



**ProChef Certification Program
Level II Exam Study Guide**

Continuing Education Department, Hyde Park, New York

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POLICY ON ACADEMIC HONESTY

At The Culinary Institute of America, students are expected to develop their own ideas and to consult research materials in the process of their studies.

Borrowing original ideas, recipes, research, or wording from other sources without giving credit is plagiarism; using prepared materials from an organization whose primary business is selling research papers is dishonest; submitting a paper prepared for one course to a faculty member in another course without prior permission is cheating; copying from another source is stealing; presenting food or drink that was prepared by someone else for evaluation as your own and cheating in any form is dishonest. This behavior, or assisting anyone else in this behavior, represents a serious violation of professional and academic standards at the CIA and will not be tolerated.

Since such behavior is demeaning to the academic integrity of the degree and certification programs, students who do not record the sources of their information will fail that assignment and may be required to complete another equivalent assignment. Students who copy materials that are not their own and present that material as their own work will fail the assignment and possibly the course. Students found cheating will automatically fail the test or assignment involved and may also fail the course.

Serious violations of these standards will lead to suspension or dismissal from the CIA and its programs. A faculty member who identifies academically dishonest behavior will tell the student about it, explain what is wrong, ask for an explanation, and inform the student of the consequences for the dishonesty.

OVERVIEW

PROCHEF CERTIFICATION PROGRAM

LEVEL II EXAM CERTIFICATION STUDY GUIDE

The *ProChef* Level II Exam evaluates the competency of candidates interested in achieving *ProChef* Level II Certification through The Culinary Institute of America's *ProChef* Certification Program. In addition to achieving certification, successful completion of the program entitles candidates to 4.8 C.E.U.s.

To qualify for this level of certification, candidates must demonstrate proficiency in culinary applications, leadership, and financial aptitude. Successful candidates must also display a sense of responsibility and dedication in all facets of their work. In addition to written and oral examinations, the Level II Exam consists of practical testing of the required competencies. Upon completion of the Level II Exam, the candidate will have successfully demonstrated proficiency in the following areas:

- Food Science
- Basic Baking and Pastry
- Mediterranean Cuisine
- Management Skills
- Healthy Cuisine
- Financial Skills
- Garde Manger

PROCHEF CERTIFICATION LEVEL II COMPETENCIES

The *ProChef* Certification Program divides each certification level into three competency categories – culinary, leadership, and financial. The descriptions that follow are general skills and knowledge that a Level II candidate must possess in order to achieve *ProChef* Level II Certification.

CULINARY SKILLS

- Apply nutrition concepts to menu planning and recipes in order to meet nutritional guidelines
- Apply fundamental baking techniques to produce breads, doughs, cakes and custards
- Explain cooking fundamentals to others using basic food science terminology
- Apply the fundamentals of garde manger to prepare hot or cold hors d'oeuvre, salads, forcemeat terrines, and plated appetizers
- Identify key ingredients and flavor profiles of Mediterranean Cuisine
- Prepare key dishes of Mediterranean Cuisine

LEADERSHIP SKILLS

- Apply fundamental management principles
- Demonstrate effective supervision of others in work production by providing clear instructions, effective criticism, and redirection
- Identify fundamental workplace laws and employer liability
- Prepare and conduct a performance review
- Prepare an effective work schedule taking into account multiple staff variables

FINANCIAL SKILLS

- Interpret a food operation P&L
- Apply concepts of menu mix and portion cost to produce a menu at a targeted food cost
- Detect food and labor waste issues and develop a plan of corrective action
- Use and troubleshoot a food inventory and ordering system

GENERAL EXAM INFORMATION

PRACTICAL EXAMINATIONS

The exam days are extended and will span the AM and PM class schedules. Sample schedule sheets are provided in this document, as are sample judging forms. You will have the opportunity to review your score with the testing proctor. You must bring your own knives, uniforms, and hand tools to the practical examinations.

The Level II practical examinations cover:

- Basic Baking and Pastry
- Healthy Cuisine
- Mediterranean Cuisine
- Garde Manger

For each area of concentration, we have outlined suggested courses, textbooks, videos, key terms, and competencies to help prepare for each practical examination.

WRITTEN EXAMINATIONS

All written examinations consist of 25 questions. You will receive one hour to complete each written examination. Level II written examinations cover:

- Food Science
- Basic Baking and Pastry
- Healthy Cuisine
- Management Skills
- Mediterranean Cuisine
- Financial Skills
- Garde Manger

Within this study guide, we have outlined suggested courses, textbooks, videos, key terms, and competencies to help prepare for the written examinations.

WHAT ITEMS SHOULD I BRING WITH ME TO THE EXAM?

Side towels, toques, and aprons are provided for your use and convenience. You must, however, supply the following items:

- Uniforms
- Kitchen shoes
- Knives
- Hand tools
- Calculator
- Personal reference books
- Recipes
- Laptop (optional)

REQUIREMENTS FOR CERTIFICATION

To achieve *ProChef* Certification, you must achieve a minimum total weighted score of no less than 75% for the entire assessment period. The breakdown of the total weighted score is as follows:

- 65% of the average of the practical examination scores
- 35% of the average of the written examination scores

WRITTEN EXAMINATIONS

- If you score below 65% on up to two of the written examinations, you are still considered a candidate for Certification. On the last day of the assessment, you will be given an opportunity to retake the written examination(s) that you did not pass. The highest achievable score on any retake exam is 75%.
- If you score below 65% on three or more written examinations, you are ineligible for certification for that assessment period. However, you may reapply for a future *ProChef* Certification Exam.

PRACTICAL EXAMINATIONS

- If you score lower than 65% on any practical cooking exam, you are ineligible for certification for that assessment period. Unlike the written exams, you may not retake the practical examinations during an assessment period. However, you may reapply for a future *ProChef* Certification Exam.

ADVISORS

Each candidate is provided with an advisor who is familiar with the *ProChef* Certification process. Generally the advisors are assigned, but if you are familiar or have worked with a specific chef or instructor before, you can request that chef or instructor as your advisor.

Your advisor is available to answer any questions you may have as you prepare and study for the examination. You will be provided with that person's direct phone extension and e-mail address. After initial contact, it will be your responsibility to contact your advisor and seek advice and counsel. If you plan to take a course or visit the campus, it would also be to your advantage to schedule a meeting with your advisor at this time.

The initial discussion with your advisor will focus on reviewing your application, determining the appropriate starting level, assisting you to develop an action plan, and answering any questions. At the conclusion of this conversation, your advisor may actually recommend that you not register for the exam at that time. You cannot register for an exam without first having a conversation with your advisor.

ProChef candidates that take full advantage of the advisor process are often highly successful achieving their certification. Ultimately, it is your choice when to take the exam, but by following the recommendations of your advisor, you can ensure that you are fully prepared for the challenges of the exam.

SAMPLE EXAM SCHEDULES

Day One

Time	Topic	Instructor <i>(Presenter/Staff)</i>	Location
7:00am -8:00am	Orientation; Distribute Assignments for the Week; Overview of Exam	Chef-Instructor	Lecture Hall
8:00am -9:00am	Demonstration: ESHA Software	Chef-Instructor	Lecture Hall
9:15am-2:15pm	Practical Exam: Baking	Chef-Instructor	Lecture Hall
2:15pm-3:00pm	Judging Begins	Chef-Instructor	Lecture Hall
3:00pm - 4:00pm	Evaluation, Feedback & Review	Chef-Instructor	Lecture Hall
4:00pm-5: 00pm	Written Exam: Baking	Chef-Instructor	Lecture Hall
5:00pm-6:00pm	Written Exam: Food Science	Chef-Instructor	Lecture Hall
6:00pm	Independent Study <ul style="list-style-type: none"> • Work Schedule • Menu Assignments • Prepare order list • Begin Costing Assignments Plate Diagrams	Participants	Own Choice

