

# 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 customer's 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