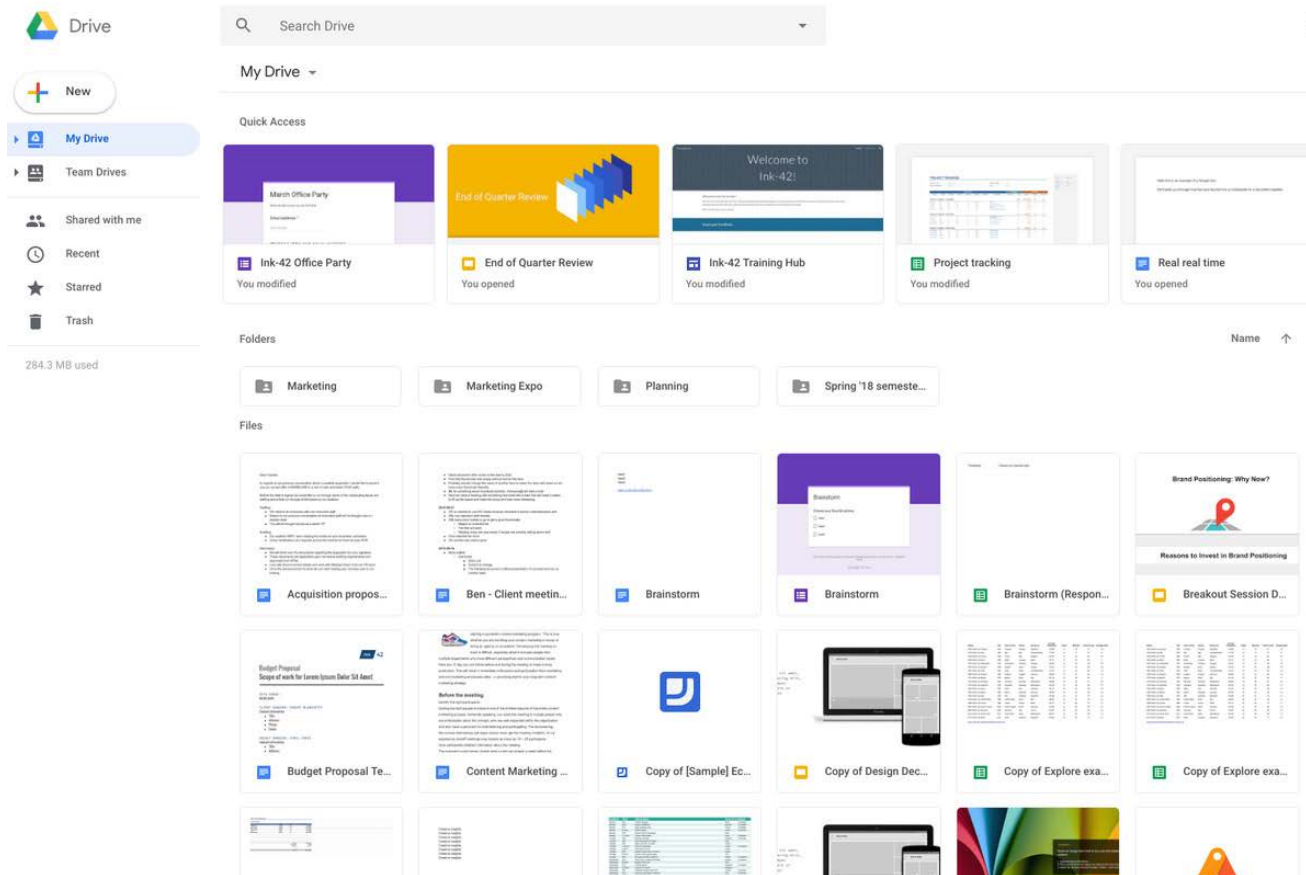
- ❑ Find a recipe in Kitchen Stories App.



# Use of Apps

## Cook assistant

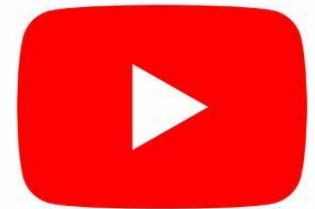
☐ Fill out work order through **Google Drive**.



## Use of Apps

### Cook assistant

- ❑ Find tutorials on performing specific tasks through **Youtube**.



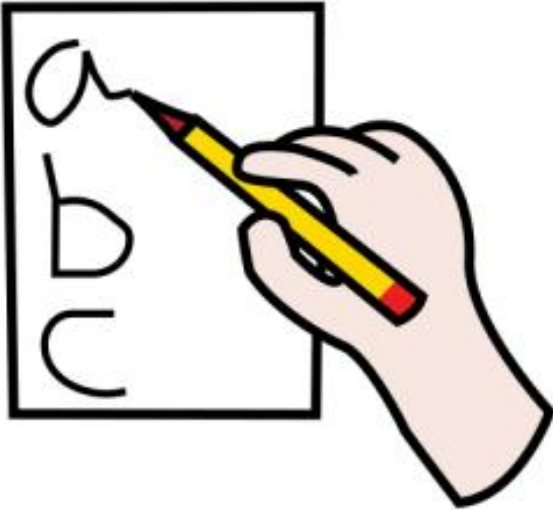
## SESSION 3



### 3.3 EVALUATION

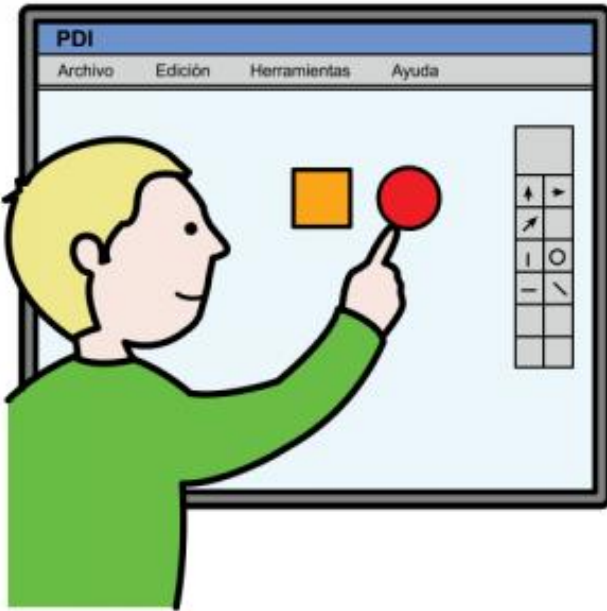


## Application ICT Tools



## SUMMARY OF SESSION 3

✓ APPs uses.



# SESSION 4

## AGENDA



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1. **Review of the contents of session 3.**
2. **Organization and kitchen management**
3. **Evaluation**

## SESSION 4



### 4.1 REVIEW OF THE CONTENTS



**What do you  
remember from  
the previous session?**

## SESSION 4



### 4.2 ORGANIZATION AND KITCHEN MANAGEMENT

# Organization and kitchen management

The main objective is to participate in the planning of production, in the organization of raw materials, products and utensils inherent to the kitchen with a view to daily activity.

- **Equipments**
- **Utensils**
- **Workspace**

# Equipments

- **Stove:** is an enclosed space and thermally insulated, where food are cooked by the dry heat of an energy source.



- **Induction cooktop:** can be used to cook or heat food. Suitable materials should be used.





# Equipments

- Convection oven: is a device that combines various types of energy (microwave steam and hot oven air).



- Microwave oven: its main functions are to heat and thaw food.



# Equipments

- **Grill:** is used for grilling and for frying with reduced fat.