Day Two

Time	Topic	Instructor (Presenter/Staff)	Location
7:00am – 9:00am	Garde Manger Prep	Chef-Instructor	Kitchen
9:30am – 12:30pm	Practical Exam: Mediterranean Cuisine	Chef-Instructor	Skills Kitchen
12:30pm – 1:00pm	Window opens	Chef-Instructor	Lecture Hall
1:00pm – 2:00pm	Evaluation, Feedback & Review	Chef-Instructor	Lecture Hall
2:00pm – 3:00 pm	Written Exam: Mediterranean Cuisine	Chef-Instructor	Lecture Hall
3:00pm – 4:00pm	Written Exam: Financial	Chef-Instructor	Lecture Hall
4:00pm – 5:00pm	Independent Study	Participants	Own Choice

Day Three

Time	Topic	Instructor <i>(Presenter/Staff)</i>	Location
7:00am – 9:00am	Garde Manger Prep	Chef-Instructor	Kitchen
9:00am – 12:30pm	Practical Exam: Healthy Cuisine	Chef-Instructor	Skills Kitchen
12:30pm – 1:00pm	Window opens	Chef-Instructor	Lecture Hall
1:00pm – 2:00pm	Evaluation, Feedback & Review	Chef-Instructor	Lecture Hall
2:00pm – 3:00pm	Written Exam: Healthy Cuisine	Chef-Instructor	Lecture Hall
3:00pm – 4:00pm	Written Exam: Personnel Management	Chef-Instructor Participants	Own Choice

Day Four

Time	Topic	Instructor (Presenter/Staff)	Location
7:00am -11:00am	Practical Exam: Garde Manger	Chef-Instructor	Skills Kitchen
11:00am - 11:15am	Window opens	Chef-Instructor	Skills Kitchen
11:15am-12:15pm	Judging	Chef-Instructor	Lecture Hall
12:15pm -12:45pm	Evaluation, Feedback & Review	Chef-Instructor Participants	Lecture Hall
12:45pm-1:45pm	* Written Exam : Make-up (if necessary)	Chef-Instructor Participants	Lecture Hall
3:00pm	Graduation Distribution of Certificates	Participants Chefs CE Department	Lecture Hall

LEVEL II PROCHEF EXAM STUDY GUIDE: SUPPORTING MATERIALS AND CLASSES

Additional information regarding the courses, books, and videos listed below, is available at <http://www.prochef.com>

EDUCATIONAL PROGRAMS OFFERED AT THE HYDE PARK CAMPUS

- Mediterranean Cuisine: Ingredients and Techniques
- Charcuterie, Smokehouse, and Condiment Workshop
- Baking and Pastry for Chefs: Desserts and Breads From the Hot Kitchen
- Basic Bread Baking
- The Art and Science of Cooking
- Techniques of Healthy Cooking
- Frontline Leadership Skills
- Controlling Your Bottom Line
- Small Dishes, Big Flavors: Appetizers and First Courses

EDUCATIONAL PROGRAMS OFFERED AT THE GREYSTONE CAMPUS

- Charcuterie, Smokehouse, and Condiment Workshop
- Small Dishes, Big Flavors: Appetizers and First Courses
- The Cooking of Italy: From Tuscany to Sicily
- Mediterranean Cooking: An Advanced Course
- Healthy Flavors of Asia, Latin America, and the Mediterranean

DISTANCE LEARNING

- Educational Programs at Cornell: School of Hotel Administration
<http://www.sce.cornell.edu/dl/highperf-profdev.php>

RECOMMENDED TEXTBOOKS AND WORKBOOKS

A Mediterranean Feast: The Story of the Birth of the Celebrated Cuisines of the Mediterranean from the Merchants of Venice to the Barbary Corsairs. Wright, Clifford A. NY, NY: William Morrow and Company, Inc., 1999. ISBN 0-688-15305-4

American Dietetic Association Complete Food and Nutrition Guide, Second Edition. Roberta Larsen Duyff. New York, NY: John Wiley & Sons, Inc., 2002. ISBN: 0-471-44144-9

Baking and Pastry: Mastering the Art and Craft. The Culinary Institute of America. New York, NY: John Wiley & Sons, Inc. 2004. ISBN: 0-471-44382-4.

Cookwise: The Hows and Whys of Successful Cooking. Corriher, Shirley. NY, NY: William Morrow, 1997. ISBN 0-688-10229-8

Couscous and Other Good Food From Morocco. Wolfert, Paula. NY, NY: Harper Collins, 1987. ISBN 0-060-91396-7

Culinary Math, Second Edition. Blocker, Linda and Julia Hill. New York, NY: John Wiley & Sons, Inc., 2004. ISBN 0-471-46934-3

Eat, Drink and Be Healthy: The Harvard Medical School Guide to Healthy Eating. Walter Willett and Patrick J. Skerrett. New York, NY: Free Press, 2005. ISBN: 0-74-3266420

Flavors of the Riviera: Discovering Real Mediterranean Cooking. Andrews, Colman. NY, NY: Bantam Books, 1996. ISBN 0-553-09159-X

Foundations of Food Preparation, Sixth Edition. Freeland-Graves, Jeanne Himich and Gladys C. Peckham. Englewood Cliffs, NJ: Merrill/Prentice-Hall, 1996. ISBN 0-023-39641-5

Garde Manger: The Art and Craft of the Cold Kitchen, Second Edition. The Culinary Institute of America. New York, NY: John Wiley & Sons, Inc., 2000. ISBN 0-471-46849-5

Human Relations: Interpersonal, Job-Oriented Skills. Dubrin, Andrew J. Upper Saddle River, NJ: Prentice-Hall, Inc, 2001. ISBN 0-536-63753-9.

Introducing Management. Schermerhorn, John R., Jr. and David S. Chappell. Hoboken, NJ: John Wiley & Sons, 2001. ISBN 0-471-13581-X

RECOMMENDED TEXTBOOKS AND WORKBOOKS CONT'D

Kitchen Science: A Guide to Knowing the Hows and Whys for Fun and Success in the Kitchen. Hillman, Howard. Boston, MA: Houghton Mifflin Co., 1989. ISBN 0-395-48072-8

Managing Hospitality Human Resources, Third Edition. Woods, Robert H, Ph.D. East Lansing, MI: Educational Institute, American Hotel and Lodging Association, 2002. ISBN 0-86612-221-4

Mediterranean Cooking. Wolfert, Paula. NY, NY: Ecco, 1999. ISBN 0-880-01402-4

Mediterranean the Beautiful Cookbook: Authentic Recipes from the Mediterranean Lands. Goldstein, Joyce; Peter Johnson and Ayla Esen Algar. San Francisco: Collins Publishers, 1994. ISBN 0-002-55370-8

Nutrition for Foodservice and Culinary Professionals, Fifth Edition. Drummond, Karen Eich and Lisa M. Brefere. Hoboken, NJ: John Wiley and Sons, 2003. ISBN 0-471-41977-X

On Food and Cooking: The Science and Lore of the Kitchen, Second Edition. McGee, Harold. NY, NY: Macmillan Pub. Co., 2004. ISBN 0-020-34621-2

Practical Baking, Fifth Edition. Sultan, William J. New York, NY: John Wiley & Sons, Inc. 1990. ISBN: 0-471-28982-5.

Principles of Food, Beverage, and Labor Cost Controls, 7th Edition. Dittmer, Paul R. NY, NY: John Wiley & Sons, Inc., 2003. ISBN: 0471397032

Supervision in the Hospitality Industry Student Workbook. ProMgmt Program. Hoboken, NJ: John Wiley & Sons, 2003. ISBN 0-471-31350-5

Supervision in the Hospitality Industry, Fourth Edition. Miller, Jack E., John R. Walker and Karen Eich Drummond. NY, NY: John Wiley & Sons, 2002. ISBN 0-471-39689-3

The Baker's Manuel, Fifth Edition. Amendola, Joseph and Nicole Rees. New York, NY: John Wiley & Sons, Inc. 2003. ISBN: 0-471-40525-6.

