

## Overview

The American Culinary Federation (ACF) is the nation's leader in offering educational resources, training, and certificate programs to enhance professional growth for all current and future chefs.

Earners of the Specialized Certificate in Foodservice Management have demonstrated fundamental knowledge in industry-standard competencies in foodservice management. This exam was written and reviewed by subject matter experts and covers concepts on foodservice management, beverage management, front-of-house management, and food safety/sanitation.

## Eligibility

Candidates must supply documentation verifying:

- Completion of 75 hours in hospitality-related course content (acceptable documentation includes certificate of completion or transcripts)  
OR
- Graduation from an ACFEF-accredited Foodservice Management program  
OR
- Current ACF certification, any level

## Exam Outline

The exam consists of 100 questions, with approximately 30 questions each in foodservice management, beverage management and front-of-house management concepts, and 10 question in safety and sanitation, to be completed within 90 minutes.

Applicants must pass the exam with 75 percent to earn the Specialized Certificate: Personal Chefs.

## Price

ACF members/partners	\$35
Non-members	\$45

## Process

1. Applicants will submit verification documents information at:  
<https://form.jotform.com/240236610981150>
2. Applicants will purchase exam in ACF Online Learning Center –  
<https://olc.acfchefs.org/topclass/topclass.do?expand=OfferingDetails-Offeringid=4980000>.

3. Applicant can purchase additional attempts through the ACF Online Learning Center should they not pass the first time.
4. Upon passing the exam, applicant will earn their ACF Specialized Certificate in Foodservice Management to print or download from the Learning Center, completed tab, in the ACF Online Learning Center. Earners will receive an email within five business days to accept their digital badge from Credly.

## Instructors

If you are a culinary instructor interested in using the exam and certificate for your students, please contact the ACF professional development team at [educate@acfchefs.org](mailto:educate@acfchefs.org) or (800) 624-9458.

## Knowledge Competencies

### Foodservice Management

- Describe the importance of professional ethics as it applies to the foodservice industry.
- Understand the job responsibilities of the various foodservice and hospitality positions.
- Identify the functional areas in various hospitality organizations as they pertain to the functions of menu planning, purchasing, food production, food and beverage controls.
- Understand the use of a POS system and its uses in foodservice.

### Beverage Management

- Identify local, state, and federal laws pertaining to the purchase and service of alcoholic beverages.
- Distinguish and describe wines, spirits, and beers, to include production, handling and service.
- Understand the relationship between beverages and food.
- Describe equipment and glassware used for beverage preparation and service.
- Understand the fundamentals of responsible alcohol service.

### Front-of-House Management

- Describe quality customer service programs for foodservice operations.
- Understand the importance of proper training and meeting customer expectations.
- Identify effective teamwork and coordination for effective customer service delivery.

### Sanitation and Safety

- Identify major contaminants related to foodborne illness.
- Describe microorganisms including requirements for growth and prevention methods.
- Understand acceptable procedures when preparing potentially hazardous foods, including time and temperature principles.

# Specialized Certificate in Foodservice Management Reference Guide

- Demonstrate good personal hygiene and health habits to include handwashing. Understand the proper process in cooling, storing, labeling and dating, and reheating food utilizing the proper sanitary procedures when working with all food items.
- Describe the requirements for proper storage of raw, ready-to-eat and non-food items.
- Understand how to maximize food freshness, quality, safety, and sanitation when serving hot and cold foods.
- Demonstrate appropriate emergency policies for kitchen and dining room injuries.
- Review and apply the laws and rules of the regulatory agencies governing sanitation and safety in a foodservice operation.