



CUSTOMIZED ASSESSMENT BLUEPRINT

ACF Culinary Arts Certification *ACFEF Secondary Programmatic Certification*

Specific Competencies and Skills Tested in this Assessment:

Sanitation and Safety

Demonstrate correct methods for cleaning/sanitizing
Demonstrate knowledge of local sanitation regulations and variations
Enumerate major reasons for food spoilage
Identify signs of food spoilage
Identify critical control points during food handling processes to minimize risk of food-borne illness
Explain causes of accidents and injuries
Outline safety management system
Provide emergency treatments for kitchen/dining room injuries
Conduct a sanitation self-inspection
Identify proper methods of waste disposal and recycling
Regulate temperature to control bacteria
Set and monitor temperature for maintaining food
Demonstrate proper method of displaying/moving/storing food
Describe/demonstrate/use fire safety rules
Describe/demonstrate/use food preparation safety rules
Describe/demonstrate/use hand-tool sanitation safety rules
Describe/demonstrate/use stationary-equipment safety rules
Describe/demonstrate/use china/glassware/silverware safety rules
Describe/demonstrate/use floor-safety rules
Maintain safe surroundings
Identify kitchen safety rules
Demonstrate knowledge of first-aid procedures

Large and Small Equipment

Describe/use knives/hand tools
Sharpen and care for knives
Describe/use large equipment
Use measuring devices
Use processing equipment
Describe/use pots/pans/containers
Use holding/storage equipment
Use manuals/directions to operate equipment

Food Preparation - Cold

Select proper salad base/ingredients
Prepare emulsified dressings
Create cold soups, appetizers, entrees
Prepare gelatin salad
Prepare coleslaw/potato salad
Assemble cold cuts/cheese/vegetables/fruit trays
Prepare vinaigrette dressing
Prepare cold seafood
Prepare green salads
Prepare basic garnishes
Demonstrate understanding of principles of presentation
Explain the importance of appearance
Demonstrate the fundamentals of plating
Plate food for service
Prepare buffet arrangement
Maintain buffet appearance
Demonstrate cold platter presentation
Plate trays for presentation
Compare types of salads
Select salad ingredients
Prepare salad arrangements/presentations
Compare types of salad ingredients
Prepare salad dressings
Prepare breads
Prepare spreads

Culinary Arts (continued)

Prepare fillings
Identify types of sandwiches
Make sandwiches
Prepare salad dressings
Prepare starch salads
Prepare fruit salads

Food Preparation - Vegetables

Demonstrate steaming/sautéing/frying of foods
Demonstrate broiling techniques
Demonstrate baking techniques
Demonstrate poaching techniques
Demonstrate blanching techniques
Identify vegetables
Peel/trim/cut vegetables
Handle frozen/canned vegetables
Demonstrate simmering/boiling techniques

Food Preparation - Starches and Proteins

Create daily starch and protein specials
Prepare/cook potato dishes
Cook pastas and grains
Prepare soups/sauces
Assemble complex starch dishes
Deep-fry foods
Prepare eggs
Prepare dressings/stuffings

Food Preparation - Sauces, Stocks and Soups

Apply general rules for stocks
Select ingredients
Demonstrate procedures for making stocks
Apply techniques for reducing (e.g. glazes)
Use convenience bases
Demonstrate understanding of sauces
Prepare roux/thickening agents
Apply finishing techniques
Provide historical account for stocks, sauces, soups
Prepare convenience sauces
Apply general rules for soups
Contrast and prepare clear/thick/cold specialty soups

Food Preparation - Meats, Poultry and Seafood

Explain inspection/grading processes for meats
Provide basic handling for meats
Store meats
Identify basic cuts of meats
Compare composition/structure of various meats and meat cuts
Identify basic quality factors
Indicate degrees of doneness when preparing meats
Cook meat/poultry/seafood using moist/dry heat method
Explain inspection/grading processes for poultry

Provide basic handling for poultry
Store poultry
Explain classifications/market forms for poultry
Describe/cut basic cuts for poultry
Identify basic quality factors
Indicate doneness when preparing poultry
Roast/bake poultry
Broil/grill poultry
Sauté/poach poultry
Prepare dressings/stuffings
Discuss varieties/characteristics of poultry
Compare composition/structure of poultry
Explain inspection/grading processes for seafood
Identify basic quality factors
Provide basic handling for seafood
Describe/cut basic cuts for seafood
Store seafood
Explain classifications/market forms for seafood
Roast/bake seafood
Broil/grill seafood
Sauté/pan-fry seafood
Poach/steam seafood
Deep-fry seafood

Food Preparation - Breakfast

Demonstrate understanding of breakfast foods
Prepare breakfast food items
Prepare eggs

Management Skills

Show awareness of professional behavior
Describe job seeking/keeping skills
Demonstrate organizational skills
Apply concept of "Mise en Place" to department/operation
Estimate food consumption by department/operation
Discuss/calculate costs
Demonstrate understanding of dedication to quality
Demonstrate ability to work with fellow employees
Interpret chain of command
Demonstrate knowledge of proper dress
Contrast leadership styles
Outline supervisor's role in decision-making
Outline supervisor's role in problem-solving
Outline supervisor's role in delegation of duties
Maintain personal hygiene
Develop written job descriptions
Perform self-assessment
Compile an occupational profile
Determine career objectives
Perform job search
Participate in interview
Complete a résumé
Complete a job application