The Curious Cook: More Kitchen Science and Lore. McGee, Harold. NY, NY: Macmillan USA, 1992. ISBN 0-020-09801-4

RECOMMENDED TEXTBOOKS AND WORKBOOKS CONT'D

The Essential Mediterranean: How Regional Cooks Transform Key Ingredients into the World's Favorite Cuisines. Jenkins, Nancy Harmon. NY, NY: Harper Collins, 2003. ISBN 0-060-19651-3

The Mediterranean Diet Cookbook. Jenkins, Nancy Harmon and Antonia Trichopoulou. NY, NY: Bantam Doubleday Dell, 1994. ISBN 0-553-09608-7

The Professional Chef® Study Guide, Eighth Edition. The Culinary Institute of America. New York, NY: John Wiley & Sons, Inc., 2006. ISBN 0471973009

The Professional Chef®, Eighth Edition. The Culinary Institute of America. New York, NY: John Wiley & Sons, Inc., 2006. ISBN 0764557343

The Science of Cooking. Barham, Peter. NY, NY: Springer Verlag, 2001. ISBN 3-540-67466-7

Time-Life Books' Foods of the World Series 1, 2, 11, 13, and 18. Editors of Time-Life Books. NY, NY: Time-Life Books, 1968-1988. Training

Understanding Baking, Third Edition. Amendola, Joseph and Nicole Rees. New York, NY: John Wiley & Sons, Inc. 2003. ISBN: 0-471-40546-9.

RECOMMENDED VIDEOS AND DVDs

CIA Presents

Remy Funfrock
Francois Payard

Bakeshop Series

Meringues
Vanilla Sauce and Pastry Cream
Basic Steps of Baking Bread

Bread and Baker: From the Source Series

Program One: Traditions of French Bread Baking
The Basic Steps of Bread Baking

Foie Gras Series

The Production of Foie Gras
Preparing Foie Gras

RECOMMENDED VIDEOS AND DVDs CONT'D

Garde Manger: The Art and Craft of the Cold Kitchen Series

Composed Salads

Presenting Appetizers and Hors d'oeuvre

Garde Manger: Condiments

Techniques of Healthy Cooking

The Healthy Palate DVD

The Basics of Sauce Making Series

Emulsion Sauces

Aromatic and Flavoring Combinations

Popular Cream and Filling (Les Cremes Populaire)

Recipe Costing...The Bottom Line

Sanitation...Is not an Option

FOOD SCIENCE STUDY GUIDE

Use the following list of competencies, key terms, recommended reading materials, and videos to prepare for the Food Science Written Examination. The written examination will consist of 25 questions. You will have one hour to complete the examination.

FOOD SCIENCE COMPETENCIES

Successful candidates are able to...

- describe how stable emulsions are formed.
- diagram an emulsion.
- identify the continuous and dispersed (discontinuous) phases of each emulsion.
- list two types of emulsions.
- explain how emulsions are thickened and thinned.
- explain the term “emulsifying agent” and identify two major categories.
- list three reasons why emulsions break.
- identify the five main pigments found in vegetables, describing whether they are water or fat soluble.
- describe the colors typical of each vegetable pigment.
- discuss how plant pigments are affected by changes in environment (exposure to heat, sugar, salt, acids and bases).
- explain proper cooking techniques to minimize loss of texture, flavor and color in plant product
- identify the smaller chemical group that make up protein molecules.
- describe the various roles of protein in food preparation.
- diagram globular and fibrous protein.
- explain denaturation and coagulation.
- identify substances that speed and delay egg protein coagulation.
- explain the differences between a soft custard (sol) and baked custard (gel).

- list examples of fibrous protein.
- discuss three ways meat is made tender before cooking.
- explain why collagen is the most important connective tissue.
- explain why fish muscle cooks more quickly than land animal muscle tissue.
- describe maillard browning.
- discuss what happens to meat when it is heated too rapidly or for too long.
- summarize the effects of heat, acid, salt and enzymes in meat cookery.
- explain the two basic methods by which starch is cooked.
- diagram a starch granule, identifying the two starch molecules it contains.
- summarize the most important characteristics of high amylose starches.
- summarize the most important characteristics of high amylopectin starches.
- describe gelatinization, pasting, and retrogradation of starch, indicating if it involves wet or dry heat.
- discuss three elements that interfere with starch thickening.
- describe the three classes of leavening.
- explain how air and steam work to leaven baked goods.
- name the gas which is created during chemical leavening.
- identify four methods by which air is incorporated into dough and batter.
- discuss baking soda, giving the requirements for its development into gas.
- describe the effects of unreacted baking soda in baked products.
- discuss double-acting powder, giving the requirements for its reaction.
- describe the function of yeast in baking, giving three environmental conditions for its optimal development.
- describe gluten and its role in baking.
- compare high and low protein flours.

KEY TERMS

Acid
Albumin
Baking powder
Brine
Carbohydrate
Carry-over cooking
Cellulose
Chlorophyll
Coagulation
Connective tissue
Denaturation
Double-acting baking powder
Emulsifier
Enzyme
Fibrous protein
Gelatin
Gliadin
Glucose
Glutenin
Hydrophobic
Hypothesis
Lactase
Leavener
Lipid
Maltose
Modified starch
Oil-in-water emulsion
Osmosis
Permanent emulsion
Phenolase
Pigment
Protein
Semi-permanent emulsion
Slurry
Solubility
Starch
Suspension
Temper
Viscosity
Yeast

Actin
Amino acid
Base
Caramelization
Carotenoids
Casein
Chemical leavener
Chromoplast
Collagen
Control
Dextrin
Dry yeast
Emulsion
Fermentation
Flocculation
Gelatinization
Globular protein
Gluten
Hydrophilic
Hygroscopicity
Invert sugars
Lactose
Lecithin
Maillard reaction
Mechanical leavener
Myoglobin
Organic leavening
Oxidation
pH
Photosynthesis
Proofing
Retrogradation
Single-acting baking powder
Sol
Solute
Sucrose
Syneresis
Temporary emulsion
Water-in-oil emulsion

RECOMMENDED READING

Cookwise: The Hows and Whys of Successful Cooking

The Curious Cook: More Kitchen Science and Lore

Foundations of Food Preparation, Sixth Edition

Kitchen Science: A Guide to Knowing the Hows and Whys for Fun and Success
in the Kitchen

On Food and Cooking: The Science and Lore of the Kitchen, Second Edition

The Science of Cooking

RECOMMENDED VIDEOS AND DVDS

The Basics of Sauce Making Series

Emulsion Sauces

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BASIC BAKING AND PASTRY STUDY GUIDE

Use the following list of competencies, key terms, recommended reading materials, and videos to prepare for both the Baking and Pastry Written and Practical Examinations.

The written examination will consist of 25 questions. You will have one hour to complete the written examination.

The practical examination will take five hours to complete. Please refer to the guidelines and quality standards outlined in the following pages for more detailed information. An instructor will contact you one week prior to the exam to inform you of your assigned items.

BASIC BAKING AND PASTRY COMPETENCIES

Successful candidates are able to...

- prepare basic breads.
- prepare basic pastry batters.
- prepare basic cakes.
- prepare pie dough.
- prepare custards.
- identify key ingredients and equipment in the bakeshop.
- accurately scale recipes up or down.
- demonstrate the use of baking and pastry equipment.
- demonstrate accuracy in weights and measures.
- demonstrate the use of baker's percent.
- categorize baking ingredients as liquefiers or stabilizers.
- explain the functions of basic baking ingredients.

- list the steps of the creaming, foaming, straight and cut-in mixing methods.
- list the steps of the bread making process.
- name and describe three techniques for making a meringue.
- compare and contrast the three different types of leaveners.
- describe the differences between flaky dough and mealy dough.
- identify the ratios and/or formulas for pie dough, cookie dough, pastry cream, pâte à choux and genoise.
- compare and contrast rich doughs and lean doughs.