- **Fryer:** use a solid or liquid fat, and is heated between 150 ° and 200 ° in a vat in which the food to be fried is immersed.



# Equipments

## Other examples:

- Kettle cooker: The kettle is a pressure cooker.
- Industrial water bath: is an equipment that has one or more vats of hot water, whose temperatures are maintained through a thermostat, where the food is placed in covered containers and immersed in water.



# Equipments

- Potato peller
- Blender
- Meat grinder
- Kitchen robot
- Magic wand
- Cold meat rolling mill
- Universal machine (mixer)
- Vacuum Machine
- ...



# Watch the video!

**Video:**  
**Kitchen Equipment**



# Organization and kitchen management

## Cook assistant

# Utensils



dishwasher



dish dryer/drainer



microwave oven



electric kitchen



gas range



blender



toaster



grill pan



frying pan



pot



casserole



cake pan



baking sheet



rolling pin



kettle



electric kettle



thermo



kitchen tools



mesh skimmer



ladle



spatula



slotted spatula



beater/whisk



kitchen scissors



grater



colander



bowl



garlic press



peeler



ice cream scoop



can



can opener



drainer



bottles



bottle opener



cork

# Utensils

- Cutlery:
  - Forks
  - Spoons
  - Knives
  - Shovels
  - Scissors
  - Scraper
  - Brush



# Utensils

- Dinner service:
  - Plates
  - Cups
  - Cups of tea
- Cookware
- Roasting pans





# Kitchen Organization

## Preparing the workplace

It is very important to prepare the work space in advance, with all the utensils / equipment necessary for the confection of a complete meal.

So it's easier and quicker to cook!



## Preparing the workplace

There may be different spaces in a kitchen:

- Locations adapted to the comfort of the personnel:
  - Dressing rooms; Toilets; Canteens.
- Locations or zones adapted to the reception, control, packaging and storage of product
  - Commissary; Cold rooms; Warehouses.
- Reserved places (optional) for preliminary preparations
  - Vegetable preparation zone; Meat preparation zone; Fish preparation zone.

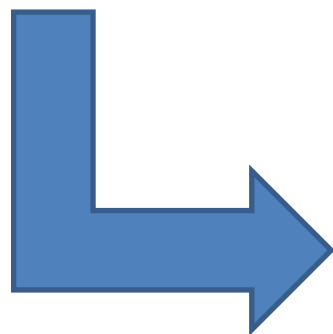
## Preparing the workplace

There may be different spaces in a kitchen:

- Locations or zones adapted processing of products into confections
  - Hot cooking zone; Cold cooking zone (garde-manger); Pastry
- Places or zones adapted to the washing and storage of the kitchen battery and waste disposal
  - Plumbing; Storage area for cleaning and disinfection equipment; Air-conditioned storage site for debris

## Preparing the workplace

**Well-organized food products make it easy to prepare meals!**



### **Warehouse and fridge:**

- Date foods already prepared
- Put the older products ahead
- Define proper areas for each type of food

# Organization and kitchen management

## Cook assistant

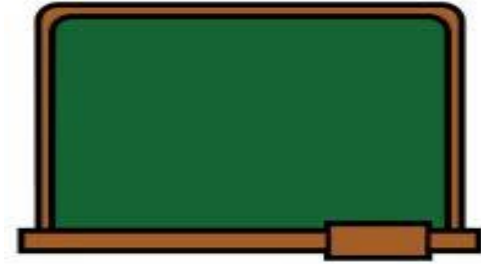
The use of color codes, for cutting boards, knives and other utensils, will facilitate the organization of the kitchen.

Cutting boards should have different colors in order to identify the corresponding type of food:

- raw meat (red)
- raw fish (blue)
- meat cooked (yellow)
- vegetables and fruits (green)
- cooked vegetables (brown)
- bread and dairy products (white)



# Brainstorming



1. What ICT tools can you use to help you to organize the kitchen?

## Practical activity



## SESSION 4



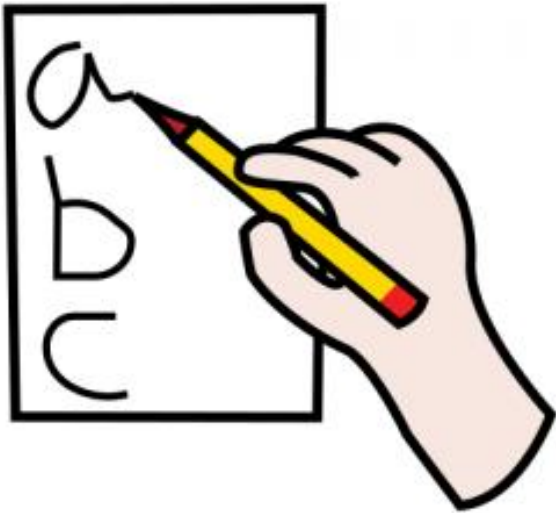
### 4.3 EVALUATION



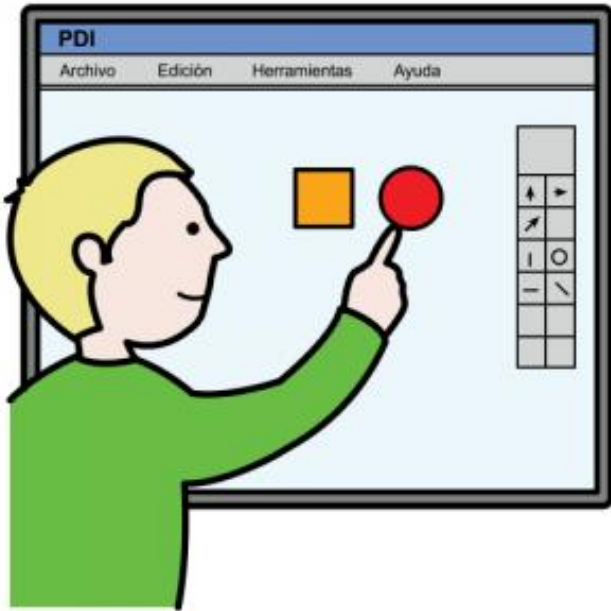
## Evaluation

Cook assistant

# Organization and kitchen management



## SUMMARY OF SESSION 4



- ✓ Equipments
- ✓ Utensils
- ✓ Kitchen Organization
- ✓ ICT Tools

# SESSION 5

## AGENDA



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1. **Review of the contents of session 4**
2. **Preparation and preservation of food**
3. **Evaluation**

## SESSION 5



### 5.1 REVIEW OF THE CONTENTS



**What do you  
remember from  
the previous session?**

## SESSION 5



### 5.2 PREPARATION AND PRESERVATION OF FOOD

## **Food preparation**

There is much talk about the importance of hygiene care and food handling, preparation techniques, temperature that ensures that food is not contaminated by bacteria and fungi, correct storage, among other fundamental aspects.



## **Food preparation**

### **How to prepare the food?**

1. We must be able to identify all the ingredients of the menu as well as the equipment and utensils we will need.
2. We must identify the processes of confection and confection times necessary.
3. We can not also forget which steps to follow (what to cook first).



# Food preparation

Making a food means exposing it to a heat source in order to modify its appearance, taste, odor, texture, volume and chemical composition, making it more appetizing and inviting.

The main changes observed in a food after its preparation are:

- **Color** - Varies according to the nature of the food and the preparation mode;
- **Odor** - During cooking the original odor of the food undergoes transformations, which can attenuate, concentrate or give rise to new odors;

# Food preparation

- **The Flavor** - It depends on the cooking technique used as well as the added seasoning components, making its flavor lighter or stronger. Techniques like grilling, sautéing or frying reinforce and give rise to new flavors in food;
- **The Volume** - The cooking method is responsible for increasing or decreasing the weight and volume of some foods;
- **The texture** - The preparation of a food necessarily changes its texture through a softening of the tissues and fibers in the case of the meat, a softening of the cellulose in the case of the vegetables, in the thickening of the sauces or creams or in the creation of a crust in the fried and roasted.

