



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

Continuing Education Department, Hyde Park, New York

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POLICY ON ACADEMIC HONESTY

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Borrowing original ideas, recipes, research, or wording from another source 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 any one 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.

FINANCIAL CASE STUDY

For the financial segment of the Level III exam you must be able to identify, understand, and resolve financial problems within a complex food-service operation. You will be provided with assorted data such as a profit and loss statement, POS reports, inventory sheets, invoices, menus, etc. Using your financial skills, you will analyze this data and make recommendations on how to improve the financial performance of the operation.

On the first day of the exam you will be assigned a case study. The case study will contain all the information you need to analyze the financial situation of the operation. You will also receive a letter from Mr. August Marlow, the owner of the operation. You are the executive chef of Mr. Marlow's restaurant. He will be inviting you to attend a meeting on day four to discuss the restaurant's poor financial performance for the last quarter. You have three days to analyze the data. When you meet with Mr. Marlow you need to present and defend your findings. You are also expected to make recommendations for future improvement. This meeting will be scheduled for one hour and will be a one-on-one conversation and evaluation. At the conclusion of the meeting Mr. Marlow will either accept your suggestions and financial analysis, or your resignation.

SUCCESSFUL CANDIDATES ARE ABLE TO...

- analyze a P&L and implement changes based on financial data.
- analyze and prepare an annual operating budget for a complex food operation.
- analyze and explain basic financial concepts such as ROI, depreciation, cost accounting, cash flow, etc.
- prepare a capital budget with effective project justifications and payback analysis.
- differentiate between beverage costs and food costs.
- analyze menu sales mix and make menu adjustments based on data.
- discuss and evaluate the effects inventory adjustments have on food cost.

RESOURCES AND REFERENCES

EDUCATIONAL PROGRAMS AT HYDE PARK CAMPUS

Financial Understanding for Chefs

GRADING CRITERIA

Criteria	Score	Comments
Depth of Analysis	/10	
Accuracy of Financial Analysis	/10	
Usefulness of Suggestions for Change	/10	
Clarity of Explanations	/10	
Creativity	/10	
Comfort with Numbers	/10	
Range of Insight & Confidence	/10	
Quality of Questions Raised	/10	
Examples and Support for Analysis	/10	
Confidence	/10	
Total	/100	
Pass/Fail		

A score of 65% or above is required to pass this segment of the exam.

WINE AND FOOD PAIRING MARKET BASKET

SUCCESSFUL CANDIDATES ARE ABLE TO...

- create a four course menu based on given ingredients and wines.
- evaluate the combination of wines with certain dishes.
- execute the menu they created in the allotted time.
- supervise an apprentice during the production of a menu.
- successfully complete a written test on wines and food.

RESOURCES AND REFERENCES

RECOMMENDED READING

Exploring Wine, 3rd Edition by Steven Kolpan, Brian H. Smith, and Michael A. Weiss of The Culinary Institute of America

WineWise: Your Complete Guide to Understanding, Enjoying, and Selecting Wine by Steven Kolpan, Brian H. Smith, and Michael A. Weiss of The Culinary Institute of America

RECOMMENDED VIDEOS

The Perfect Match: Wine and Food	# 2840
Wine Service	# 232

EDUCATIONAL PROGRAMS AT HYDE PARK CAMPUS:

An Exploration of Food and Wine for Chefs

EDUCATIONAL PROGRAMS AT GREYSTONE CAMPUS:

Sensory Analysis of Wine
Mastering Wine I
Mastering Wine II
Wine and Food Pairing for Chefs

PRODUCTION

Candidates will be given a tray of ingredients with which they will need to create a four-course menu for 4 people. A community basket of common items will be available as well (an example of the community basket is included here). The menu shall include a soup or appetizer, fish course, salad, and entrée with appropriate accompaniments. The candidates will have 2 hours to plan their basket, 4 hours to cook, and 20 minutes to plate and serve. The Market Basket will include 2 wine selections that are to be served with the menu. The candidate must consider these wines when planning their menu. The wines may be paired with a particular course, or served with the meal as a whole. The wines will be available for tasting during the time allotted for planning.

A written exam on wine information will follow the market basket practical.