KEY TERMS

1-2-3 dough / Cookie dough	Active dry yeast
Baking blind	Batter
Basic pie dough (3-2-1 dough) / Pâte brisée	
Bavarian cream / Bavaroise	Bench rest
Bench scraper	Biga
Bloom	Buttercream
Cake flour	Caramelization
Carbon dioxide	Chemical leavener
Clear flour	Coagulation
Convection oven	Conventional oven
Cream puffs	Creaming method
Crumb	Custard
Deck oven	Denaturation
Docking	Drum sieve / Tamis
Éclairs	Egg wash
Fermentation	Flaky
Foaming method	Fondant
Ganache	Gelatin
Gelatinization	Genoise
Gliadin	Gluten
Glutenin	Hard/Soft wheat
Hearth oven	High-ratio cakes
Instant dry yeast	Kneading
Lame	Lean dough
Leaveners	Liaison
Mealy	Meringue
Mise en place	Mousse
Nappé	Organic leavener
Parchment paper	Pastry cream / Crème patisserie

Pastry flour	Pâte à choux
Pâte sucrée	Patent flour
Peel	Physical leavener
Precooked batter	Pre-ferment
Profiteroles	Proof
Rest	Retrogradation
Rich dough	Rubbed-dough method
Scaling	Scoring
Sifting	Sweeteners
Shorteners	Simple syrup
Sourdough	Sponge
Straight mixing method	Stabilizer
Steam-injected oven	Sweeteners
Temper	Tenderizer
Thickeners	Two-stage method
Vanilla sauce / Crème Anglaise	Yeast

RECOMMENDED READING

<u>Baking and Pastry: Mastering the Art and Craft</u>	Ch. 1 - 2, 13
<u>Culinary Math</u>	pp. 163 - 165
<u>Practical Baking, Fifth Edition</u>	Ch. 3, 5, 7 - 10, 14
<u>The Professional Chef®, Eighth Edition</u>	Ch. 34 - 38
<u>The Baker's Manual, Fifth Edition</u>	Ch. 2, 4 - 6, 12
<u>Understanding Baking, Third Edition</u>	Ch. 12, 14 - 16

RECOMMENDED VIDEOS

<i>The Bakeshop Series</i>	
Meringues	# 2818
Vanilla Sauce and Pastry Cream	# 2754
Basic Steps of Baking Bread	# 1701
<i>Bread and Baker: From the Source Series</i>	
Program One: Traditions of French Bread Baking	# 891

BASIC BAKING AND PASTRY

PRACTICAL EXAMINATION GUIDELINES

For this practical examination, you will have five hours to prepare the following items from each of the categories found below. You must use the formulas from The Professional Chef®, Eighth Edition for all of the items. Platters and serving utensils are provided; however, you must provide your own knives, hand tools and copies of the required recipes.

DOUGH

SOFT ROLL DOUGH (PGS. 1080-1081)

- 5-lb. Soft Rolls mixed, fermented, formed into a minimum of three (3) different shapes of rolls (knots, pan rolls, etc.), proofed, and baked
- You must present 12 of each shape for a total of 36 pieces

PIE DOUGH (P. 1104)

- 3-lb. Pie Dough (p. 1104) made into two 10-inch blind baked shells

CUSTARDS

- Minimum 1-quart Vanilla Pastry Cream (p. 1133)

BASIC PASTRY BATTERS

PÂTE À CHOUX (P. 1097-1098, 1117)

- 3-lb. Pâte à Choux piped into a minimum of two shapes. One of the shapes must be éclairs. You must present 12 of each shape for a total of 24 pieces.
- Fill baked éclairs with pastry cream. All other shapes do not have to be filled or glazed.
- Finish éclairs with your choice of ganache (p. 1148), fondant (p. 1149-1150, tempering) or caramel glaze (p. 1161)

CAKE - ASSIGNED BY INSTRUCTOR

- 2 each 10-inch round Vanilla Sponge Cakes (Genoise) (p. 1116)

-or-

- 2 each 2-lb. Pound Cakes baked in loaf pans (p. 1114)

BASIC BAKING AND PASTRY PRACTICAL EXAMINATION STANDARDS OF QUALITY

BREADS WILL BE EVALUATED BASED ON THE FOLLOWING CRITERIA

- Proper scoring
- Egg washing or seeds
- Proper volume due to fermentation
- Clean flavor
- Even crumb
- Proper color

CUSTARDS WILL BE EVALUATED BASED UPON THE FOLLOWING CRITERIA

- Color
- Flavor
- Viscosity
- Texture

PÂTE À CHOUX WILL BE EVALUATED BASED UPON THE FOLLOWING CRITERIA

- Proper color
- Properly baked throughout
- Hollow center
- Good flavor
- Proper filling
- Proper glazing

BASIC CAKES WILL BE EVALUATED BASED UPON THE FOLLOWING CRITERIA

- Color
- Volume
- Crumb structure
- Flavor

PIE CRUST WILL BE EVALUATED BASED UPON THE FOLLOWING CRITERIA

- Color
- Doneness
- Flakiness
- Flavor

PRACTICAL EXAMINATION SAMPLE TASTING SHEET BAKING AND PASTRY

CANDIDATE _____ JUDGE _____

CRITERIA	MAXIMUM POINTS	SCORE
Basic Breads - 13 points		
Execution (scoring, washing, consistency of size, shape, etc)	2	
Proper Volume due to Fermentation	2	
Color	2	
Crumb	2	
Flavor	5	
Custards - 13 points		
Color	2	
Viscosity	3	
Texture	3	
Flavor	5	
Pâte à Choux - 13 points		
Color	2	
Execution (properly baked, hollow)	2	
Filling	2	
Glazing	2	
Flavor	5	
Basic Cakes (Sponge or Pound) - 13 points		
Color	2	
Crumb	3	
Volume	3	
Flavor	5	
Pie Crust - 13 points		
Color	2	
Doneness	3	
Flake	3	
Flavor	5	
Total Possible Points	65	

**PRACTICAL EXAMINATION
KITCHEN FLOOR SCORE SHEET
BAKING AND PASTRY**

Candidate _____ Judge _____

Criteria	Maximum Points	Score
Mise en Place and Organization	5	
Sanitation Procedure and Cleanliness	5	
Proper Utilization of Ingredients and Leftovers	5	
Timing of Service	10	
Techniques, Skills and Fundamentals	10	
Total Score	35	

COMMENTS

MEDITERRANEAN CUISINE

STUDY GUIDE

Use the following list of competencies, key terms, and recommended reading materials to prepare for both the Mediterranean Cuisine Written and Practical Examinations. You must exhibit an understanding of the flavor, cooking methods, ingredients, and techniques involved in the various regional and ethnic cuisines of the Mediterranean. Successful completion of the Mediterranean Cuisine segment is based on a combination of scores received during the written examination, kitchen practical, and product evaluation.

The written examination will consist of 25 questions. You will have one hour to complete the written examination.

You will have three hours to complete the practical examination. Please refer to the guidelines and quality standards outlined in the following pages for more detailed information. An instructor will contact you one week prior to the exam to inform you of your menus and/or protein items.

MEDITERRANEAN CUISINE COMPETENCIES

Successful candidates are able to...

- list the countries of the Mediterranean.
- define the Mediterranean diet.
- describe the role and use of olive oil in the Mediterranean diet.
- describe the role of mezze in the northern and eastern Mediterranean.
- list the Arab influences on the cuisines of Spain and Southern Italy.
- describe some of the characteristics of the food from Provence.
- explain the role of harissa in the foods of North Africa.
- list three basic Spanish sauces and their application in the cuisine.

- demonstrate the use and application of rice and rice dishes of the region.
- demonstrate proper execution and production of mezze.
- execute proper production of paella.
- execute proper production of tagines.
- execute proper production of couscous.
- demonstrate proper execution and production of various spreads, dips, and sauces of the region.
- demonstrate proper execution and production of various fish dishes of the region.
- execute proper production of pasta and grain dishes typical of the region.
- demonstrate proper execution and production of various vegetable preparation of the region.
- demonstrate proper execution and production of various braises and stews of the region.