# Food preparation

All this set of processes and transformations allow us to distinguish three types of categories of food preparation:

- **Food preparation by Coloring** - Roasting, grilling, sautéing or frying - are methods of preparation that allow to conserve the flavors and aromas inside the food;
- **Preparation of food without pre-coloring** - Bake - this method allows the passage of the soluble elements to the liquid of the baking;
- **Preparation of Mixed Food** - Steaming - previously stained and then cooked in liquid or in a sauce.

### Food preparation

Main processes of food preparation:

- **Boiling** - Food is exposed to heat transmitted through a liquid, usually water;



- **Steaming** - Food is cooked by steam;



- **Bake** - The food is duly seasoned and subjected to the heat of the oven;



# Food preparation

Main processes of food preparation:

- **Fry** - The food is dipped in oil at a temperature of 160°C;
- **Sauté** - The food is made in a frying pan with little fat;
- **Grilling** - The food is made on a grill;
- **Gratin** - After its preparation or staining, the food is covered or sprinkled with sauce, breadcrumbs or cheese and then subjected to a heat source such as oven or salamander;



# Food preparation

Main processes of food preparation:

- **Poaching** - The food is boiled in water or broth at gentle temperatures so that the food does not dry, harden or shrink;



- **Stuffer** - The food is placed in a closed container with little fat and aromatic compounds;



- **Stew** - The food is slowly cooked in an uncovered container with fat, aromatic compounds and plenty of liquid.



# Food preservation

The arrival of a food to the table of our house is the consequence of a long process of production. Once collected, the material will go through some steps that aim to guarantee more quality and validity to the product.

This is a natural process of the human being. From the cavemen we seek methods to prolong the durability of a meal.

# **Food preservation**

## **Conservation methods**

The human being realizes the need to conserve food for centuries and there is no shortage of manual and industrial techniques to do so. Below are five common methods:

### **1.By Heat**

Pasteurization and sterilization are the best known. By raising the temperature of the food, the microorganisms are eliminated and the food will have its extended shelf life.

### **2. Dehydration and drying**

One of the simplest processes to do. The amount of water in the food is decreased (usually by drying) and then salt is added. This practice is more common with meats and grains.



# Food preservation

## 3. By Cold

This is the reverse of pasteurizing. In this case there will be freezing in order to kill microorganisms and enzymes.

## 4. Substitution for fats

There is an exchange of unsaturated fats, but propitious to oxidation, by saturation.

## 5. Chemical Additives

Vinegar, oil and other ingredients can also be used as preservatives. The industry also makes use of this technique with products like sulfate.

# **Food preservation**

## **Preservation by cold:**

- Keep your refrigerator well refrigerated and cleaned of food that is no longer suitable for consumption.
- When you buy yogurts, for example, make sure they are stored according to the expiration date (greater longevity, in the rear).
- Never place food in the refrigerator without proper cooling.

# Food preservation

## Preservation by cold:

- Store food in the refrigerator at a temperature of approximately 5°C. The temperature in the freezer compartment varies according to the star rating of the appliance. A 1 star equipment freezes food at about -6°C, while a 3 or 4 stars has already reached temperatures of -18°C. Check the instructions of your equipment to set it to the proper temperature.
- Pack the food carefully so that it is easily to identify it (especially in the case of freezing once the defrosting process has started, you should not put it back in the freezer).

# Food preparation and preservation

## Vegetables

Vegetables like humidity, so you should put them in the refrigerator drawer with humidity at maximum power.



**Tomato** fits best in cool environments, so try to leave them outdoors in a place where they are not crowded with other vegetables.

The **cucumber** and **onions** should be in the kitchen bench and not in the refrigerator.

Both the **garlic** and the **potatoes** are best preserved in the dark.

To keep **parsley** and **coriander** super fresh for 5 days after coming from the supermarket, you must cut the stems, put in a glass with water in the bottom and lined with a bag to have a kind of greenhouse, and then put it in the refrigerator.

## **Food preparation and preservation**

### **Fish**

Fish can be stored in the freezer, but rather must be cleaned by removing the viscera and scales and then washed thoroughly. The fish should be wrapped in plastic wrap or plastic bags suitable for food.



# Food preparation and preservation

## Meat

Prepare the meat before freezing it. To avoid so-called freezing burns, prepare and pack the product before storing it.



- Bovine and poultry meat can still be frozen in their factory packaging, but it is good to wrap these packages with more layers to prevent the product from coming into contact with air. Use plastic bags and thick aluminum foil for this type of application.
- Use a domestic vacuum sealer to remove air from the carton.

# Food preparation and preservation

## Meat

- Use hermetically sealed containers, such as plastic jars and cans or for the freezer.
- Use products such as thick aluminum foil or plastic bags suitable for the freezer.
- Remove any bones you find in meat before freezing them, as they take up space and can contribute to freezing burns.
- Put paper or freezer-type plastic film between the slices or pieces of meat to facilitate separation after freezing.



# Preparation and preservation of food

## Cook assistant

Product	Refrigerator	Freezer
<b>Eggs</b>		
Fresh, in shell	4 to 5 weeks	Don't freeze
Raw yolks, whites	2 to 4 days	1 year
Hard cooked	1 week	Don't freeze well
Liquid pasteurized eggs or egg substitutes, opened	3 days	Don't freeze
unopened	10 days	1 year
Mayonnaise, commercial	2 months	Don't freeze

### TV Dinners, Frozen Casseroles

Keep frozen until ready to heat 3 to 4 months

### Deli & Vacuum-Packed Products

Store-prepared (or homemade) egg, chicken, tuna, ham, macaroni salads	3 to 5 days	Don't freeze well
Pre-stuffed pork & lamb chops, chicken breasts stuffed w/dressing	1 day	Don't freeze well
Store-cooked convenience meals	3 to 4 days	Don't freeze well
Commercial brand vacuum-packed dinners with USDA seal, unopened	2 weeks	Don't freeze well

### Raw Hamburger, Ground & Stew Meat

Hamburger & stew meats	1 to 2 days	3 to 4 months
Ground turkey, veal, pork, lamb	1 to 2 days	3 to 4 months

### Ham, Canned Beef

Product	Refrigerator
---------	--------------

### Soups & Stews

Vegetable or meat-added & mixtures of them	3 to 4 days
---	-------------

### Bacon & Sausage

Bacon	7 days
Sausage, raw from pork, beef, chicken or turkey	1 to 2 days
Smoked breakfast links, patties	7 days
Summer sausage labeled "Keep Refrigerated," unopened	3 months
opened	3 weeks

### Fresh Meat (Beef, Veal, Lamb, & Pork)

Steaks	3 to 5 days
Chops	3 to 5 days
Roasts	3 to 5 days
Variety meats (tongue, kidneys, liver, heart, chitterlings)	1 to 2 days

### Meat Leftovers

Cooked meat & meat dishes	3 to 4 days
Gravy & meat broth	1 to 2 days

### Fresh Poultry

Chicken or turkey, whole	1 to 2 days
Chicken or turkey, parts	1 to 2 days
Giblets	1 to 2 days

