

UNIT TITLE: PLAN, PREPARE AND DISPLAY A BUFFET SERVICE		NOMINAL HOURS: 45
UNIT NUMBER: D1.HCC.CL2.07		
UNIT DESCRIPTOR: This unit deals with skills and knowledge required by cooks and chefs to plan, prepare, display and store a variety of buffet items in commercial food production environments		
ELEMENTS AND PERFORMANCE CRITERIA	UNIT VARIABLE AND ASSESSMENT GUIDE	
<p>Element 1: Plan a buffet display and service</p> <p>1.1 <i>Plan a buffet display</i> and service appropriate to client needs</p> <p>1.2 Plan <i>layout</i>, display and presentation of the buffet</p> <p>1.3 Calculate <i>quantities</i> required and food costs components of buffet</p> <p>1.4 Select appropriate <i>food items</i></p> <p>1.5 Identify and prepare a variety of buffet <i>centre pieces</i></p> <p>Element 2: Prepare and produce buffet dishes</p> <p>2.1 Select appropriate preparation and <i>cooking methods</i> for dishes on buffet menu</p> <p>2.2 <i>Glaze</i> buffet foods were appropriate</p> <p>2.3 <i>Hold</i> prepared products as required prior to presenting</p> <p>2.4 Prepare <i>garnishes, sauces and accompaniments</i> for appropriate buffet dishes</p>	<p>Unit Variables</p> <p>The Unit Variables provide advice to interpret the scope and context of this unit of competence, allowing for differences between enterprises and workplaces. It relates to the unit as a whole and facilitates holistic assessment.</p> <p>This unit applies to all industry sectors that prepare and display a buffet within the labour divisions of the hotel and travel industries and may include:</p> <p>1. Food Production.</p> <p>Plan a buffet display may be related to:</p> <ul style="list-style-type: none"> • Occasion, including stand up, sit down, finger and plated • Theme, such as birthday, cultural and festival • Hot and or cold • Sweet and/or savoury. <p><i>Layout</i> may be related to:</p> <ul style="list-style-type: none"> • Service style/flow • Room set up • Number of guests • Time period • Number of dishes. 	

<p>2.5 Use <i>trimming</i> and leftovers</p> <p>Element 3: Display buffet dishes</p> <p>3.1 <i>Present</i> buffet products</p> <p>3.2 Hold prepared products as required for duration of buffet service</p> <p>3.3 <i>Minimise wastage</i> through presentation and replenishing</p> <p>3.4 <i>Display</i> buffet dishes attractively</p> <p>Element 4: Store buffet items</p> <p>4.1 Store fresh and/or Cryovac items correctly</p> <p>4.2 Store buffet products appropriately in correct containers</p> <p>4.3 Label stored buffet food correctly</p> <p>4.4 Store in <i>correct conditions</i> to maintain freshness and quality</p>	<p><i>Quantities</i> will include:</p> <ul style="list-style-type: none"> • Portion control • Standard recipes • Service style. <p><i>Food items</i> should relate to:</p> <ul style="list-style-type: none"> • Seasonal availability • Occasion • Client expenditure • Enterprise profit • Dietary and cultural needs • Budget • Season • Occasion • Client • Savoury and sweet. <p><i>Centre pieces</i> may include:</p> <ul style="list-style-type: none"> • Carvings, such as margarine, ice, vegetables and fruit • Chocolate, such as moulded, formed and painted • Sugar work • Arrangements, such as flowers, vegetables and fruit • Dough, such as bread and salt • Boxes, trays, bottles, tins and equipment.
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Cooking methods may be related to:

- Techniques of cookery, including boiling, steaming, braising, stewing, roasting, baking, poaching, shallow frying, wok and stir fry
- Dicing and slicing
- Forming, such as galantine and terrine
- Setting, such as gelatin and agar agar.

Glaze may include:

- Chaud/froid
- Aspic
- Flan gel
- Mayonnaise
- Gelatin.

Hold may be related to:

- Resting, portioning and cutting
- Holding equipment
- Cooling procedures
- Hygiene practice.

Garnishes, sauces and accompaniments may include:

- Vegetables, fruit, herbs and flowers
- Colour and flavour blends
- Cultural flavours
- Glazing

- Coating
- Flowers and leaves
- Pastry
- Sauces, sweet/savoury
- Dietary and cultural styles/flavours.

Trimmings may relate to:

- Off cuts, usage
- Saleable dishes
- Menu varieties
- Temperature time holding.