SAMPLE MARKET BASKET

<u>Quantity</u>	<u>Description</u>
1 ea.	Leg of Lamb
4 lb.	Snapper, whole
1 lb.	Bay Scallops
1 lb.	Russet Potatoes
.5 lb.	Green Beans
1 ea.	Eggplant
2 ea.	Lola Rosa Lettuce
2 ea.	Broccolirabe
4 oz.	Walnuts
2 ea.	Apples (Golden Delicious)
1 ea.	Jicama
2 hd.	Radicchio
1 root	Ginger, fresh
2 ea.	Plantains
2 ea.	Yellow Bell Peppers
2 bottles	Pouilly Fume
2 bottles	Columbia Crest Merlot

SAMPLE COMMUNITY BASKET

Produce

Carrots
Celery
Garlic
Baking potatoes
Onions (Spanish & Bermuda)
Red Bliss Potatoes
Root Vegetable
Shallots

Fruits

Minimum Five Seasonal

Staples

Cornstarch
Barley
Bread Crumbs
Cornmeal
Bread

Mushrooms

Minimum Two Species

Rice

Rice (short & long grain)
White
Brown

Groceries

Dijon Style Mustard
Gelatin (power and sheet)
Three Essential Oils
Sugar
Soy Sauce
Tabasco Style Sauce
Teriyaki Sauce
Tomato Paste or Puree'
Worcestershire

Spice and Seasoning

Selection

Flour

All Purpose Flour/ Bread
Flour
Cornmeal Flour
Whole Wheat Flour

Dairy

Butter
Cream
Cream Cheese
Milk
Sour Cream
Yogurt
Eggs
Margarine

Fresh Herbs

Minimum Five

Stocks

White
Brown

Pastry Items

Brown Sugar
Powder Sugar
Vanilla Beans
Cocoa Powder
Almonds
Corn Syrup
High Gluten Flour
Milk Chocolate
Dark Chocolate
Shortening

HELPFUL INFORMATION FOR THE MARKET BASKET EXERCISE

Overall impression of the presentation plays a major role in evaluation. Using this single, subjective criterion, however, can offer little in the way of objective evaluation feedback. It is therefore necessary to identify those factors which are responsible for imparting the positive or negative impressions and evaluate each on an individual basis.

These factors comprise the four areas of judging criteria.

- Presentation
- Creativity
- Workmanship
- Composition

1. PRESENTATION

- Acceptable Containers for Hot Food
 - Copper dishes
 - Stainless Steel Platters
 - Earthenware Dishes
 - Dinner Plates
 - Imitation Pewter
 - Silver Platter
 - Pyrex
- Tips on China Selection
 - Design
 - Shape of china
 - Depth of eating surface to rim
 - Color
 - Color or pattern should reflect food concept
 - Generally light and neutral
 - Must complement the food

- Size
 - Compatible with portion size
 - Ability to use with a variety of courses
- Practicality
 - Delicacy of china, especially the rim
 - Size of rim and eating surface
 - Quality of decals
- Trends
 - Using mixed china
 - Variety of shapes

2. CREATIVITY

This section considers the degree of innovation and originality exhibited and is closely related to the other 3 judging criteria.

- New food combination
- New shapes
- New layout ideas
- New garnishes (functional)
- Reworking or modernizing traditional techniques and presentation

3. WORKMANSHIP

This section considers the degree of workmanship or skill exhibited in terms of:

PROPER HANDLING OF INGREDIENTS

- Cleaning (squid eyes, shrimp veins)
- Peeling (avocado, tomatoes, kiwi, etc.)
- Scaling fish
- Trimming meat (proper deboning, correct thickness of fat layer, etc.)
- Proper preparation of forcemeats (smooth texture, moist, good color)

EXACTNESS AND CONSISTENCY IN KNIFE SKILLS

- Carving (complete, even slices, clean edges)
- Slicing: thin slices are more desirable than thick slices
 - Bias
 - Bevel
 - Straight
 - Wedge
- Shaping (tourné, basic knife cuts, etc.)

EXACT ASSEMBLY OF GARNISHES

It is commonly felt that inlays, if attempted, must be exact. If an inlay is even slightly “off” the highly structured configuration of this type of garnish is magnified. In most instances a random garnish is preferred over an exact inlay garnish, particularly in hot food.

