

DUTY AREAS AND TASKS	NOCTI COMPETENCY	NATIONAL SKILL STANDARD
A. ORIENTATION TO FOOD PRODUCTION, MANAGEMENT AND SERVICE		
1. Identify career opportunities	MES2, 14-15	N/A
2. Follow job application procedures	MES2	N/A
3. Demonstrate interview skills	MES16	6.4
4. Write a resume	MES17	6.4
5. Demonstrate knowledge of governmental hiring guidelines	MES21	6.4
6. Understand human relations in the work place	MES8	6.7, 6.12
7. Demonstrate communication skills	MES8	6.1
8. Practice sanitation standards and food borne illness prevention	SS2-4,6, 11, 13-15, 17-19, 21-31	1.1.3.D
9. Test for State standards for Department of Agriculture (HASSAP)	SS20	1.15
10. Identify health and safety requirements for food service occupations	SS7	1.1.3D
11. Recognize nutrients, their functions, and source in order to plan a nutritionally sound menu	NV6	N/A
12. Participate in Vocational Student Organization Activities	N/A	N/A
13. Use and Care of Hand Tools	LSE1	3.1
14. Use a fire extinguisher	SS9	1.16
15. Demonstrate emergency first aid care	SS10	1.15
16. Prevent accidents and injuries	SS7	1.15
17. Follow daily cleaning schedules	MES12	3.1
18. Check cartons and container sizes	RS1	10.6-7
19. Pack supplies	RS2	10.6-7
20. Assign storage locations	RS5	10.11
21. Take inventory	RS6	10.9

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22. Conduct cost, weight and price comparison activities	RS7	7.5, 9.5
23. Identify basic food service hand tools	LSE1	3.1
24. Identify basic food service equipment	LSE5	3.1
B. RECIPES		
1. Read recipes	R1	3.2
2. Write recipes and instructions.	R3	N/A
3. Measure and weigh foods	R4	3.5, 5.5
4. Determine food costs for recipes	R6	7.1, 7.5
5. Explain methods of reading recipes	R7	3.2
6. Cooking Terminology	R8	3.2
7. Identify pan sizes	R9	5.3
8. Establish the “Mise en place”	R10	3.2, 3.4
9. Identify Ingredients	R11	3.2
10. Convert recipes	R2	3.5
11. Follow recipes	R5	3.2
C. NUTRITION		
1. Describe the basic food groups	N1	2.1
2. Identify herbs and spices and their uses	N2	3.6
3. Create a food pyramid	N3	2.1
4. Demonstrate knowledge of low-fat substitutions	N4	2.8-2.9
5. Demonstrate knowledge of how the body retains nutrients	N5	2.4
6. Identify sources and characteristics of nutrients	N6	2.4
7. Demonstrate knowledge of Recommended Daily Allowances (RDA) for dietary evaluations	N7	2.2
8. Describe healthy food choices and nutrition	N8	2.4

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9. List nutritional needs for various ages	N9	2.4
D. PERFORMING DINING ROOM ACTIVITIES		
1. Arrange dining area for service	CS1	8.1
a. Set table for American service	CS1	8.1
b. Set table for buffet service	CS1	8.1
c. Set tables for banquet service	CS1	8.1
d. Carries dirty dishes from the dining room to the kitchen	CS3	8.1
e. Replaced soiled table linens and sets table with silverware and glassware	CS3	8.1
f. Replenishes supply of clean linens, silverware, glassware, and dishes in the dining room	CS3	8.1
g. Supplies service bar with food, such as soups, salads, and desserts	CS12	8.1
h. Serves ice water and butter to patrons	CS15	8.1
i. Cleans and polishes glass shelves and doors of service bars and equipment	CS6	8.1
j. Makes coffee and fills drink dispensers	CS14	7.8-8.3
k. Runs errands and delivers food orders	CS15	8.1
2. Serves food to patrons at counters and tables of coffee shops, lunch rooms, and other dining establishments where Food Service is informal	CS5, 15	8.1
a. Presents menu, answers questions, and makes suggestions regarding food and service	CS7, 13, MES1	8.1
b. Writes order on check or memorizes it	CS13	8.1
c. Relays order to kitchen and serves courses from kitchen and service bars	CS13	8.1
d. Observes guests to fulfill any additional request and perceive when meal has been completed	CS12	8.1
e. Totals bill and accepts payment or refers patron to cashier	CS2, CS10	8.1
f. Ladles soup, tosses salads, portions pies and desserts	VF6	8.1
g. Brews coffee	CS14	8.1
h. Performs other services as determined by establishment's size and practices	CS3	8.1
i. Clears and reset counters or tables at conclusion of each course	CS1	8.1