### Cooked Poultry, Leftover

Fried chicken	3 to 4 days
Cooked poultry dishes	2 to 4 weeks



# Preparation and preservation of food

Cook assistant

## Practical activity



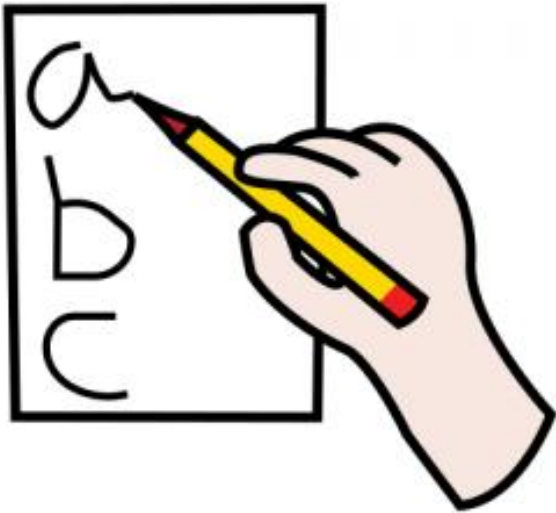
## SESSION 5



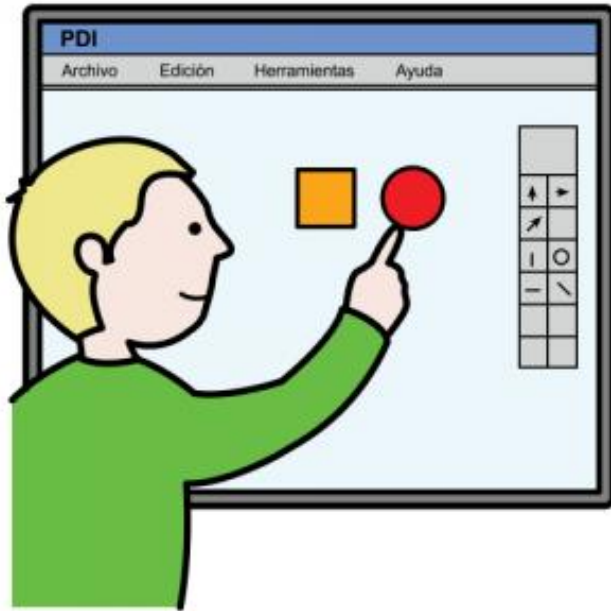
### 5.3 EVALUATION

# Evaluation

## Preparation and preservation of food



## SUMMARY OF SESSION 5



- ✓ Food Preparation
- ✓ Food Preservation
- ✓ ICT Tools

# SESSION 6

## AGENDA



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1. **Review of the contents of session 5**
2. **Mesured weights and equivalences and functional conversion rules**
3. **To know how to plan daily tasks**
4. **Evaluation**

## SESSION 6



### 6.1 REVIEW OF THE CONTENTS



**What do you  
remember from  
the previous session?**

## SESSION 6



### 6.2 MESURED WEIGHTS AND EQUIVALENCES AND FUNCTIONAL CONVERSION RULES



# Mesured weights and equivalences and functional conversion rules

Cook assistant

## Mesured weights

Not every recipe can be prepared "by the eye" because it can change its final result. Therefore, it is very important to use an instrument to weigh or measure.



# Mesured weights and equivalences and functional conversion rules

Cook assistant

## Weight conversions

METRIC	CUPS	OUNCES
15 g	1 tablespoon	1/2 ounce
30 g	1/8 cup	1 ounce
60 g	1/4 cup	2 ounces
115 g	1/2 cup	4 ounces
170 g	3/4 cup	6 ounces
225 g	1 cup	8 ounces
450 g	2 cups	16 ounces

## Length

METRIC	IMPERIAL
3 mm	1/8 inch
6 mm	1/4 inch
2.5 cm	1 inch
3 cm	1 1/4 inch
5 cm	2 inches
10 cm	4 inches
15 cm	6 inches
20 cm	8 inches
22.5 cm	9 inches
25 cm	10 inches
28 cm	11 inches

## Oven temperatures

CELSIUS	FAHRENHEIT
95°C	200°F
130°C	250°F
150°C	300°F
160°C	325°F
175°C	350°F
190°C	375°F
200°C	400°F
230°C	450°F

## Volume conversions

METRIC	CUPS	OUNCES
15 ml	1 tablespoon	1/2 fl. oz
30 ml	2 tablespoons	1 fl. oz
60 ml	1/4 cup	2 fl. oz
125 ml	1/2 cup	4 fl. oz
180 ml	3/4 cup	6 fl. oz
250 ml	1 cup	8 fl. oz
500 ml	2 cups	16 fl. oz
1000 ml	4 cups	1 quart

## Mesured weights and equivalences and functional conversion rules

Cook assistant

# Watch the video!

**Video:** Measured weights and equivalences and functional conversion rules



## SESSION 6



### 6.3 TO KNOW HOW TO PLAN DAILY TASKS

## Cook assistant

## Daily tasks

In a kitchen there are tasks that have to be performed several times a day, or in daily, weekly or monthly basis.

All the professionals who work in a kitchen have well defined functions, with a list of tasks and deadlines for their realization.

A professional can have several responsibilities, and may have to perform daily and non-daily tasks.

[illegible]

## To know how to plan daily tasks

Cook assistant

### **Daily tasks** (some examples):

- Wear a uniform;
- Check the characteristics and quality of raw materials and semi-finished products;
- Condition and store raw materials;
- Collect information regarding the day's menu and the organization / distribution of work in the kitchen;
- Select and prepare the necessary equipment, utensils and ingredients, consulting recipes;
- Interpret recipes and prepare foods;
- Sanitize equipment and utensils;
- Diagnose the replacement needs of products and raw materials;
- Make requests for missing raw materials;
- ...

## Cook assistant

## Non-daily tasks (some examples):

- Inventory of equipment and utensils missing;
- Wash the garbage containers;
- Cleaning of freezers and refrigerators;
- ...

[illegible]

# Watch the video!

**Video: Daily tasks**





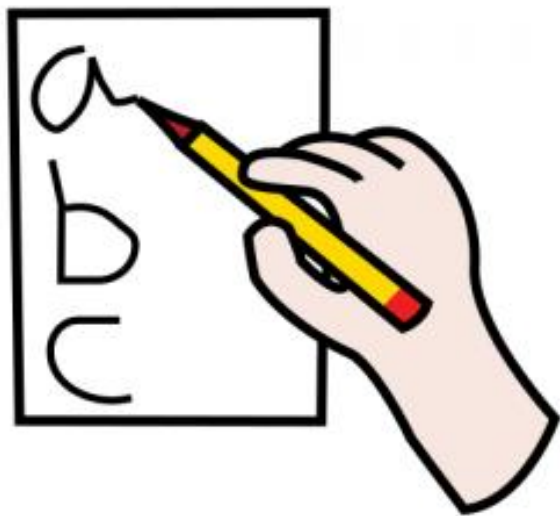
## SESSION 6



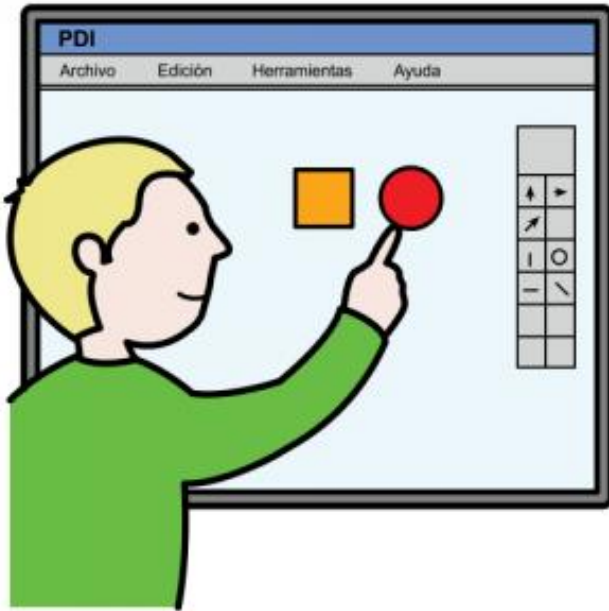
## 6.4 EVALUATION

# Evaluation

## Measured weights and Equivalences and Functional Conversion Rules and How to plan daily tasks



## SUMMARY OF SESSION 6



- ✓ Measured weights
- ✓ Equivalences and functional conversion rules
- ✓ Daily tasks
- ✓ Non-daily tasks