Present should include:

- Colour
- Height
- Service and storage temperature
- Classical and cultural
- Neatly and attractively
- Planning location
- Service and storage temperature
- Ceramics
- Glass
- Crystal
- Mirrors

- Trays
- Classical and cultural aspect
- Neatly and attractively
- Ease of service.

Minimize wastage should include:

- Storage space
- Portion control
- First In, First Out (FIFO)
- Replenishing times, as needed.

Display may be related to:

- Colour arrangement
- Container shape
- Hot and cold
- Height
- Product grouping
- Carving
- Texture
- Service areas
- Temperature.

Stored may include:

- Cool room temperature
- Cool room placement

- Length of time in cool storage
- Length of time in freezer storage
- Appropriate process followed, Cryovac or ice packed
- Storage containers before assembly
- Storage containers after assembly
- Dietary and cultural styles/flavours
- Labelled
- Freshness, quality and presentation
- Temperature and humidity.

Labelled must include:

- Date
- Item name
- Handler name
- Time, temperature and storage.

Correct conditions should include:

- Temperature and humidity
- Stock rotation
- Reporting faults
- Changing containers.

Assessment Guide

The following skills and knowledge must be assessed as part of this unit:

- Knowledge of correct method is demonstrated for buffet items

- Ability to identify food products by sight
- Ability to match ingredient quality to intended final product/use
- Overview of the relevant legislation in relation to food handling, food storage, chemical storage and general premises food safety
- Ability to demonstrate safe equipment/utensil practical skills
- Ability to interpret and adhere to enterprise recipes.

Linkages To Other Units

- Comply with workplace hygiene procedures
- Implement occupational health and safety procedures
- Prepare and store food
- Work effectively with colleagues and customers
- Maintain strategies for safe food
- Present and display food products
- Apply basic techniques of commercial cookery
- Prepare a variety of sandwiches
- Prepare stock and sauces
- Prepare soups
- Prepare vegetables, eggs and farinaceous dishes
- Identify and prepare various meats
- Prepare and cook poultry and game meats
- Prepare and cook seafood.

Critical Aspects of Assessment

Evidence of the following is essential:

- Knowledge of the classifications and characteristics of buffet items and the terminology used
- Demonstrate safe and hygienic handling of products
- Appropriate portion control and wastage
- Demonstrate complimentary presentation, garnishing and techniques
- Demonstrate safe knife skills and other associated equipment
- Demonstration of commodity knowledge including quality aspects
- Knowledge of specific terminology related to various buffet items
- Demonstrated ability to prepare buffet items from at least six different recipes and cultural backgrounds
- Demonstrated ability to store various buffet items to industry and enterprise standards
- Knowledge of appropriate portion control and wastage
- Demonstrate complimentary presentation, garnishing and techniques
- Demonstration of creative and artistic skills in preparation, decoration and display of buffet items.

Context of Assessment

This unit may be assessed on or off the job

- Assessment should include practical demonstration either in the workplace or through a simulation activity, supported by a range of methods to assess underpinning knowledge
- Assessment must relate to the individual's work area or area of responsibility
- Demonstration of skills on more than one occasion
- Preparation and display of various buffet items within typical workplace conditions and timeframes.

Resource Implications

Training and assessment must include access and use of a fully equipped commercial kitchen, real ingredients and service equipment; and access to workplace standards, procedures, policies, guidelines, tools and equipment.

Assessment Methods

The following methods may be used to assess competency for this unit:

- Observation of practical candidate performance
- Oral and written questions
- Third party reports completed by a supervisor
- Project and assignment work
- Sampling of dishes prepared by the student.

Key Competencies in this Unit

Level 1 = competence to undertake tasks effectively

Level 2 = competence to manage tasks

Level 3 = competence to use concepts for evaluating

Key Competencies	Level	Examples
Collecting, organising and analysing information	2	Determine requirements of standard recipes and/or menu requirements. Collect equipment, commodities and ingredients, read menus, recipes and task sheets; select and obtain commodities, organize ingredients and task sheets
Communicating ideas and information	2	Share information with other kitchen and floor service staff; read recipes, menus and instructions and orders

	Planning and organising activities	2	Work within time constraints in a logical sequence; plan logical and efficient sequence and timing of tasks
	Working with others and in teams	2	Work cooperatively with other team members
	Using mathematical ideas and techniques	2	Calculate portions, weigh and measure quantities against standard recipes and/or menu requirements
	Solving problems	1	Identify and correct problems in the preparation and production of products such as ingredient quality and equipment failure
	Using technology	1	Use mechanical kitchen equipment including weighing equipment