



## 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  
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.