

Unit/Standard Number	<p style="text-align: center;">Institutional Food Worker CIP 12.0508 Task Grid</p>	<p style="text-align: center;">Proficiency Level Achieved: (X) Indicates Competency Achieved to Industry Proficiency Level</p>
Secondary Competency Task List		
100	DEMONSTRATE SAFETY PROCEDURES	
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	List common causes of typical accidents and injuries in the food service industry.	
105	Follow appropriate emergency procedures for kitchen and dining room injuries.	
106	Describe appropriate types and use of fire extinguishers used in the food service area.	
107	Pass safety tests for all equipment.	
108	Complete safety checklist and demonstrate general safety procedures in a food preparation area.	
109	Recognize safe design and construction features of food production equipment and facilities (i.e. NSF, UL, OSHA, ADA, etc.).	
110	Review Safety Data Sheets (SDS), explain their requirements in handling hazardous materials, and describe personal protective equipment.	
200	DEMONSTRATE SANITATION PROCEDURES	
201	Demonstrate good personal hygiene and health practices that must be followed in the food service area.	
202	Demonstrate the difference between cleaning and sanitizing equipment and facilities.	
203	Identify proper waste disposal methods and recycling.	
204	Maintain and develop schedule and procedures for sanitizing equipment and facilities.	
205	Demonstrate precautions to follow when handling blood borne pathogens (ECP).	
206	List reasons for and signs of food spoilage and contamination.	

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207	Describe cross-contamination and acceptable procedures to follow when preparing and storing for temperature control safety (TCS) of foods.	
208	Identify the Hazard Analysis Critical Control Point (HACCP) during all food handling processes as a method for minimizing the risk of food borne illness.	
209	Describe laws and rules of the regulatory agencies governing sanitation and safety in food service operations.	
210	Describe and demonstrate ServSafe certification requirements.	
300	DEMONSTRATE KNOWLEDGE OF THE FOOD INDUSTRY	
301	Trace growth and development of the hospitality and tourism industry.	
302	RESERVED	
303	Identify professional organizations (for example, ACF, NRA) and compare and contrast their purposes and benefits to the industry.	
304	Evaluate career opportunities utilizing field trips, guest speakers, and other industry resources.	
305	Demonstrate knowledge of the Kitchen Brigade System.	
400	PURCHASING, RECEIVING AND STORAGE PROCEDURES	
401	Demonstrate proper receiving and storing of fresh, frozen, refrigerated, and staple goods	
402	Demonstrate labeling requirements for food products.	
403	RESERVED	
404	Inventory food and non-food items kept on hand.	
405	Explain the procedures for rotation of stock and for costing and evaluating including FIFO.	
500	DEMONSTRATE SKILL IN GARDE MANGER	
501	Identify tools and equipment used in GARDE MANGER.	
502	Develop fundamental skills in the preparations of cold items to include soups, presentation techniques.	
503	Demonstrate food presentation techniques, i.e. platters, bowls, and plates.	
504	Demonstrate basic garnishes to produce decorative pieces to include fruit/vegetable carvings and accompaniments.	
505	Identify and prepare types of hors d'oeuvres, canapés, and appetizers.	
506	Identify and prepare types of hot and cold sandwiches.	
507	RESERVED	
600	DEMONSTRATE USE AND CARE OF CUTTING TOOLS & UTENSILS	
601	Identify and demonstrate use and care of kitchen cutting tools and utensils.	
602	Demonstrate various knife cuts used in industry.	
603	RESERVED	

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700	DEMONSTRATE USE AND CARE OF MECHANICAL FOOD PREPARATION EQUIPMENT	
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 food preparation equipment.	
704	RESERVED	
705	RESERVED	
706	RESERVED	
707	RESERVED	
708	RESERVED	
709	RESERVED	
710	RESERVED	
711	RESERVED	
712	RESERVED	
713	RESERVED	
714	RESERVED	
715	RESERVED	
716	RESERVED	
800	DEMONSTRATE HOW TO PREPARE STANDARDIZED RECIPES	
801	Demonstrate how to read and follow a standardized recipes within industry time limits.	
802	Demonstrate knowledge of measuring and portioning, in order to adjust quantities of ingredients, to produce varying yields with a recipe.	
803	Describe components of the recipes, such as yield, time, and nutrition fact.	
900	DEMONSTRATE KNOWLEDGE OF NUTRITION BASICS	
901	RESERVED	
902	Discuss current 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	RESERVED	
906	Discuss and demonstrate cooking techniques and storage principles for maximum retention of nutrients.	
907	Discuss various contemporary nutritional concerns such as allergies, vegetarianism, heart healthy menus, and religious dietary laws.	
1000	PREPARE BREAKFAST FOODS	
1001	Identify common breakfast foods and condiments.	

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1002	Prepare various egg cookery methods	
1003	Prepare breakfast potatoes.	
1004	Prepare breakfast meats.	
1005	Prepare and cook pancakes and waffles.	
1006	Prepare hot breakfast cereals.	
1007	Prepare crepes.	
1008	RESERVED	
1100	DEMONSTRATE KNOWLEDGE OF BEVERAGES	
1101	Match terms related to beverages with their correct definitions.	
1102	RESERVED	
1103	RESERVED	
1200	PREPARE VEGETABLES	
1201	Identify market forms of vegetables.	
1202	Demonstrate 3 methods to prepare vegetables.	
1203	List the factors to consider when preparing vegetables.	
1204	Explain and describe the standards of quality for cooked vegetables.	
1205	RESERVED	
1300	PREPARE PASTA AND RICE	
1301	Identify and prepare market forms of pasta and rice using various cooking methods.	
1302	RESERVED	
1303	RESERVED	
1304	List the standards of quality for cooked pasta and rice.	
1400	PREPARE CHEESE	
1401	Identify and categorize, based on texture, various classes of cheese.	
1402	RESERVED	
1403	RESERVED	
1404	Identify and prepare foods using cheese as main ingredient such as dressings, platters, spreads, and fillings.	
1405	Slice, grate, and cube cheese.	
1500	PREPARE SALADS, FRUITS, AND SALAD DRESSINGS	
1501	Identify and prepare types of salads.	

