

UNIT TITLE: PLAN AND MANAGE MENU-BASED CATERING		NOMINAL HOURS: 30
UNIT NUMBER: D1.HCC.CL2.06		
UNIT DESCRIPTOR: This unit deals with skills and knowledge required by cooks and chefs in a supervisor position to plan, write and manage menu based food production in commercial food production environments		
ELEMENTS AND PERFORMANCE CRITERIA	UNIT VARIABLE AND ASSESSMENT GUIDE	
<p>Element 1: Plan and write menus</p> <p>1.1 Establish the enterprise and/or clients <i>requirements for menu/s</i></p> <p>1.2 Write menus for <i>enterprise operations</i></p> <p>1.3 Write menu ensuring <i>menu balance</i></p> <p>1.4 Prepare <i>menu costing</i></p> <p>1.5 Produce <i>finished/final menu</i></p> <p>Element 2: Manage menu-based catering</p> <p>2.1 Select and use appropriate catering control</p> <p>2.2 Control <i>labour costs</i></p> <p>2.3 Optimise <i>product usage</i></p> <p>2.4 Apply <i>stock control measures</i></p> <p>2.5 Plan production <i>schedules</i></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 plan, write and manage menu-based food production within the labour divisions of the hotel and travel industries and may include:</p> <p>1. Food Production.</p> <p><i>Requirements</i> may relate to:</p> <ul style="list-style-type: none"> • A la carte • Buffet • Function • Room service • Pool side • Outdoor event • Weddings • Cultural events. 	

Menu/s may relate to:

- A la carte
- *Table d'hôte*
- Function
- Room service
- Buffet.

Enterprise operations should relate to :

- Staff
- Equipment
- Ingredients
- Storage
- Clients/customers requirements.

Menu balance may relate to:

- Colour
- Texture
- Flavours
- Cooking methods
- Ingredients
- Temperature
- Season
- Nutritional value
- Health requirements
- Cultural requirements.

Menu costing should include:

- Food cost percentage
- Yield testing
- Staffing costs
- Direct costs
- Indirect costs.

Finished/final menu should relate to:

- Terminology
- Spelling
- Formatting
- Language
- Layout
- Accuracy and honesty in dish descriptions.

Labour costs may be related to:

- Rosters
- Scheduling
- Award conditions
- Rates.

Product usage may be related to:

- Food ordering
- Portion control
- Yield testing
- Standard recipes.

Stock control measures may be related to:

- Receiving and storing procedures
- First in first out/last in last out (FIFO/LILO)
- Security of stock
- Theft, damage or loss.

Schedules may be related to:

- Menu constraints
- Available equipment
- Expertise of labour
- Available time
- Opening hours
- Service periods.

Assessment Guide

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

- Knowledge of different types and styles of menus and various ways of sequencing food items, including classical and contemporary
- Knowledge of the historical development of menus, modern trends in menus
- Knowledge of the principles of nutrition
- Knowledge of the *dietary guidelines* of the host country/enterprise
- Ability to plan nutritionally-balanced menus
- Knowledge of the effects of cooking on the nutritional value of food
- Knowledge of the culinary terms related to menus and food items commonly used in the industry

- Ability to plan logical and time efficient work flow
- Ability to use inventory and stock control systems
- Ability to use purchasing, receiving, storing, holding and issuing procedures
- Knowledge of costing, yield testing and portion control principles.

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 storage
- Present and display food products
- Apply basic techniques of commercial cookery.

Critical Aspects of Assessment

Evidence of the following is essential:

- Demonstrate knowledge of different types and styles of menus and various ways of sequencing food items, including classical and contemporary
- Demonstrate ability to plan a nutritionally balanced menu, including costing, for an identified function/event, taking into consideration other catering control measures
- Demonstrate ability to plan an a la carte menu, demonstrating creativity in layout and ensuring accuracy in dish descriptions.

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.

	<p>Resource Implications</p> <p>Training and assessment to include access to a real or simulated workplace; and access to workplace standards, procedures, policies, guidelines, tools and equipment.</p> <p>Assessment Methods</p> <p>The following methods may be used to assess competency for this unit:</p> <ul style="list-style-type: none"> • Case studies • Observation of practical candidate performance • Oral and written questions • Portfolio evidence • Problem solving • Role plays • Third party reports completed by a supervisor • Project and assignment work. <p>Key Competencies in this Unit</p> <p><i>Level 1 = competence to undertake tasks effectively</i></p> <p><i>Level 2 = competence to manage tasks</i></p> <p><i>Level 3 = competence to use concepts for evaluating</i></p>		
	<p>Key Competencies</p>	<p>Level</p>	<p>Examples</p>
	<p>Collecting, organising and analysing information</p>	<p>2</p>	<p>Determine requirements of standard recipes and/or menus; collect equipment, commodities and ingredients; read menus, recipes and task sheets; select and obtain commodities; organize ingredients and task sheets</p>

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