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3. Receive cash from customers or employees in payment for goods or services and record amounts received	CS9, MES6	8.1
a. Recomputes or computes bill, itemized lists, and tickets showing amount due, using adding machine or cash register	CS9	8.1
b. Makes change, cashes checks, and issues receipts or tickets to customers	CS18	8.1
c. Records amounts received and prepares reports of transactions	CS18	8.1
d. Reads and records totals shown on cash register tape and verifies against cash on hand	CS18	8.1
e. Required to know value and features of items for which money is received	CS18	8.1
f. Gives cash refunds or issues credit memorandums to customers for returned merchandise	CS18	8.1
4. Supervises and coordinates activities of dining room personnel to provide fast and courteous service to patrons	CS8	8.1
a. Schedules dining reservations	CS16-17	7.8-8.3
b. Arranges parties or special services for diners	CS17	8.1
c. Greets guests, escorts them to tables, and provides menus	CS8	8.1
d. Adjusts complaints of patrons	CS11	8.1
e. Assigns work tasks and coordinates activities of dining room personnel	MES12	8.1
f. Inspects dining room serving stations for neatness and cleanliness	MES12	8.1
g. Requisitions table linens and other dining room supplies for tables and serving stations	CS4	8.1
h. Trains dining room employees	MES12	8.1
i. Schedules work hours and keeps time records of dining room workers	MES12	8.1
j. Assists in planning menus	MES12	7.2
k. Acts as cashier	CS18	8.1
l. Estimate food consumption	MES3	7.2
m. Calculate food costs and percentages	MES4	7.2

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n. Demonstrate understanding of dedication to quality	MES5	6.12
o. Count change	MES6	6.12
p. Work in harmony with fellow employees	MES8	6.7, 6.12
q. Demonstrate understanding of chain of command	MES9	6.12
r. Wear proper attire	MES10	6.12
s. Demonstrate knowledge of leadership styles	MES11	6.12
t. Respect the supervisor's role in decision making	MES12	6.12
u. Exhibit good personal hygiene	MES13	6.12
v. Respect cultural differences and diversity	MES20	6.12
w. Demonstrate a good work ethic	MES19	6.7, 6.12
E. MAINTAIN KITCHEN WORK AREAS AND RESTAURANT EQUIPMENT AND UTENSILS IN CLEAN AND ORDERLY CONDITION		
1. Sweeps and mops floors	LSE8	3.1
2. Washes worktables, walls, refrigerators, and meat blocks	SS1	3.1
3. Separates and removes trash and garbage and places it in proper containers	SS12	3.1
4. Steam cleans or hoses out garbage cans	SS12	3.1
5. Sorts bottles, and breaks disposable ones in bottle crushing machine	SS12	3.1
6. Washes pots, pans, and trays by hand	SS1	3.1
7. Scrapes food from dirty dishes and washes them by hand, or places them in racks or on a conveyor to the dishwashing machine	SS1	3.1
8. Polishes silver, using burnishing machine, tumbler, chemical dip, buffing wheel, and hand cloth	SS1	3.1
9. Transfers supplies and equipment between storage and work areas by hand or by use of a handtruck	LSE7	3.1
10. Sets up banquet tables	CS1	3.1

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11. Washes and peels vegetables, using a knife or peeling machine	VF2	3.10
F. PREPARING FOOD FOR COOKING OR SERVING		
1. Assists workers engaged in preparing foods for hotels, restaurants, or ready-to-service packages	N/A	3.10
a. Washes, cuts, peels, and seeds vegetables and fruits	VF2	3.10
b. Cleans, cuts, and grinds meats, poultry, and seafood	MPS2, 8, 21	3.10
c. Dips food items in crumbs, flour, and batter to bread item	R5	3.10
d. Stirs and strains soups and sauces	SSS8,BP21	3.10
e. Mixes, kneads, or shapes dough for bread, rolls, muffins, or biscuits	BP2,4,14	5.9
f. Places pans of dough into oven to bake and removes baked products	BP12	5.9
g. Weighs and measures designated ingredients	BP5,6,8,9,10,11	5.9
h. Carries pans, kettles, and trays of food to and from work stations, stove, and refrigerator	BP9	3.10
i. Stores foods in designated areas, utilizing knowledge of temperature requirements and food spoilage	RS3	3.10
j. Cleans work areas, equipment, and utensils, segregates and removes garbage, and steam-cleans or hoses out garbage containers	SS1	3.10
k. Distributes supplies, utensils, and portable equipment using hand truck	LSE7	3.10
l. Add finishing touches to prepared foods	SSS8,BP24	3.10
m. Slice cooked meats and other cold cuts by hand	LSE1	3.10
n. Slice cooked meats and other cold cuts by using electric slicing machine	LSE8	3.10
o. Cut cakes and pies	BP15-16	5.13
p. Plate cakes and pies	BP15-16	5.13
q. Portion desserts	BP15-16,18	5.13
r. Prepare sandwiches	CFP19	3.11
s. Trim, cut, and shred fruits and vegetables	VF4	3.10
2. Prepares salads, fruits, melons, and gelatin desserts	VF4, 8-11, VF12, 14-15, 17	3.10