# SESSION 7

## AGENDA



**INCLUSIVE  
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1. **Review of the contents of session 6**
2. **Cooking simple dishes**
3. **Evaluation**

## SESSION 7



### 7.1 REVIEW OF THE CONTENTS



**What do you  
remember from  
the previous session?**

## SESSION 7



## 7.2 COOKING SIMPLE DISHES

## Cooking simple dishes

Cook assistant

A menu is composed by:

- First course
- Main course
- Dessert





## Cooking simple dishes

### Cook assistant

#### First course:

The first dish served is called first course, starters or entries and can be a salad, a small serving of soup or pates with bread for example, whose function is to stimulate the appetite.



# Cooking simple dishes

## Cook assistant

### Main course

The dish that contains the most important portion of the meal is usually also the tastiest and most garnished dish. This dish is called main course, and can be meat, fish or vegetarian.

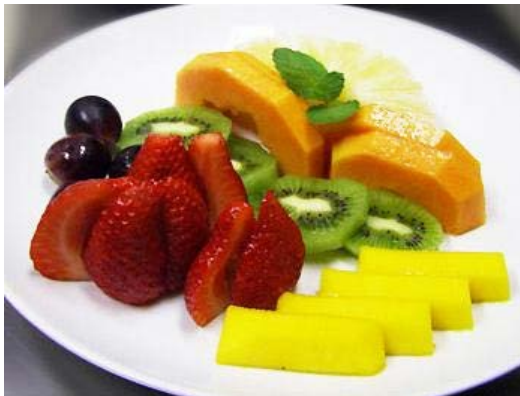


# Cooking simple dishes

## Cook assistant

### Dessert

It is served after the main course. The dessert may consist of fruit or a sweet.



# Cooking simple dishes

## Cook assistant

How to follow a recipe



Important things to take into consideration:

- Read the recipe to the end;
- Select all necessary ingredients;
- Check the utensils and equipment to be used (ex measurements and conversion)
- Program the following steps / time of each step;
- Check the time required to complete the recipe.



Alert to time management of each step and the total to see if we have time to run it.



## Cooking simple dishes

Cook assistant

# Watch the video!

**Video: Recipe**





# Cooking simple dishes

Cook assistant

## First course:

- Spicy beef and tomato sausage rolls
- Chicken wings
- Melon and parma ham
- Tomato soup
- Spring vegetable soup



## Cooking simple dishes

Cook assistant

### Spring vegetable soup

#### Ingredients

- 2tbsp olive oil
- 1 red onion, finely chopped
- 2 medium potatoes, peeled and cut into cubes
- 1 litre (1¾ pints) of chicken or vegetable stock
- 1 x 200g pack Tenderstem broccoli
- 150g frozen peas
- 100g (3½oz) spinach
- 30g fresh mint leaves, finely chopped
- 50g (2oz) spring onions, sliced
- 40g (1½oz) Parmesan cheese, finely grated



## Cooking simple dishes

### Cook assistant

## Spring vegetable soup

### Method

1. Heat the oil in a pan over a medium heat, add the chopped onion and cook gently until softened - about 5mins. Add the potatoes and cook for a further 1min.
2. Pour in the stock and bring to the boil. Reduce the heat and simmer for 5mins until the potato is cooked through.
3. Meanwhile, trim any tough ends off of the broccoli and slice each stem in half lengthways, then add to the pan with the peas and cook for a further 2mins.
4. Remove the soup from the heat, add the spinach and mint, then ladle into 4 soup bowls.
5. Scatter over the sliced spring onions and Parmesan, and add a sprinkling of freshly ground black pepper. Serve with crusty bread and a drizzle of extra virgin olive oil, if desired.
6. Freezing and defrosting guidelines
7. Make the soup, then leave to cool at room temperature. Freeze (without garnishes or toppings) in a rigid container, leaving a bit of space for expansion, for up to 1-3 months. Reheat either from frozen or defrost in the fridge overnight. Once piping hot, add toppings or garnishes and serve.



## Cooking simple dishes

Cook assistant

### MEAT

#### Main course:

- Basic pot roast;
- Beef stew;
- Grilled pork;
- Steamed Chicken



## Cooking simple dishes

### Cook assistant

#### Beef stew

##### Ingredients:

- 1-1/2 pounds boneless beef chuck roast, cut into 1-inch cubes
- 3 medium potatoes, peeled and cubed
- 3 cups water
- 1-1/2 cups fresh baby carrots
- 1 can (10-3/4 ounces) condensed tomato soup, undiluted
- 1 medium onion, chopped
- 1 celery rib, chopped
- 2 tablespoons Worcestershire sauce
- 1 tablespoon browning sauce, optional
- 2 teaspoons beef bouillon granules
- 1 garlic clove, minced

## Cooking simple dishes

Cook assistant

### Beef stew

#### Ingredients (Continuation):

- 1 teaspoon sugar
- 3/4 teaspoon salt
- 1/4 teaspoon pepper
- 1/4 cup cornstarch
- 3/4 cup cold water
- 2 cups frozen peas, thawed



## Cooking simple dishes

### Cook assistant

#### Beef stew

##### Method

1. Place the beef, potatoes, water, carrots, soup, onion, celery, Worcestershire sauce, browning sauce if desired, bouillon granules, garlic, sugar, salt and pepper in a 5- or 6-qt. slow cooker. Cover and cook on low until meat is tender, 6-8 hours.
2. Combine cornstarch and cold water in a small bowl until smooth; gradually stir into stew. Stir in peas. Cover and cook on high until thickened, 30 minutes.

## Cooking simple dishes

Cook assistant

### FISH

#### Main course:

- Baked Fish with Lemon Cream Sauce;
- Grilled Fish With Tropical Relish;
- Pan-fried basa fillets with garlic potatoes recipe



## Cooking simple dishes

Cook assistant

### **Pan-fried basa fillets with garlic potatoes recipe**

#### **Ingredients:**

- 350g (12 1/2oz) baby potatoes, quartered
- 1 tbsp extra-virgin olive oil
- 1/2 tbsp rice wine vinegar or white wine vinegar
- 1/2 lime, zested and juiced
- 1 red chilli, seeded and finely chopped
- 2 garlic cloves, crushed
- 3-4 tbsp roughly chopped coriander
- 1½ tbsp olive oil
- 3 tbsp plain flour
- 1 x 265g (9 1/2oz) pack skinless and boneless basa fillets

## Cooking simple dishes

### Cook assistant

#### **Pan-fried basa fillets with garlic potatoes recipe**

##### **Method**

1. In a medium pan of salted, boiling water, cook the potatoes for 12 mins, or until tender.
2. While the potatoes are cooking, make the salsa: in a bowl, combine the extra-virgin olive oil, vinegar, lime zest and half the lime juice, the chilli, half the garlic, and the coriander. Season and add extra lime juice to taste, if you like.
3. Heat 1 tbsp olive oil in a large frying pan over a high heat. Season the flour and use to coat the basa fillets, then add them to the pan. Fry for 30 secs over a high heat, then reduce the heat to medium-high and fry for a further 2 mins each side, or until golden and cooked through.
4. Drain the potatoes. Return to the pan, along with the remaining olive oil and garlic. Lightly crush with a potato masher or a fork, then divide between 2 plates. Top with the fish and drizzle over the chilli and coriander salsa.