SKILLFUL ASSEMBLY OF

- Hot terrines
 - No air pockets
 - Size
 - Position of inlay, if any
- Hot galantines and ballotines
 - Size
 - Meeting of skin, color of skin after cooking
- Hot mousseline
 - Consistency
 - Smoothness of forcemeat
- Tarts and Pies
 - Thickness of crust

PROPER COOKING TECHNIQUES

- Braising: not stringy when sliced
- Poaching: moist, not overcooked
- Roasting: proper color, pink and not bloody
- Smoking: rich color, proper cure
- Sautéing: evenly browned, moist
- Steaming: proper color
- Baking: proper crust thickness and color
- Deep-fat frying: no greasiness

4. COMPOSITION

This section considers the compatibility and relationship of the food items in terms of:

FLAVOR

- This aspect of composition is considered first because foods that work well together in flavor lend themselves to easy and natural presentation in all other aspects.
- Flavors should be complementary:
 - Rich with lean
 - Spicy with bland
 - Smoky with sweet
 - Sweet with sour
 - Sweet with spicy

TEXTURE

- This aspect works closely with flavor in determining the success of food combinations.
 - Physical Texture
 - Smooth, coarse, Solid, Soft
 - Visual Texture
 - Smooth, Specked, Patchy
- A variety in textures, both physical and visual, should be exhibited in a single offering.

COOKING TECHNIQUES

- A variety of cooking techniques will automatically add a variety of textures to an exhibit.
 - Roasted whole meat with poached sausage
 - Baked crust with braised meats
 - Deep-fried fish with boiled vegetable

COLOR

- Always important in food, but especially so in this type of food display.
- From color we pick up clues as to freshness, naturalness, moisture, and proper cooking.
- Variety
 - Show a variety in color without giving a circus effect.
 - Use of pastel colors with one strong color is often successful.
 - Choose foods that taste good together; they will naturally harmonize in color.
- Appropriate color
 - Color should highlight the cooking techniques used.
- Natural
 - Smooth, homogenous colors may at times appear to be artificial, even when obtained from natural means.
 - One remedy to this problem may be the addition of visual texture (i.e., chopped herbs to a smooth green forcemeat; or saffron threads to a smooth yellow fish mousseline)
- Appetizing
 - Textured colors, mentioned above, tend to be more appetizing than pure colors.

NUTRITIONAL BALANCE

- Exhibits should display an understanding of current nutritional balance.

GENERAL GUIDELINES FOR CANDIDATES:

- Unnecessary ingredients should be avoided and practical, acceptable cooking methods should be implemented.
- Dressing the rims of plates results in an unacceptable appearance.
- Meat should be carved properly and cleanly. Roast beef should be done medium.
- Meat and vegetable juices should not make a dish look unappetizing.
- Vegetables must be cut or turned uniformly.
- Plate arrangement and decoration should be practical yet appealing and should comply with daily standards.
- Avoid all non-edible items, such as bases. (Croutons, however, are permitted.)
- Food prepared hot should not be placed on mirrors.
- Plated portions must be proportional to the dish itself and the number of persons specified.
- Sauce boats should be only half full.
- In general, portion weight should be in keeping with the norms of accepted practice and nutritional balance.
- Meat slices should be served with the carved surface upwards and not left as when carved.
- If fruit is used to garnish meat it should be cut into small pieces or sliced thinly.
- Cleanliness to the degree possible is of utmost importance.

CANDIDATES SHOULD CONCENTRATE ON:

- Originality - new ideas
- Presenting a natural, appetizing look
- Numerical harmonizing of meat portions
- Properly cooked meats (not too rare) and garnishes
- Sliced meats presented properly (arranged in order and size)
- Practical portion size (cost and nutritional considerations)
- Precisely cut vegetables
- Nutritional quality, variety, balance, moderation.
- Proper color, presentation, and flavor combination

CREATION CATALYSTS FOR HOT FOOD

IDEA STIMULATING CHECKLIST FOR MENU ITEM DEVELOPMENT

ITEM

Finfish	Shellfish	Vegetables
Pork	Beef	Veal
Poultry	Game	

MODIFY

- Texture: leave whole, chop, grind, mince, puree, add egg or cream
- Shape: molded, rolled diced, sliced and shingled, stacked, filets or whole
- Form: cut in ½ lengthwise, crosswise, diagonally, wrap it in something (forcemeat, pastry, leaf vegetables, meat)
- Temperature: serve it hot, cold or in between
- Flavor: seasoning herbs, spices, marinades
- Cooking method: sauté, deep-fry, smoke roast, broil, bake, poach, stew