KEY TERMS

Agrodolce	Aïoli
Antipasti	Avgolemono
Baba ganouj	Basil
Bastilla	Borek
Bouillabaisse	Brik
Bulgur	Couscous
Couscoussièrè	Dolma
Feta	Harissa
Hors d'oeuvre	Hummus
Jamón serrano	Kebab
Kefta	Manchego
Mezze	Olive oil
Orzo	Paella
Phyllo	Pilaf
Pistou	Preserved lemons
Ratatouille	Saffron
Saganaki	Semolina
Sofrito	Tābil
Tagine	Tapas
Tapenade	Tzatzik

RECOMMENDED READING

Couscous and Other Good Food From Morocco

The Essential Mediterranean: How Regional Cooks Transform Key Ingredients into the World's Favorite Cuisines

Flavors of the Riviera: Discovering Real Mediterranean Cooking

Mediterranean Cooking

The Mediterranean Diet Cookbook

A Mediterranean Feast: The Story of the Birth of the Celebrated Cuisines of the

Mediterranean from the Merchants of Venice to the Barbary Corsairs

Mediterranean the Beautiful Cookbook: Authentic Recipes from the

Mediterranean Lands

Time-Life Books' Foods of the World Series 1, 2, 11, 13, and 18

MEDITERRANEAN CUISINE

PRACTICAL EXAMINATION GUIDELINES

You will be assigned one of the following five regions: Spain, Italy, Greece and Turkey, North Africa, or French Provence. Along with the specific region, you will be assigned a cooking method such as grilling or stewing, and a piece of equipment such as a tagine or paella pan. In addition to the cooking method and equipment, you will be assigned selected dishes along with accompanying meats, seafood, and grocery items to support these dishes. Examples might include a lamb tagine, assorted salads, and brik pastry for North Africa, or an onion tart, stuffed vegetables, and bouillabaisse for France. It is your responsibility to develop these dishes into three items that showcase the assigned region's cooking methods, equipment, and style.

In addition, you must submit a typed menu and food order list for **ANY** additional products needed to support your menu (except proteins and other items which have been assigned). You should consider using seasonal items as you build your menu, realizing that substitutions may be necessary. You will have three hours for production and 20 minutes for service.

Platters and serving utensils are provided; however, you must provide your own knives and hand tools.

MEDITERRANEAN CUISINE PRACTICAL EXAMINATION STANDARDS OF QUALITY

OVERALL QUALITY OF EACH DISH WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Knowledge of culinary skills and fundamentals
- Proper use of ingredients and application of cooking techniques

RICE AND PASTA DISHES WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Flavor
- Consistency
- Proper cooking techniques

MEZZE WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Flavor
- Use of spices
- Proper cooking techniques

TAGINE AND COUSCOUS DISHES WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Flavor
- Use of spices
- Authenticity
- Cooking techniques

SPREADS, DIPS, AND SAUCES WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Flavor
- Consistency
- Appropriate use

ALL FISH AND MEAT DISHES WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Flavor
- Butchery skills
- Cooking methods
- Appropriate accompaniments

**PRACTICAL EXAMINATION
SAMPLE TASTING SHEET**

**CUISINES OF THE MEDITERRANEAN
REGION: _____**

Candidate _____ Judge _____

Criteria	Maximum Points	Score			Average
		1 st Course	2 nd Course	3 rd Course	
Taste	35				
Presentation - appropriate to region	5				
Authenticity of flavor profiles, flavor systems, and cooking methods	5				
Proper execution of core competency	10				
Proper execution of other cooking techniques and fundamentals	5				
Ability to discuss region and culture of food	5				
Total Score	65				

COMMENTS

**PRACTICAL EXAMINATION
KITCHEN FLOOR SCORE SHEET
MEDITERRANEAN CUISINE**

Candidate _____ Judge _____

Criteria	Maximum Points	Score
Mise en Place and Organization	5	
Sanitation Procedure and Cleanliness	5	
Proper Utilization of Ingredients and Leftovers	5	
Timing of Service	10	
Techniques, Skills and Fundamentals	10	
Total Score	35	

COMMENTS

PERSONNEL MANAGEMENT

STUDY GUIDE

Use the following list of competencies, key terms, and recommended reading materials to prepare for the Personnel Management Written Examination. The written examination will consist of 25 questions. You will have one hour to complete the examination.

PERSONNEL MANAGEMENT COMPETENCIES

Successful candidates are able to...

- describe functions of supervision.
- explain various theories on leadership and motivation.
- identify the culture and style of an organization.
- determine the role of leadership and supervision in an organization.
- explain the model for interpersonal skill improvement.
- describe the communication process.
- state the legal issues associated with staffing an organization.
- list factors that help people learn.
- explain the training cycle – needs assessment, design, delivery, evaluation.
- explain the components of an effective orientation process.
- identify legal issues associated with performance management and discipline.
- outline the steps to the performance review process.
- establish performance expectations using the SMART Method.

KEY TERMS

Accommodation
Adult learning theory
Age Discrimination in Employment Act
Americans with Disabilities Act
BFOQ
Civil Rights Act of 1964, Title VII
Communication
Conceptual skills
Counseling
Culture
Demographics
Discrimination
Disparate Treatment
Employee Referral Programs
Equal Employment Opportunity Commission
Evaluation form
Feedback
Human skill
Internal recruiting
Interview
Just cause termination
Labor market
Management by objective
Management grid
Needs assessment
Nonverbal communication
Organizing
Performance appraisal
Pre and post tests
Progressive discipline
Reasonable accommodation
Responsibility
Situational Leadership
Supervising
Technical skills
Training objectives
Active Listening
Affirmative Action Plan
Appraisal interview
Case study
Coaching
Communication barriers
Controlling
Course outline
Delegating
Discipline
Disparate Impact
Diversity
Employee self-appraisal
Equal Employment Opportunity
Evaluating
Family and Medical Leave Act of 1993
Halo effect
Immigration Reform and Control Act
Interpersonal communication
Job specifications
KSA (knowledge, skills and abilities)
Learning
Management by walking around
Managing
Negligent hiring
On the job training (OJT)
Orientation
Planning
Pregnancy Discrimination Act of 1978
Promotion from within
Recruiting
Role playing
Stereotype
Teaching methods
Training evaluations
Training plan

RECOMMENDED READING

Human Relations: Interpersonal, Job-Oriented Skills
Introducing Management
Managing Hospitality Human Resources
Supervision in the Hospitality Industry
Supervision in the Hospitality Industry

HEALTHY CUISINE STUDY GUIDE

THE IMPORTANCE OF NUTRITION

The impact of nutrition on our lives should not be underestimated. Four of the seven leading causes of death are related to nutrition. Research has shown that health problems such as heart disease, cancer and diabetes are directly influenced by the foods that we do or do not eat.

There are many factors that contribute to a healthful diet. For example, the proportion of macronutrients (carbohydrate, protein and fat) that make up a meal can have an impact on satiety, blood sugar levels and weight control. The amount of sodium in a meal may influence blood pressure and the presence or absence of color in the foods that we choose can impact our ability to fight illnesses.

As a chef, it is important that you understand the main concepts of nutrition. Today's consumers are aware of the food-health connection and expect the chefs that prepare their food to be knowledgeable on the subject as well. Not only must you understand how the foods we eat affect our health, you must also be able to use this information when creating recipes and preparing menu items.

YOUR RESPONSIBILITIES

Use the following list of competencies, key terms, recommended reading materials, and videos to prepare for both the Healthy Cuisine Written and Practical Examinations. Successful completion of the Healthy Cuisine segment is based on a combination of scores received from the written examination, menu development, nutritional analysis, kitchen performance, and verbal confirmation of the required competencies for healthy cuisine.

The written examination will consist of 25 questions. You will have one hour to complete the written examination. The exam will require critical thinking skills and will focus on more in-depth nutrition issues such as nutrition labels, particular dietary needs, and recipe modification to achieve nutrition goals.

You will have three hours to complete the practical. You will be required to exhibit an understanding of flavor, presentation, proper cooking techniques, menu analysis, and proper kitchen work habits as they relate to healthy cooking. Please refer to the guidelines and quality standards outlined in the following pages for more detailed information.

HEALTHY CUISINE COMPETENCIES

Successful candidates are able to...