# Cooking simple dishes

## Cook assistant

### Dessert:

- Banana Pudding Recipe;
- Black Forest Brownie Dessert;
- Creamy Lemon-Blueberry
- Laminated Fruit





## Cooking simple dishes

Cook assistant

### Black forest brownie dessert

#### Ingredients

- 1 jar (10 oz) maraschino cherries (about 30 cherries), drained
- 1 pkg (18-21 oz/450 g) brownie mix (plus ingredients to make cake-like brownies)
- 1 tsp (5 mL) almond extract
- 12 cherry cordial candies
- 1 1/2 cups (375 mL) thawed frozen whipped topping
- 1/4 cup (50 mL) semi-sweet chocolate morsels, grated



## Cooking simple dishes

### Cook assistant

#### Black forest brownie dessert

##### Method

1. Preheat oven to 325°F (160°C). Spray cups of Brownie Pan with nonstick cooking spray. Finely chop cherries. Combine brownie mix, eggs, water, oil and almond extract; mix according to package directions for cake-like brownies. Fold in chopped cherries; divide batter evenly among wells of pan.
2. Bake 22-24 minutes or until wooden pick inserted in centers of brownies comes out clean. Remove pan from oven. Carefully invert pan onto cooling rack; remove pan. Turn brownies over. Immediately snip a 1/2-inch-deep (1-cm) “x” into top of each brownie using Professional Shears. Press one cordial candy into each brownie until flush with top of brownie. Let stand 5 minutes.
3. Top brownies evenly with whipped topping; garnish with grated chocolate. Serve warm.

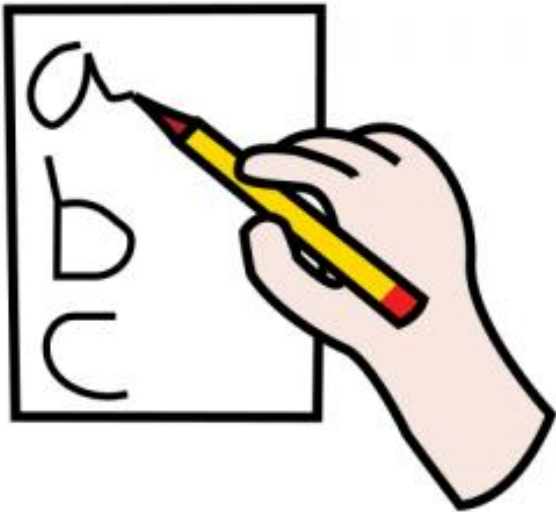
## SESSION 7



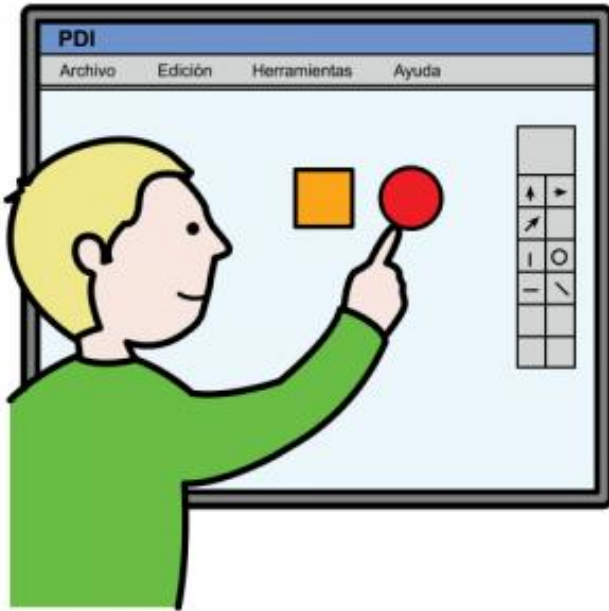
## 7.3 EVALUATION

# Evaluation

## Cooking simple dishes



## SUMMARY OF SESSION 7



- ✓ Menu
- ✓ Recipes
- ✓ First course
- ✓ Main Course
- ✓ Dessert

# SESSION 8

## AGENDA



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1. **Review of the contents of session 7**
2. **Articulation of kitchen activity with table service**
3. **Waste management**
4. **Evaluation**

## SESSION 8



### 8.1 REVIEW OF THE CONTENTS



**What do you  
remember from  
the previous session?**



## SESSION 8



### 8.2 ARTICULATION OF KITCHEN ACTIVITY WITH TABLE SERVICE

## Articulation of kitchen activity with table service

Cook-chef assistant

### Articulation of kitchen activity with table service

Communication tools to connect the front and back of the restaurant aid in the kitchen communication.



## Articulation of kitchen activity with table service

Cook assistant

### Taking Orders

Taking orders from the customer or guests is a two way

communication process. Let us say there are two persons, the guest and the server.

The guests prefer to place order to a knowledgeable or qualified server.

The customers often ask questions about the preparation of the food, serving size in case of beverages, pizza, and otherwise, filling and cooking types in case of sandwiches, subs, and pizzas, and toppings in case of pastries and ice creams. The server must record every detail by communicating with the guest clearly.



## Articulation of kitchen activity with table service

### Cook assistant

The server must :

- Be aware of basic food preparation, recipes of various food items on the menu.
- Have an eye for detail and accurate in recording the order.
- Know the slang/local words used by the customers.
- Be able to describe preparation in words shortly.
- Know the time required to prepare menu items.
- Know what accompaniments go well with each menu item and which menu items complement each other.
- Know the prices for each item offered on the menu.
- Be polite and friendly; but not casual.
- Not assume anything about the customer even if the customer is a frequent visitor.

# Articulation of kitchen activity with table service

## Cook assistant

### Executing Orders

The server manually hands over the order in the kitchen to begin preparation of the dishes. Once the order is in hand, the team work shows up in execution.

The Chef de cuisine, the sous chef, the line chefs, runners, and other staff; all need to work harmoniously in the kitchen. They need to communicate clearly to avoid any unwelcomed outcomes in the process of food preparation as well as service of food.



## Articulation of kitchen activity with table service

### Cook assistant

To avoid communication loopholes, each member of the kitchen staff must:

- Understand the role and responsibility of oneself as well as other team members.
- Be willing to share information and experiences with each other. It is important especially when the duty shift changes.
- Must know all the areas in the kitchen and the places of preparation equipment, serving equipment, and ingredients store.
- Be willing to support less-skilled or new staff member.
- Be able to deliver the best results in the least possible time.

# Articulation of kitchen activity with table service

Cook assistant

## Order Systems

- **Paper ticket order:** is a simple and economical tool to help with communication. The server writes the order and takes it to the kitchen. In the kitchen there should be one responsible for distributing the work in the preparation of the dish. When the dish is ready, the order ticket must be stored in a proper place so that, at the end of the day, the responsible one can carry out the accounting.



# Articulation of kitchen activity with table service

Cook assistant

## Order Systems

- **Electronic order:** is a simple tool to help with communication. The system allows the servers to enter the orders, which are sent back to the kitchen. Once the order arrives in the kitchen, this sets in motion the communication in the kitchen. Establish one person to retrieve and announce the orders to the rest of the cooks. The automated system allows the cooks to easily keep track of the orders and their status. It also provides a form of visual communication, since all kitchen employees can look at the machine or print-outs to get order information.