Culinary Arts (continued)

Prepare a letter of application
Complete government forms
Participate in and support performance evaluation measurements
Identify carton and container sizes
Identify standard packaging
Explain the concept of first in, first out
Assign storage locations for products
Take inventory

Customer Service

Set tables
Complete guest check
Demonstrate knowledge of basic principles of customer service
Maintain equipment, quantities of materials
Perform preparatory tasks for service
Explain the concept of service stations
Demonstrate understanding of the menu
Apply service rules/techniques
Contrast types of service
Demonstrate sales techniques
Contrast methods of payment
Demonstrate understanding of POS systems relating to dining room/kitchen
Handle customer complaints
Describe different types/styles of serving foods
Take and place guest orders
Prepare beverages
Serve customers
Take reservations
Respond to guests' needs
Process sales transactions

Recipes, Menus and Nutrition

Read recipes and formulas
Convert recipes
Write recipe and production instructions; pass on notes
Measure/weigh food products
Develop filing system for recipes
Prepare foods following recipe
Determine food cost for recipes
Explain methods of reading recipes
Define cooking terminology
Identify pan sizes
Establish the "Mise en place"
Interpret food-service vocabulary
Identify ingredients
Interpret standardized recipe
Describe basic four food groups
Evaluate diets in terms of RDA

Food Preparation - Baking

Prepare cookies
Assemble and bake quiche
Assemble and bake dough
Demonstrate proper storage of baked goods and supplies
Produce cakes/muffins/other baked items from mix
Define baking terms
Identify/select ingredients used in baking
Produce icings/fillings for cakes/pies/pastry items
Prepare cake/quick breads/muffins from scratch
Demonstrate understanding of basic principles of baking
Interpret formulas
Interpret and convert measurements
Demonstrate understanding of baking processes
Prepare yeast dough products
Contrast various methods for mixing
Demonstrate understanding of cake-making
Demonstrate understanding of pie crusts/pie fillings
Demonstrate understanding of pastries/meringues
Demonstrate understanding of fruit desserts
Demonstrate understanding of cookies
Demonstrate understanding of quick breads
Decorate cookies
Prepare pies and other pastries

Written Assessment:

Administration Time: 3 hours

Number of Questions: Form 1 – 144; Form 2 – 143

Sample Questions:

1. The blade of the can opener should be wiped with a sanitizing agent
 - A. once each day
 - B. after each use
 - C. twice a week
 - D. monthly

2. Hand utensils should be stored in
 - A. a drawer with all handles to the front
 - B. a drawer lined with shelf paper
 - C. a cardboard box in the storeroom
 - D. open trays

3. A seafood salad can be served as
 - A. an appetizer
 - B. a main entree
 - C. a buffet item
 - D. all of the above

4. To retain the nutritional value of green vegetables, which is the best method of cooking?
 - A. boiling
 - B. steaming
 - C. brazing
 - D. stewing

5. The cooking method that will best preserve a potato's nutrients and taste is
 - A. baking
 - B. frying
 - C. mashing
 - D. boiling

6. Another name for a white sauce is _____ sauce.
 - A. béchamel
 - B. hollandaise
 - C. brown
 - D. espagnole

7. The taste and quality of beef is influenced by the _____ of the animal.
 - A. shape and size
 - B. breed and age
 - C. age and size
 - D. sex and shape

8. Pancakes are a popular breakfast food because they
 - A. are easy to digest
 - B. can be served in a variety of ways
 - C. have a low menu price
 - D. are all of the above

9. When a guest complains about the food or service, the manager should
 - A. ignore the complaint
 - B. listen to the guest's complaint and then forget about it
 - C. check into the complaint
 - D. refund the guest's money as it isn't worth the time and effort

10. The main responsibility of the host/hostess is
 - A. greeting and controlling seating of guests
 - B. taking orders
 - C. resetting tables
 - D. operating the cash register

11. In quantity food preparation, it is recommended that ingredients
 - A. always be weighed because it is faster
 - B. always be measured because it is more accurate
 - C. be weighed when the amounts in the recipe are expressed in ounces, pounds, or grams
 - D. be estimated according to the employee

12. When frying cake doughnuts, the type of shortening that should be used is
 - A. all-purpose vegetable shortening
 - B. high-ratio shortening
 - C. margarine
 - D. butter

Performance Assessment:

Administration Time: 3 hours

Number of Jobs: 4

Areas Covered:

- 32% **Prepare Chicken Hunter Style with Sauce**
Organization, knife skills, use of tools and equipment, preparation of chicken, preparation of sauce, safety and sanitation procedures, appearance of finished product, taste of finished product.
- 22% **Prepare Sautéed Potatoes**
Organization, knife skills, use of tools and equipment, preparation of potatoes, safety and sanitation procedures, appearance of finished product, taste of finished product.
- 20% **Prepare Steamed Green Vegetable**
Organization, knife skills, use of tools and equipment, preparation of vegetables, safety and sanitation procedures, appearance of finished product, taste of finished product.
- 26% **Prepare Dessert**
Organization, use of tools and equipment, preparation of cream puffs, preparation of whipped cream, preparation of ganache, safety and sanitation procedures, appearance of finished product, taste of finished product, completion time.

Sample Job: Prepare Sautéed Potatoes

Participant Activity: The participant will use safety and sanitation procedures to prepare items by reading and following recipe instructions provided.