REVERSE

- What's opposite
- Turn inside out
- Turn upside down

REARRANGE

- Place on top
- Place underneath
- Place inside
- Place around
- Place on the sides

MAGNIFY

- What can you add?
 - Vegetables, fruit, cream, fat, cheese, forcemeat, salpicon, duxelle, pastry, meat, fish, poultry
- Enrichen
- Enlarge

MINIFY

- Cut it in half
- Make it lighter, smaller

COMBINE

- Make it a blend
- Make it an assortment

SUBSTITUTE

- What else could be used instead?

PUT IT TO OTHER USES

- Appetizer, entree, salad, soup, dessert etc.

WINE STUDIES

WINE COMPETENCIES

For the wine competency assessment of the Level III exam you must be able to exhibit an understanding of classical grape varieties, wines produced from these grapes, and the intricacies of pairing food and wine. To demonstrate your wine knowledge, you must pass a written examination.

Use the following list of competencies and key terms to prepare for the written examination. The written examination will take place during the PM session and will consist of twenty-five questions. You will have one hour to complete this examination.

SUCCESSFUL CANDIDATES ARE ABLE TO...

- describe the vinification process.
- discuss the effects climatic changes and temperature have on viticulture.
- identify and discuss the flavor characteristics of various wines and the grapes from which they are produced.
- identify and discuss the four major influences on the final characteristics of a wine.
- analyze a wine label to discern important information about the wine.
- identify the various classifications used for wine labeling.
- pair various dishes with appropriate wines that best complement the major flavor elements.
- discuss the effects different cooking methods have on wine selections.
- discuss the appellation systems developed by the major wine-producing countries.
- explain the proper techniques used for opening different types of wine bottles.

KEY TERMS

Acidity	Nebbiolo
AOC	Phylloxera
Appellations	Pinot Grigio
Aroma	Pinot Noir
Astringency	Port
Barbaresco	Proprietary Labeling
Barbera	Red Wine
Botytis	Rosé Wine
Bouquet	Sangiovese
Cabernet Sauvignon	Sauvignon Blanc
Chardonnay Grape	Sauvignon Blanc
Chardonnay Wine	Sparkling Wines
Chianti	Syrah
Dessert Wine	Tannic Acid
Distillation	Tannins
Dolcetto	Territorial Labeling
Dry	Trebbiano
Fortified Wines	Varietal Labeling
Fumé Blanc	Viticulture
Late Harvest	Vinification
Maleolactic Fermentation	White Wine
Muscadet	

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Wine and Food Pairing for Chefs

Wine and Food Pairing I

Wine and Food Pairing II

CUISINES OF LATIN AMERICA & THE CARIBBEAN

LATIN AMERICA AND THE CARIBBEAN COMPETENCIES

For the Cuisines of Latin America and the Caribbean competency assessment of the **ProChef** Certification Program Level III, you must exhibit an understanding of the flavor, cooking methods, ingredients and techniques involved in the cuisines of Latin America and the Caribbean. Due to the vast size of the region and its many countries, it has been broken down into the following areas of study: Mexico, Central America, South America, Greater Antilles, and the Lesser Antilles.

In addition to written and oral examinations, you will also take a practical examination demonstrating your skill in the fundamentals of the cuisines. Successful completion of this segment is based on a combination of scores received during the written examination, kitchen practical and product identification and evaluation.

Use the following list of competencies and key terms to prepare for the written and practical examinations. The written examination will take place during the AM session and will consist of twenty-five multiple choice questions. You will have one hour to complete the written examination. The practical examination will take place the PM session. You will have three hours to complete production. You will be assigned specific proteins, a region and a competency based on that region's cuisine. You will design three dishes from that region, utilizing your main ingredients. One of your dishes should incorporate the assigned competency. You will be asked to submit a food order for all of the ingredients needed to produce your menu. Two copies of a typed menu will need to be submitted to the tasting judges on the day of the practical.

SUCCESSFUL CANDIDATES ARE ABLE TO...