- list at least three nutrient content claims that may be found on food labels.
- give the number of calories used when determining the Daily Values.
- name the sweetest natural sugar.
- name at least two sugar alcohols.
- calculate the percent of calories that come from fat.
- name the fatty acids that increase LDL.
- list at least two negative health effects of trans fats
- give at least two health benefits of including omega-3 fatty acids in the diet.
- list at least two food sources of omega-3 fatty acids.
- list at three sources of complete proteins
- give at least two examples of complementary proteins
- give the amount of cooked dry beans that is equivalent to 1 ounce of meat
- name three antioxidants.
- name four food sources of phytochemicals.

- list at least 2 vitamins that are easily destroyed during the preparation/cooking process.
- list at least three ways to prepare and/or cook fruits and vegetables that will minimize the loss of vitamins..
- explain whether minerals are stable during the cooking process.
- list and describe four healthy cooking methods.
- explain at least two considerations when modifying recipes.
- give 2 ways to decrease fat in a recipe.
- list at least three menu ideas that could lower cancer risk.
- name the four nutrients that may be a problem for vegans.
- list at least three health benefits of a vegetarian diet.
- give the amount of cooked vegetables, as listed on the MyPyramid.gov, that is necessary to meet the needs of an adult consuming a 2000 calorie diet.
- give the minimum amount of cooked whole grains necessary to meet the recommendations of the MyPyramid.gov for an adult consuming a 2000 calorie diet.
- list at least 4 grains that a person with Celiac Disease could safely consume.
- provide information that pertains to the Level I Nutrition Competency.

KEY TERMS

Antioxidant	Atherosclerosis
Celiac Disease	Complementary Proteins
Complete Protein	Diabetes
Daily Value	Dietary Reference Intake
Essential Amino Acids	Glycemic Index
High Fructose Corn Syrup	Incomplete Protein
Lacto-ovo Vegetarian	Lactose Intolerance
Omega-3 Fatty Acids	Phytochemicals
Vegan	

RECOMMENDED READING

American Dietetic Association Complete Food and Nutrition Guide, Second Edition.

Eat, Drink and Be Healthy: The Harvard Medical School Guide to Healthy Eating.

Nutrition for Foodservice and Culinary Professionals, Fifth Edition.

TRAINING VIDEOS AND DVDS

Healthy Palate DVD

OTHER HELPFUL MATERIALS AND WEBSITES

<http://www.mypyramid.gov>

<http://www.mypyramid.gov/guidelines/index.html>

<http://www.healthierus.gov/dietaryguidelines/>

<http://www.hsph.harvard.edu/nutritionsource/>

NUTRITIONAL ANALYSIS SOFTWARE

www.mastercook.com/

www.esha.com/

HEALTHY CUISINE

PRACTICAL EXAMINATION GUIDELINES

For the practical examination, you must design a three-course menu that consists of a first course, entrée, and dessert. Your menu must follow the recommended guidelines described in this document.

It is your responsibility to submit a food order list for all products needed for your menu (except for meat, poultry or fish), as discussed by the chef instructor and according to the weekly schedule. You should consider seasonality issues as you build your menu.

On the day of the practical, you must produce four plated portions of each course. You will have three hours for production and 20 minutes for service. In addition, you must present a nutritional analysis and a menu to the proctor prior to production of the menu. Platters and serving utensils will be provided; however, you must use your own knives and hand tools.

You will be randomly assigned one meat and one fish. **It is not mandatory that you use the proteins in your menu.** You may choose to use only plant-based protein sources in your menu.

HEALTHY CUISINE

MENU DESIGN GUIDELINES

Listed below are the recommended guidelines to follow when developing your three-course menu (first course, entrée, and dessert) and recipes for the Healthy Cuisine Practical Examination. You must follow the nutritional guidelines (2005) as outlined by the USDA and MyPyramid.gov. for preparation of all your menu items and recipes. Refer to the following pages for the specific nutritional information.

GUIDELINES

- Your total menu, consisting of a first course, entrée, and dessert, must total no more than 1200 calories.
- You will be assigned one animal protein that can be used in your first course or entrée. You are not required to use this animal protein item; and in fact may design a plant-based entrée instead.
- 10 - 35% of your menu's calories should consist of protein. Your menu can include animal sources of protein, but you must also give strong consideration to plant-based proteins as well.
- 45 - 65% of your menu's calories should consist of carbohydrates; with an emphasis on whole grains. Try to limit added sugar, relying on the natural sugars in fruit, for example, for sweetening.
- 20 - 35% of your menu's calories should consist of fat. Less is not necessarily better, especially if you are selecting "good" sources of fat. Monounsaturated and polyunsaturated fats should total at least 65% of the total fat percentage. Less than 10% of the remaining fat calories should be saturated fat. The use of trans fats should be avoided (read product labels).
- Your menu should provide at least 12 grams of fiber.
- Your menu should provide a maximum of 1500mg. of sodium.
- Your menu should provide one and half cups (1 ½) of vegetables; ½ cup of fruit; 1 oz. of whole grains (* 1 serving of legumes is optional).
- Be prepared to discuss your menu and explain how it reflects the principles of the MyPyramid.gov and USDA Dietary Guidelines.

Inside the Pyramid

What counts as an ounce (1 oz.) equivalent of grains?

		Amount that counts as 1 ounce equivalent of grains	Common portions and ounce equivalents
Bagels	WG*: whole wheat RG*: plain, egg	1 "mini" bagel	1 large bagel = 4 ounce equivalents
Biscuits	(baking powder/ buttermilk—RG*)	1 small (2" diameter)	1 large (3" diameter) = 2 ounce equivalents
Breads	WG*: 100% Whole wheat RG*: white, wheat, French, sourdough	1 regular slice 1 small slice French 4 snack-size slices rye bread	2 regular slices = 2 ounce equivalents
Bulgur	cracked wheat (WG*)	½ cup cooked	
Cornbread	(RG*)	1 small piece (2 ½" x 1 ¼" x 1 ¼")	1 medium piece (2 ½" x 2 ½" x 1 ¼") = 2 ounce equivalents
Crackers	WG*: 100% whole wheat, rye	5 whole wheat crackers 2 rye crispbreads	
	RG*: saltines, snack crackers	7 square or round crackers	
English muffins	WG*: whole wheat RG*: plain, raisin	½ muffin	1 muffin = 2 ounce equivalents
Muffins	WG*: whole wheat RG*: bran, corn, plain	1 small (2 ½" diameter)	1 large (3 ½" diameter) = 3 ounce equivalents
Oatmeal	(WG)	½ cup cooked 1 packet instant 1 ounce dry (regular or quick)	
Pancakes	WG*: Whole wheat, buckwheat RG*: buttermilk, plain	1 pancake (4 ½" diameter) 2 small pancakes (3" diameter)	3 pancakes (4 ½" diameter) = 3 ounce equivalents
Popcorn	(WG*)	3 cups, popped	1 microwave bag, popped = 4 ounce equivalents
Ready-to-eat breakfast cereal	WG*: toasted oat, whole wheat flakes RG*: corn flakes, puffed rice	1 cup flakes or rounds 1 ¼ cup puffed	
Rice	WG*: brown, wild RG*: enriched, white, polished	½ cup cooked 1 ounce dry	1 cup cooked = 2 ounce equivalents

Inside the Pyramid

What counts as a cup of vegetables?