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1502	Identify basic parts of a salad.	
1503	RESERVED	
1504	RESERVED	
1505	RESERVED	
1506	Prepare various types of dressings, temporary, permanent and cooked.	
1507	Peel, cut and zest fruits.	
1508	Describe/set-up/maintain/breakdown salad bars properly.	
1600	PROPERLY ADD SEASONINGS TO FOODS	
1601	List market forms in which herbs, spices and seasonings may be available.	
1602	Analyze the quality and storage techniques of herbs and spices.	
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.	
1700	PREPARE STOCKS, SOUPS AND SAUCES	
1701	Identify, prepare and evaluate a variety of stocks.	
1702	Identify, prepare and evaluate a variety of mother and small sauces.	
1703	Prepare and evaluate types of soups.	
1704	RESERVED	
1705	Identify and prepare thickening agents for sauces.	
1706	RESERVED	
1800	IDENTIFY, PREPARE, AND COOK MEATS, POULTRY, AND SEAFOOD	
1801	Identify primal, sub-primal and retail cuts and their sources.	
1802	RESERVED	
1803	Identify factors affecting the cooking of beef, veal, pork, poultry, and seafood.	
1804	Prepare meat, poultry, and seafood recipes using dry, moist, and combination cooking techniques.	
1805	Demonstrate methods for checking degrees of doneness.	
1806	Identify types of poultry and their market forms.	
1807	Identify types of seafood and their market forms.	
1900	DEMONSTRATE BAKING & PASTRY SKILLS	
1901	Define vocabulary terms used in baking.	
1902	Identify and demonstrate equipment and utensils used in baking and discuss proper use and care.	

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1903	List and describe the factors influencing the quality of baked products.	
1904	RESERVED	
1905	Identify and prepare a variety of quick breads.	
1906	Identify and prepare a variety of pies and tarts.	
1907	Identify and prepare a variety of fillings and toppings for pastries and baked goods.	
1908	Identify and prepare a variety of yeast products, such as bread, rolls and sweet rolls.	
1909	Match bread ingredients with their functions.	
1910	Identify and prepare baking powder biscuits.	
1911	RESERVED	
1912	Identify and prepare standards of quality cakes.	
1913	Identify, prepare, and apply various types of icings.	
1914	Identify and prepare various types of cookies and bar cookies.	
1915	RESERVED	
1916	Prepare pate a choux.	
1917	Identify and prepare a variety of custards and puddings	
1918	RESERVED	
2000	PLAN AND COST MENUS	
2001	Plan and design a menu based upon customer and management needs.	
2002	List the methods to use for giving variety to a menu.	
2003	List the reasons for costing recipes.	
2004	Plan, prepare, produce, and serve a complete menu based on customer and management needs.	
2100	DEMONSTRATE BASIC INDUSTRY POSITIONS	
2101	RESERVED	
2102	Set up, operate, and clean a dish room during restaurant service.	
2103	Set up, operate, and clean various prep stations in the restaurant kitchen.	
2104	Demonstrate opening and closing procedures for restaurant operations.	
2105	Perform duties as a cook.	
2106	Perform duties as a cook's helper.	
2107	Perform duties as an expeditor.	
2108	Perform duties as a dessert person.	
2109	Perform duties as a line server and beverage person.	
2200	PERFORM "FRONT- OF- THE- HOUSE" OPERATIONS	

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2201	Identify and describe various types of service used in restaurants.	
2202	RESERVED	
2203	Describe duties of a host/hostess.	
2204	Describe duties of a beverage person.	
2205	Describe duties as a cashier to include register operations, record keeping and reconcile cash accounts.	
2206	Describe duties of a salad bar attendant.	
2207	Describe duties of a bus person and food runner.	
2208	Describe sidework duties.	
2209	RESERVED	
2210	Handle a compliment and complaint.	
2211	Define hospitality and the importance of quality customer service within the hospitality industry.	
2300	PERFORM DINING ROOM SERVICE	
2301	Describe the rules and responsibilities of personnel for dining service.	
2302	Describe the general rules of table settings and service.	
2303	Discuss sales techniques for service personnel including menu knowledge and suggestive selling.	
2304	Explain inter-relationships and work flow between dining room and kitchen operations.	
2305	RESERVED	
2306	Demonstrate an understanding of guest service and customer relations, including handling of difficult situations and accommodations for the disabled.	
2307	Discuss various procedures for processing guest checks.	
2308	RESERVED	
2400	DEMONSTRATE SKILL IN FOODSERVICE INFORMATION TECHNOLOGY	
2401	RESERVED	
2402	Describe proper use of industry standard software, such as Point of Sale systems (P.O.S.).	
2403	Describe use of industry computer accessories and peripherals such as scanners, touch screens and printers,	
2404	Describe use of current industry communication and research technology, including e-mail usage and hand-held equipment.	