## Articulation of kitchen activity with table service

Cook assistant

**The way the food is presented is really important. This factor can attract or repulse clientes to a restaurante.**



# Articulation of kitchen activity with table service

## Cook assistant

### Food presentation

The type of service will determine the way we present the food.

We can present the food in:

- Normal plattes
- Large plattes
- Buffets trays



# Articulation of kitchen activity with table service

## Cook assistant

### Service types

There are different ways to do a table service. A staff must know what kind of service will be presented so they can prepare properly the menu.

- Buffet
- Plated service
- Family-style service
- Self-service
- Banquet
- Room service



# Articulation of kitchen activity with table service

## Cook assistant

### ***Buffet Service***

- Foods are arranged on tables.
- Guests usually move along the buffet line and serve themselves.
- When their plates are filled, guests take them to a dining table to eat.
- Servers usually provide beverage service at tableside.

### ***Plated Service***

- Guests are seated.
- Foods are pre-portioned in the kitchen, arranged on plates and served.
- This is the most functional, common, economical, controllable and efficient type of service.
- However, if foods are plated too far in advance, they could run together, discolor, or otherwise lose culinary quality.

## Articulation of kitchen activity with table service

### Cook assistant

#### ***Family-style Service***

- Guests are seated.
- Large serving platters and bowls are filled with foods in the kitchen and set on the dining tables by servers.
- Guests help themselves or they pass the foods to each other.



## **Articulation of kitchen activity with table service**

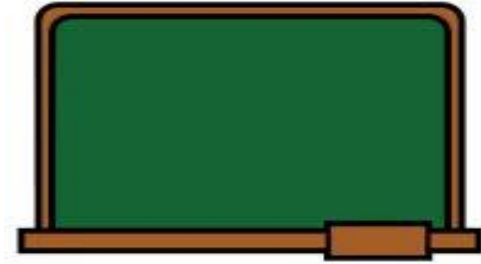
Cook assistant

# Watch the video!

**Video: Articulation of kitchen activity with table service**



# Brainstorming



1. What do you think about the video?

## SESSION 8



### 8.3 WASTE MANAGEMENT



**“We could feed the starving people of the world with the food wasted globally.”**

All food has a value and a sensible utilization of the resources is essential!



## Waste management

### Cook assistant

Reducing waste make good business sense! To organize a successful waste management for your establishment that will minimize it to a minimum and utilize existing waste in the best possible way you need to do the following actions:

1. Create a Team Responsible for Managing the Garbage
2. Track and analyze the waste in a restaurant
3. Identifying Quantity of Different Types of Waste
4. Sorting and Weighing Restaurant Waste
5. Restaurant Food Waste Reduction Ideas
6. Restaurant Waste Recycling

## Waste management

### Cook assistant



### **1. Create a Team Responsible for Managing the Garbage**

The team should be aware of the amount of specific ingredients that are used when preparing certain dishes, and the type and quantity of garbage that are left after customers finish with eating.

### **2. Track and analyze the waste in a restaurant**

Restaurant waste can be roughly divided into two major groups – the one that left before consuming food and the one that left after your guests finish with dining.

Restaurant waste that left before your guest consumed food would be one that occurs during food preparation like raw foods such as potato peel, roots from leafy vegetables or bones, improperly prepared food, fluids and food accidentally spilled on the kitchen floor etc.

## Waste management

### Cook assistant

### 3. Identifying Quantity of Different Types of Waste

You will Identify your garbage easily through the following actions :

- Conversation with the employees
- Disposal of garbage in specific containers
- Recording of types and quantities of waste
- A review of invoices and other documentation



### 4. Sorting and Weighing Restaurant Waste

The simplest way to sort waste is by using different containers – buckets for certain types of waste. Waste is primarily necessary to sort to the one that can be recycled, such as food packaging, glass, paper, plastic bottles or organic waste from the kitchen, food scraps that your guests did not eat, all green food that can go to composting.



## **5. Restaurant Food Waste Reduction Ideas**

How to reduce the restaurant waste? After you made waste audit and determine the type and quantity you need to take concrete steps to reduce it.

Below are some of the proven and effective methods that will certainly help you to reach your goals:

### **Change your menu**

After identify the restaurant menu items that usually have the most leftovers consider reducing the portion size of these menu items. In this way not only that you reduce the quantity of restaurant waste but also reducing the food cost of cooking and automatically increase profit.

## **Waste management**

### **Cook assistant**

#### **Make a purchase wisely**

If some of the ingredients that you use to prepare meals often goes to waste because you can not spend it before the end of its period of validity, consider the purchase of that ingredients in smaller packages.

#### **Invest in high-quality kitchen equipment**

Use specialized knives for peeling of fruits and vegetables or knives for filleting and cutting meat or fish. These seemingly small differences in the quantity of food waste in the long period have a major impact on reducing waste and increasing your profit.

## **Waste management**

### **Cook assistant**

#### **Store fruits and vegetables properly**

With proper storage of food you extending the time of use. Proper storage includes cleaning fruits and vegetables, storage in a suitable container and in the appropriate place with the obligatory labels with date of storage.

#### **Regularly rotate the food in the fridge and warehouse**

Set the foods that should be used first in front of the food that is stored newly. A very convenient way of storing food in the refrigerator is the rule “right to left”. New foods always store on the right side of the fridge while existing food you move further to the left. When you taking the food for preparation you are of course using the reverse order “from left to right.” In this way your food will be always fresh and you reducing food waste.

## 6. Restaurant Waste Recycling

Build a system that will ensure the recycling of all types of restaurant waste that is recyclable! Recycling of restaurant waste become part of daily work for 65% of restaurants.



- Food waste is organic and can be completely recycled! It is one of the important renewable energy resources and the most commonly transport to landfills for composting.
- Plastic bottles, cans, cardboard boxes, wooden pallets and paper materials can be either reused or recycled.
- Make a contract with a local company for recycling. In this way, you earn money from your waste and get a free service of waste transport.



# Watch the video!

**Video: Waste Management**



## SESSION 8

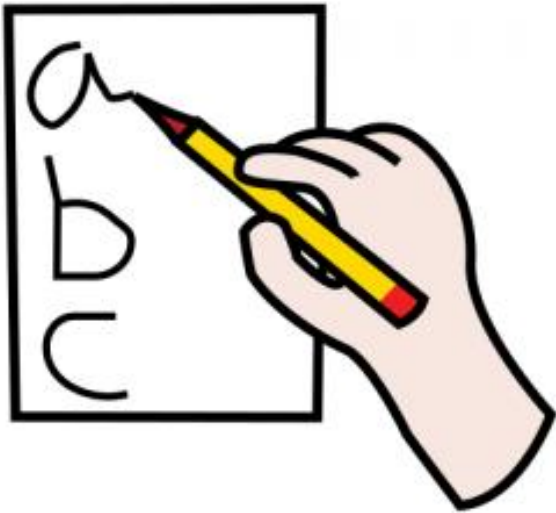


### 8.3 EVALUATION

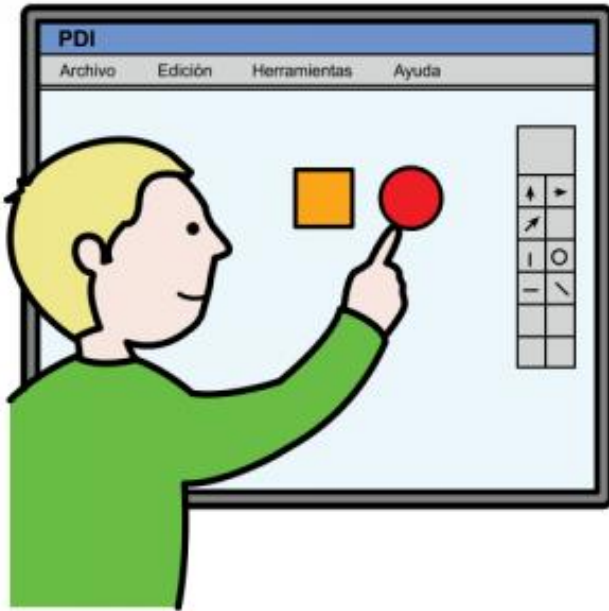
# Evaluation

**Articulation of kitchen activity with table service**

**Waste Management**



## SUMMARY OF SESSION 8



- ✓ Articulation of kitchen activity  
with table service
- ✓ Waste Management

# SESSION 9

## AGENDA



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1. **Review of the contents of session 8**
2. **Preparing Catering**
3. **Evaluation**