	Amount that counts as 1 cup of vegetables	Amount that counts as ½ cup of vegetables
Dark-Green Vegetables		
Broccoli	1 cup chopped or florets 3 spears 5" long raw or cooked	
Greens (collards, mustard greens, turnip greens, kale)	1 cup cooked	
Spinach	1 cup, cooked 2 cups raw is equivalent to 1 cup of vegetables	1 cup raw is equivalent to ½ cup of vegetables
Raw leafy greens: Spinach, romaine, watercress, dark green leafy lettuce, endive, escarole	2 cups raw is equivalent to 1 cup of vegetables	1 cup raw is equivalent to ½ cup of vegetables
Orange Vegetables		
Carrots	1 cup, strips, slices, or chopped, raw or cooked 2 medium 1 cup baby carrots (about 12)	1 medium carrot About 6 baby carrots
Pumpkin	1 cup mashed, cooked	
Sweetpotato	1 large baked (2 ¼" or more diameter) 1 cup sliced or mashed, cooked	
Winter squash (acorn, butternut, hubbard)	1 cup cubed, cooked	½ acorn squash, baked = ¾ cup

Dry beans and peas

Dry beans and peas (Such as black, garbanzo, kidney, pinto, or soy beans, or black eyed peas or split peas)

1 cup whole or mashed, cooked

Tofu

1 cup ½" cubes (about 8 ounces)

1 piece 2 ½ " x 2 ¾ " x 1" (about 4 ounces)

Starchy Vegetables

Corn, yellow or white

1 cup

1 large ear (8" to 9" long)

1 small ear (about 6" long)

Green peas

1 cup

White potatoes

1 cup diced, mashed

1 medium boiled or baked potato (2 ½ " to 3" diameter)

French fried: 20 medium to long strips (2 ½" to 4" long)

(Contains [discretionary calories](#).)

Amount that counts as 1 cup of vegetables

Amount that counts as ½ cup of vegetables

Other Vegetables

Bean sprouts

1 cup cooked

Cabbage, green

1 cup, chopped or shredded raw or cooked

Cauliflower

1 cup pieces or florets raw or cooked

Cucumbers

1 cup raw, sliced or chopped

Green or wax beans	1 cup cooked	
Green or red peppers	1 cup chopped, raw or cooked 1 large pepper (3" diameter, 3-¾" long)	1 small pepper
Lettuce, iceberg or head	2 cups raw, shredded or chopped = equivalent to 1 cup of vegetables	1 cup raw, shredded or chopped = equivalent to ½ cup of vegetables
Mushrooms	1 cup raw or cooked	
Onions	1 cup chopped, raw or cooked	
Tomatoes	1 large raw whole (3") 1 cup chopped or sliced, raw, canned, or cooked	1 small raw whole (2 ¼ ") 1 medium canned
Tomato or mixed vegetable juice	1 cup	½ cup
Summer squash or zucchini	1 cup cooked, sliced or diced	

Inside the Pyramid

What counts as a cup of fruit?

	Amount that counts as 1 cup of fruit	Amount that counts as ½ cup of fruit
Apple	<ul style="list-style-type: none"> ½ large (3.25" diameter) 1 small (2.5" diameter) 1 cup sliced or chopped, raw or cooked 	<ul style="list-style-type: none"> ½ cup sliced or chopped, raw or cooked
Applesauce	<ul style="list-style-type: none"> 1 cup 	<ul style="list-style-type: none"> 1 snack container (4 oz.)
Banana	<ul style="list-style-type: none"> 1 cup sliced 1 large (8" to 9" long) 	<ul style="list-style-type: none"> 1 small (less than 6" long)
Cantaloupe	<ul style="list-style-type: none"> 1 cup diced or melon balls 	<ul style="list-style-type: none"> 1 medium wedge (1/8 of a med. melon)
Grapes	<ul style="list-style-type: none"> 1 cup whole or cut-up 32 seedless grapes 	<ul style="list-style-type: none"> 16 seedless grapes
Grapefruit	<ul style="list-style-type: none"> 1 medium (4" diameter) 1 cup sections 	<ul style="list-style-type: none"> ½ medium (4" diameter)
Mixed fruit (fruit cocktail)	<ul style="list-style-type: none"> 1 cup diced or sliced, raw or canned, drained 	<ul style="list-style-type: none"> 1 snack container (4 oz) drained = 3/8 cup
Orange	<ul style="list-style-type: none"> 1 large (3-1/16" diameter) 1 cup sections 	<ul style="list-style-type: none"> 1 small (2-3/8" diameter)
Orange, mandarin	<ul style="list-style-type: none"> 1 cup canned, drained 	
Peach	<ul style="list-style-type: none"> 1 large (2 ¾" diameter) 1 cup sliced or diced, raw, cooked, or canned, drained 2 halves, canned 	<ul style="list-style-type: none"> 1 small (2" diameter) 1 snack container (4 oz) drained = 3/8 cup
Pear	<ul style="list-style-type: none"> 1 medium pear (2.5 per lb) 1 cup sliced or diced, raw, cooked, or canned, drained 	<ul style="list-style-type: none"> 1 snack container (4 oz.) drained = 3/8 cup
Pineapple	<ul style="list-style-type: none"> 1 cup chunks, sliced or crushed, raw, cooked or canned, drained 	<ul style="list-style-type: none"> 1 snack container (4 oz) drained = 3/8 cup
Plum	<ul style="list-style-type: none"> 1 cup sliced raw or cooked 3 medium or 2 large plums 	<ul style="list-style-type: none"> 1 large plum

Strawberries	About 8 large berries 1 cup whole, halved, or sliced, fresh or frozen	½ cup whole, halved, or sliced
Watermelon	1 small wedge (1" thick) 1 cup diced or balls	6 melon balls
Dried fruit (raisins, prunes, apricots, etc.)	½ cup dried fruit is equivalent to 1 cup fruit ½ cup raisins ½ cup prunes ½ cup dried apricots	¼ cup dried fruit is equivalent to ½ cup fruit 1 small box raisins (1.5 oz)
100% fruit juice (orange, apple, grape, grapefruit, etc.)	1 cup	½ cup

HEALTHY CUISINE PRACTICAL EXAMINATION STANDARDS OF QUALITY

OVERALL QUALITY OF EACH DISH WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Knowledge of culinary skills and fundamentals
- Proper use of ingredients and application of cooking techniques
- Flavor
- Presentation
- Balance
- Menu analysis
- Ability to discuss and explain the menu from a health viewpoint

**PRACTICAL EXAMINATION
SAMPLE TASTING SHEET
HEALTHY CUISINE**

Candidate _____ Judge _____

Criteria	Maximum Points	Score			Average
		1 st Course	2 nd Course	3 rd Course	
Taste	25				
Presentation	5				
Proper execution of fundamentals	5				
Accurate nutritional analysis (Does the menu coincide with the nutritional analysis)	10				
Does the menu meet the ProChef Certification nutritional guidelines	10				
Ability to discuss nutritional aspect and preparation of food	10				
Total Score	65				

COMMENTS

**PRACTICAL EXAMINATION
KITCHEN FLOOR SCORE SHEET**

HEALTHY CUISINE

Candidate _____ Judge _____

Criteria	Maximum Points	Score
Mise en Place and Organization	5	
Sanitation Procedure and Cleanliness	5	
Proper Utilization of Ingredients and Leftovers	5	
Accuracy in measuring of ingredients	5	
Timing of Service	5	
Techniques, Skills and Fundamentals	10	
Total Score	35	

COMMENTS

FINANCIAL SKILLS STUDY GUIDE

Use the following list of competencies, key terms, and recommended reading materials to prepare for the Financial Skills Written Examination. The written examination will consist of 25 questions. You will have one hour to complete the examination.

FINANCIAL SKILLS COMPETENCIES

Successful candidates are able to...

- interpret a food operation profit and loss statement.
- apply concepts of menu mix and portion cost to produce a menu at a targeted food cost.
- detect food and labor waste issues and develop a plan of corrective action.
- use and troubleshoot a food inventory and ordering system.

KEY TERMS

Beverage cost	Break-even point
Budgeted cost	Contribution margin
Contribution rate	Controllable cost
Cost	Cost control
Cost percent	Cost-to-sales ratio
Fixed cost	Food cost
Labor cost	Menu mix
Non-controllable cost	Overhead cost
Planned cost	Portion cost
Prime cost	Profit
Profit and loss statement	Sales
Sales mix	Sales price
Total cost	Total sales
Unit cost	Variable cost
Variable rate	

RECOMMENDED READING

Principles of Food, Beverage, and Labor Cost Controls, 7th Edition

GARDE MANGER STUDY GUIDE

Use the following list of competencies, key terms, recommended reading materials, and videos to prepare for both the Garde Manger Written and Practical Examinations. You will be required to exhibit an understanding of ingredients; flavor and flavor development; presentation techniques; cold food preparations; grinding techniques; forcemeat production; and curing, brining, and smoking. Successful completion of the Garde Manger segment is based on a combination of scores received during the written examination, kitchen practical, and product evaluation.