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a. Cleans vegetables, fruits, and berries for salads, relishes, and gelatin desserts	VF3, 5, 7-8-10, 12-15, CFP4	3.10
b. Mixes ingredients for green salads, fruit salads, and potato salad	CFP1,6, SP1	3.10
c. Prepares relish plates of green onions, celery, radishes, and olives	CFP7	3.10
d. Prepares dressings such as Thousand Island, French, and Roquefort, to be served on green salads	CFP2, 5, 20	3.10
e. Peels, cleans, and cuts fruits, to be served for breakfast or compotes	VF1,2, 11	3.10
f. Prepares cold sandwiches and cheeses	CFP18	3.10
g. Requisitions supplies daily	MES12	3.10
G. PREPARE FOOD ITEMS FOR RESTAURANT SERVICE		
1. Maintain kitchen safety and sanitation	SS8	3.1
2. Use and care for hand tools and utensils	LSE1	3.1
3. Use and care for kitchen equipment	SS1, LSE3-6	3.1
4. Identify and convert a standard recipe	R2	3.6
5. Analyze, compare and use seasoning	SSS2	3.9
6. Prepare and evaluate salads, fruits, and salad dressings	CFP 12-13, 20- 22	3.10
7. Prepare and evaluate sandwich, hors d'oeuvres and garnishes	CFP3, 7	3.7-3.8
8. Prepare and evaluate stocks, soups, and sauces	SSS1-11	3.7
9. Identify cuts of beef and pork	MPS2,9-10	3.7
10. Prepare meat dishes	MPS1, 3-5, 9-10	3.7
11. Prepare poultry and seafood	MPS7, 9-20, 22-28	3.8
12. Prepare vegetables, fruits, pasta and rice	SP2	3.4
13. Prepare cheese and eggs	SP4	5.1
14. Prepare quick breads and yeast products	BP13, 23	5.1

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15. Prepare and evaluate desserts	BP22	3.4
16. Perform breakfast cookery	BF1-6	3.4
17. Prepare complex starches, dish assembly, stuffing	SP3, 5	3.9
18. Prepare beverages	CS14	3.4
19. Cost out a meal and plan a menu	MES12	7.2
20. Prepare creams, custards and mousses	BP20	5.10, 5.12
H. PREPARE BAKERY ITEMS FOR SERVICE		
1. Identify and store basic baking ingredients	BP3	5.13
2. Use and care for bakery hand tools and utensils	LSE1	5.13
3. Use and care for bakery equipment	LSE8	5.13
4. Prepare and evaluate cookies	BP1	5.13
5. Prepare and evaluate yeast breads and rolls	BP13	5.13
6. Prepare and evaluate sweet yeast dough products	BP17	5.13
7. Prepare and evaluate cakes and icings	BP7, 16	5.13
8. Decorate a cake	BP7, 16	5.13
9. Prepare and evaluate pastries and pies	BP15, 19	5.13
I. SET UP AND OPERATE A FACILITY FOR FAST FOOD PREPARATION AND SERVICE		
1. Set up and operate a salad station	CFP16	3.11
2. Set up and operate a sandwich station	MPS6	3.11
3. Set up and operate a grill station	LSE8	3.11
4. Set up and operate a fry station	LSE8	3.11
5. Set up and operate a breakfast station	LSE8	3.11
6. Perform dining room service for a fast food facility	CS12	3.11
7. Prepare counter service for a fast food facility	CS12	3.11

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J. MANAGE FOOD SERVICE PERSONNEL AND FACILITIES		
1. Identify tools and functions of management	MES14	6.13
2. Maintain food service schedules and records	MES12	6.1
3. Follow food service purchasing and receiving procedures	MES14	10.2
4. Select and train food service workers	MES18	6.7
5. Solve human relations problems with employees	MES8	6.1

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