## SESSION 9



### 9.1 REVIEW OF THE CONTENTS



**What do you  
remember from  
the previous session?**

## SESSION 9



### 9.2 PREPARING CATERING



## Practical activity I

The participants should form 2 groups.

Each group will think a menu with a **first course**, a **main course** and a **dessert**, using ICT tools

### Taking in consideration:



Organization and kitchen management



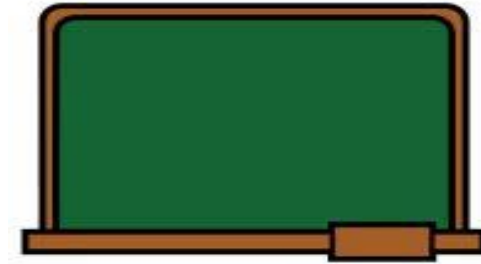
How to plan daily tasks



Waste management



# Brainstorming



1. What is your team plan?
2. What menu did your team choose?
3. What menu are we all going to make?

# Practical activity II

The participants should form groups.

Each group will prepare a menu with a **first course**, a **main course** and a **dessert**, using ICT tools

## Taking in consideration:



Time available



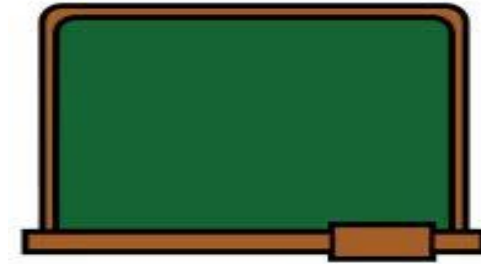
Measured weights and equivalences



Preparation and preservation of food



# Brainstorming



1. How was the service in general?
2. What were your difficulties?
3. What you can do to improve your performance next time you'll need to cook?

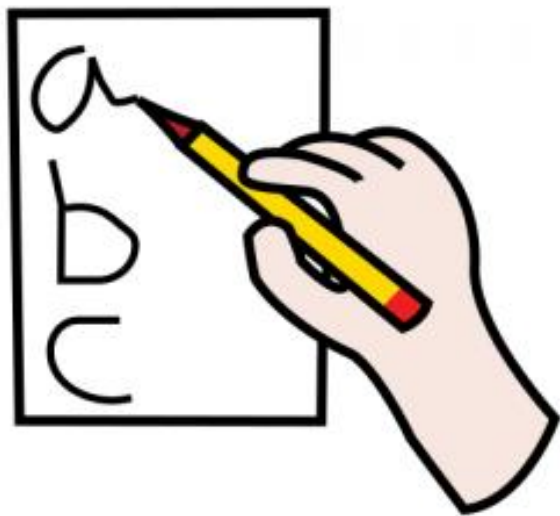
## SESSION 9



### 9.3 EVALUATION

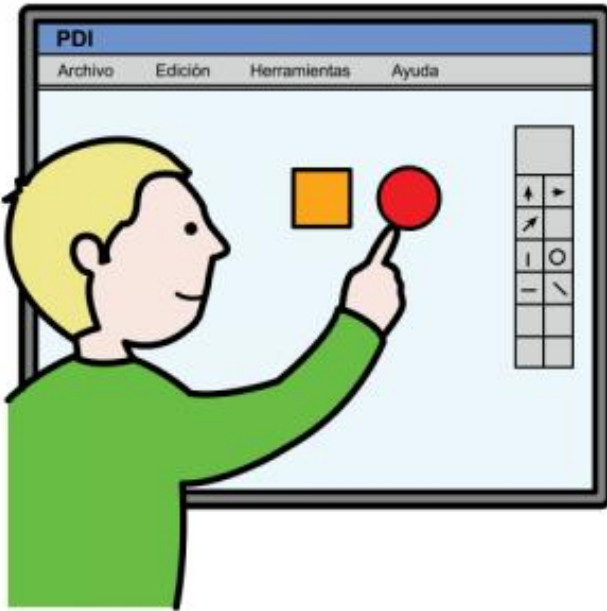
# Evaluation

## Preparing Catering



## SUMMARY OF SESSION 9

✓ Preparing Catering



## 10. CONCLUSIONS





**What have you learned?**

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# UNIT 10

## HOW CAN I BECOME A GOOD COOK ASSISTANT?

ONLINE SESSION 1

## Consortium



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# UNIT 10 : HOW CAN I BECOME A GOOD COOK ASSISTANT?

## Online session 1



# Activity 1

## MY WORK SCHEDULE

**Watch the following video!**

Remember How to use the APP  
Google Calendar.

How to use Google  
Calendar



# Activity 1

## MY WORK SCHEDULE



**From the information you've seen in the video...**

- Look at the information related to the working hours of a cook assistant.
- Then, through the GOOGLE CALENDAR App, enter this information.
- You must configure it to display the reminder every time to start a task.



# Activity 1

## MY WORK SCHEDULE

TIME	TASKS
9:00	Check-in
9:05 to 9:15	Wear the uniform
9:15 to 9:20	Wash the hands
9:20 to 9:35	Receive instructions
9:35 to 9:45	Menu communication
9:45 to 10:00	Read the recipe
10:00 to 10:15	Check the necessary ingredients / cooking time
10:15 to 10:30	Check the necessary utensils / equipment
10:30 to 12:00	Food preparation
12:00 to 13:00	Break
13:00 to 15:00	Cleaning and sanitizing the space, equipment and utensils
15:00 to 15:30	Take out the trash
15:30 to 16:00	Checkout





# Activity 2



## FIND A RECIPE

1. Find a recipe in Kitchen Stories App
2. Send to the trainer a Print Screen of that.



# Activity 3

## WORK ORDER



1. Enter the Google Drive document that the trainer will share with you.
2. Imagine that you are a cook assistant who has finished the working day.
3. Fill the worksheet with the information requested.



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# INCLUSIVE TOURISM



# UNIT 10

## HOW CAN I BECOME A GOOD COOK ASSISTANT?

ONLINE SESSION 2

## Consortium



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# UNIT 10 : HOW CAN I BECOME A GOOD COOK ASSISTANT?

## Online session 2



# Activity 1

## RECIPE-ingredients and utensils



1. Find the recipe **Spaghetti Bolognese** in Kitchen Stories App.
2. Then do a checklist in Google Keep App with the ingredients that you need to cook.
3. Do another checklist with the necessary utensils and equipments that you need to cook.
4. Share the checklist with your trainer.





# Activity 2

## RECIPE-methods

1. Find the recipe **Spaghetti Bolognese** in Kitchen Stories App.
2. Then do a checklist in Google Keep App with the methods
3. Share the checklist with your trainer.



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