The written examination will consist of 25 questions. You will have one hour to complete the written examination.

You will have four hours to complete the practical examination. In addition to this four-hour period, you will also be provided two separate two-hour time segments for Garde Manger pre-preparation to accomplish butchery, brines, cures, and other items requiring advanced preparation. Please refer to the guidelines and quality standards outlined in the following pages for more detailed information. An instructor will contact you one week prior to the exam to inform you of your protein items.

GARDE MANGER COMPETENCIES

Successful candidates are able to...

- list several acceptable methods of controlling trichinosis and salmonella in the garde manger kitchen.
- explain the functions of the major ingredients in charcuterie.
- identify a hank and 4 types of natural casings and demonstrate proper techniques regarding filling, fermentation, and/or smoking or cooking.
- produce forcemeat products using the straight, emulsion, and mousseline methods.
- prepare cures, brines, marinades and dry rubs and apply them to selected products.

- explain and demonstrate the fundamental concepts involved in preparing meats and fish for hot and cold smoking.
- demonstrate the use and application of powdered and/or sheet gelatin.
- define and produce various types of canapés, tapas, antojitos, antipasti, mezze and hors d'oeuvre.
- describe and prepare various types of cold sauces.

KEY TERMS

75% meat 25% fat	Acidification
Amuse gueule	Antipasti
Appetizer	Aspic gelée
Ballotine	Basic grind method
Bloom	Botulism
Brine	Canapés
Casing	Caviar
Certified pork	Charcuterie
Cold smoking	Confit
Country-style forcemeat	Curing salt
Dehydration	Denature
Dextrose	Dry cure
Dry rub	E.Coli 0157:H7
Emulsified forcemeat	(5/4/3 forcemeat)
Fatback	Fermentation
Fermento	Foie gras
Forcemeat	Fresh sausage
Galantine	Gelatin
Gratin forcemeat	Hank
Hors d'oeuvre	Hot smoking
Marinades	Meat grinder
Mousse	Mousseline forcemeat
Myoglobin	Nitrates
Oxidation	Panada
Pâté	Pellicle
pH	Prague powder
Progressive grinding	Quenelle
Rillettes	Roulade
Salmonella	Salt (sodium chloride)
Sausage	Sausage
Syringe pump	Tapas
Temperature danger zone	Tinted cure mix (TCM)
Trichinosis	

RECOMMENDED READING

Garde Manger: The Art and Craft of the Cold Kitchen, Second Edition Ch. 2 - 3,
5 - 7,
9 -10
The Professional Chef®, Eighth Edition Ch. 30-33

TRAINING VIDEOS AND DVDS

Foie Gras Series

The Production of Foie Gras # 1116
Preparing Foie Gras # 1117

Garde Manger: The Art and Craft of the Cold Kitchen Series

Composed Salads # 2664
Presenting Appetizers and Hors d'oeuvre # 2753
Garde Manger: Condiments # 2841

Sanitation...Is Not an Option # 201

GARDE MANGER PRACTICAL EXAMINATION GUIDELINES

It is your responsibility to submit a typed menu to the faculty member (in a timely manner discussed by Chef-Instructor and according to weekly schedule). In addition to your menu, you must also submit a detailed, typed food order list that contains **ALL** of the products that you will need for completion of the Garde Manger section. Please note that no additional protein items may be ordered. You should consider using seasonal products and realize that substitutions may occur.

Your menu needs to address all of the competencies listed on the following page and must consist of:

- One type of hot or cold hors d'oeuvre of your choice
- One salad using products other than salad greens
- One forcemeat terrine with appropriate accompaniments
- One plated appetizer

You are responsible for multitasking and organizing your time throughout the week to complete the final Garde Manger Practical Examination. You will have four hours to complete your final production and thirty minutes for service. Platters and serving utensils are provided; however, it is up to you to gather your platters, plates, and serving utensils needed for your presentations. Your final menu should be presented to the kitchen judge for evaluation based on the guidelines and quality standards outlined in the following pages.

GARDE MANGER PRACTICAL EXAMINATION COMPETENCIES

All of the following competencies must be demonstrated in the menu and the final practical examination of each candidate.

- You must demonstrate the use and application of gelatin.
- You must demonstrate proper use of a cure and/or brine.
- You must demonstrate proper smoking techniques.
- You must demonstrate proper salad production using products other than salad greens.
- You must execute proper production of either hot or cold hors d'oeuvre
- You must demonstrate proper execution and production of a forcemeat
- You must develop a plated appetizer.
- You must demonstrate and execute proper accompaniments appropriate to the above listed items.

*It is advisable that in developing your menu for the garde manger segment that you work on completing as many of the competencies as possible in as few items as possible. For instance, if you prepare a terrine, salad, and sauce for your platter presentation, it can also be used as your plated appetizer.

MENU PRESENTATION GUIDELINES

PLATTER PRESENTATION: PREPARE 9 PORTIONS TOTAL

- Display 6 portions on a platter
- Prepare 2 plated presentation of the platter for judges' evaluation
- Prepare 1 show plate

PLATED APPETIZER PRESENTATION: PREPARE 3 PORTIONS TOTAL

- Prepare 2 plated presentations for the judges' evaluation
- Prepare 1 plated presentation for display

HORS D' OEUVRE PRESENTATION: PREPARE 6 PORTIONS TOTAL

- Prepare 3 portions for the judges' evaluation
- Prepare 3 portions for display

GARDE MANGER PRACTICAL EXAMINATION STANDARDS OF QUALITY

WORKMANSHIP OF THE PRODUCTS WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Knowledge of culinary skills and fundamentals
- Proper use of ingredients and application of knife skills
- Display of various technique

TERRINES WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Flavor and seasoning
- Texture
- Consistency
- Emulsion
- Garnishes
- Proper cooking techniques

HORS D'OEUVRE WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Flavor
- Craftsmanship
- Appropriate use of accompaniments and or sauces

SALADS WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Flavor
- Appropriate use of ingredients
- Balance and amount of vinaigrette or dressing

SAUCES, DRESSINGS AND ACCOMPANIMENTS WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Flavor and balance
- Consistency
- Craftsmanship

PRESENTATION WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Flow
- Focal point
- Balance
- Craftsmanship

APPETIZERS WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Flavor
- Craftsmanship
- Portion size
- Balance of main item to accompaniments

CURING, BRINING, AND SMOKING WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Proper use of brines or cures
- Balance between brines, cures, and smoke
- Flavor
- Cooking techniques

GELATIN WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Proper use of the product
- Consistency and clarity

KITCHEN OBSERVATION AND EVALUATION WILL BE BASED ON THE FOLLOWING CRITERIA

- Food waste
- Station cleanliness
- Sanitation
- Station organization
- Cooking and production fundamentals

**PRACTICAL EXAMINATION
SAMPLE TASTING SHEET
GARDE MANGER**

Candidate _____ Judge _____

Criteria	Maximum Points	Score				Average
		Hors D'oeuvre	Salad	Terrine	Platted App.	
Taste	35					
Presentation	10					
Execution	10					
Ability to Discuss Menu	10					
Total Score	65					

COMMENTS

**PRACTICAL EXAMINATION
KITCHEN FLOOR SCORE SHEET**

GARDE MANGER

Candidate _____ Judge _____

Criteria	Maximum Points	Score
Mise en Place and Organization	5	
Sanitation Procedure and Cleanliness	5	
Proper Utilization of Ingredients and Leftovers	5	
Timing of Service	5	
Execution of all core competencies	10	
Techniques, Skills and Fundamentals	5	
Total Score	35	

COMMENTS

These materials were developed as a team effort using the resources of The Culinary Institute of America. We acknowledge and thank the most recent contributors:

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