



## **Bakery & Pastry Arts Culinary ITAC Units and Competency Profile**

### **ORIENTATION TO CULINARY AND FOOD SERVICE INDUSTRY**

- Demonstrate knowledge of the scope of and trends and issues in the culinary and food service industry
- Identify career opportunities within and related to the culinary and food service industry

### **WORK ETHIC**

- Acknowledge customers' right to know how food is produced, processed, and preserved
- Demonstrate commitment to applying established safety and sanitation procedures

### **CUSTOMER RELATIONS AND QUALITY SERVICE**

- Demonstrate knowledge of customer service
- Provide customer service during initial contact
- Process orders
- Provide table service
- Provide the services required by special situations
- Maintain tables
- Serve from food lines
- Cater banquets
- Process customer checks

### **SIDE WORK**

- Maintain dining area
- Maintain beverage station
- Perform general cleaning procedures
- Maintain service items

### **SANITATION**

- Apply scientific knowledge to sanitation and safety
- Practice personal hygiene
- Demonstrate knowledge of sanitation and health codes
- Perform cleaning and sanitizing duties in accordance with sanitation and health codes
- Control conditions to prevent insect and pest infestations
- Prevent food contamination
- Dispose of garbage and wastes
- Maintain safe work environment
- Follow established procedures for the handling and use of cutting tools
- Demonstrate ability and qualifications to practice basic first aid techniques
- Comply with building emergency procedures
- Complete National Restaurant Association Sanitation and Safety Exam

### **MANAGEMENT OPERATIONS**

- Establish management responsibilities
- Maintain food service records
- Control costs
- Manage food service finances
- Control theft and pilferage
- Comply with federal, state, and local laws and employer policies
- Supervise staff
- Demonstrate knowledge of the effects of addiction, substance abuse, and mental illness on employee performance
- Follow basic facility operation procedures
- Order food and supplies

### **FINANCIAL MANAGEMENT**

- Apply generally accepted accounting principles and procedures in food service establishments
- Analyze financial and other data
- Maintain records and forms

### **PURCHASING AND INVENTORY CONTROL**

- Purchase products and services
- Receive foods and supplies
- Store foods and supplies
- Control inventory of products

### **RISK MANAGEMENT AND LOSS PREVENTION**

- Minimize theft (internal, external)
- Follow procedures designed to prevent loss
- Maintain security
- Follow safety procedures
- Maximize safety and security
- Manage emergencies

### **MARKETING INFORMATION MANAGEMENT**

- Make decisions using marketing information
- Examine target marketing
- Conduct marketing research
- Develop a marketing plan

### **PRICING, PROMOTION AND SALES**

- Analyze factors affecting pricing
- Determine selling price
- Prepare to sell products, services, and facilities
- Sell products, services, and facilities
- Perform group sales for meeting and banquet spaces

- Prepare promotional plans
- Communicate promotional activities
- Coordinating advertising

#### **NUTRITION AND MENU DEVELOPMENT**

- Demonstrate knowledge of nutrition
- Apply nutrition information and trends in menu planning
- Develop menu items using standardized recipes
- Develop restaurant menus
- Calculate costs

#### **EQUIPMENT**

- Demonstrate the procedures for operating and maintaining food preparation equipment
- Demonstrate the procedures for operating and maintaining nonfood equipment in kitchen

#### **FOOD PREPARATION BASICS**

- Apply math skills to food preparation
- Apply artistic skills to food preparation and presentation
- Apply scientific knowledge to food preparation, storage, and presentation
- Perform pre-preparation procedures
- Perform manual and mechanical cutting

#### **GARDE-MANGER / PANTRY**

- Prepare salads and salad dressings
- Prepare hors d'oeuvres and appetizers
- Prepare hot and cold sandwiches and trays of sandwich ingredients
- Prepare garnishes

#### **MAIN ENTREES**

- Prepare eggs and egg dishes
- Prepare dairy products
- Prepare cheeses and cheese dishes
- Prepare fruit and fruit dishes
- Prepare vegetables and vegetable dishes
- Prepare pasta and pasta dishes
- Prepare grains and cereals and grain/cereal dishes
- Prepare rice and rice dishes
- Prepare legumes and legume dishes
- Prepare contemporary vegetarian dishes
- Prepare meats and meat dishes

#### **STOCKS, SOUPS, SAUCES, AND GRAVIES**

- Prepare stocks and soups
- Prepare basic sauces and gravies

#### **BAKERY PRODUCTS AND DESSERTS**

- Apply basic principles of baking
- Prepare non-yeast products
- Prepare yeast products (e.g., raised breads, rolls, doughnuts)
- Prepare cookies
- Prepare cakes
- Prepare washes, glazes, icings, frostings, and fillings
- Prepare pies, pastries, and meringues
- Prepare specialty desserts
- Prepare baked products from commercial mixes