- list the types of ingredients (vegetables, fruits and proteins) used for preparation of South American cuisine.
- prepare food typical of the style of South American cuisine.
- discuss the importance of South American cuisine today.
- list the different cultures that influenced today's Caribbean cuisine.
- list the types of ingredients used for preparation of Lesser Antilles cuisine.
- explain Creole cuisine.
- prepare food typical of the style of Lesser Antilles Caribbean cuisine.
- prepare food typical of the style of Greater Antilles Caribbean cuisine.
- list the cultural influences that affect today's Caribbean cuisine.
- list the types of ingredients used for preparation of Mexican Cuisine.
- list the types of salsas, sauces, dry and fresh chiles used in Mexican cookery.
- explain the different flavor profiles from Mexican cuisine.
- prepare food typical of the style of Mexican cuisine.
- identify the countries of Central America.
- prepare food typical of the style of Central American cuisine.
- explain the importance of corn, beans and squash to Central American Cuisine.
- identify the culinary techniques that are basic to the Mexican kitchen and how they are used to develop flavor.
- list the ingredients which are used in Mexican cooking that act as a "vehicle" for the flavor of chiles.
- identify the importance of quinoa to the people of Peru.
- identify dende oil and describe its uses in South American cuisine.

KEY TERMS

Achiote
Achiote paste
Ackee
Adobo
Ajilimojili
Albondiga
Alcapurias
Alegria
Allspice (Pimento)
Amaranth
Anaheim
Ancho
Annatto
Antojitos
Arbol
Arepa
Avocado
Banana leaves
Bananas
Beans
Black beans
Bread fruit
Cachucha pepper
Cajeta
Calabazitas
Callaloo
Capers
Cazuela
Ceviche
Chalupas
Chayote squash (Mirliton, Cho-Cho)
Cherimoya
Chicharones
Chilaca
Chilaquiles
Chiles
Chiles en Escabeche
Chimichangas
Chipotle chiles
Chipotle Colorado
Chipotle en Adobo
Chipotle Meco
Chipotle Mora
Chorizo
Chuños
Cilantro
Coconut
Comal
Conch
Coo Coo
Corn
Corn husks
Corvina
Cozinha Bahian
Cubanela pepper
Culantro
Cumin
Curry
Dende oil
Efrijolada
Empanadas
Enchilada
Enjitomatadas
Entrada
Epazote
Fideo
Flautas
Fresno
Frijoles
Ginger
Gorditas
Guacamole
Guajillo
Guanábana (Soursop)
Guava
Habañero
Hearts of Palm
Hominy
Huancaína sauce
Huitlacoche
Jamaican Patties
Jerk
Jerk seasoning

Lemons and limes	Piquillo pepper
Long Beans	Piquin/Tepin
Malanga	Plantains, Green
Manchamanteles	Plantains, Ripe
Mango	Platillo Fuerte -- Main Course
Mango chutney	Poblano
Manioc	Postre
Mannish water (Goat soup)	Pozole
Masa	Pumpkin
Masa harina	Pumpkin seeds
Matambre	Pupusas
Metate	Quesadillas
Mexican chocolate	Queso blanco
Mirasol pepper	Queso fresco
Mojo	Quinoa
Molcajete	Rice
Mole	Rice and peas
Molinillo	Roti bread
Molotes	Rum
Moros y Cristianos	Salsa
Mulato	Salsa Verde
New Mexico	Salted cod fish
Nixtamal	Sauce Ti-Malice
Nixtamalization	Scotch bonnet chiles
Okra	Seviche
Palillo	Sofrito
Panela sugar	Sopa -Soup
Panela sugar	Sopa Seca
Panuchos	Sopes
Papa seca	Sour oranges
Papaya (Pawpaw)	Spinach
Pasilla Negro	Star fruit (Carambola)
Pasilla Oaxaca	Sugar cane
Passion Fruit	Sweet corn
Pastel de choclo	Taco
Pelau	Tamales
Picadillo	Tamarind
Pico de Gallo	Tamarind paste
Pigeon Peas	Taro (Dasheen)
Piloncillo	Tomatillo
Pine nuts	Tortillas
Pineapple	Tostata
Pinto beans	Tostones
Pipian	Vatapa
Pipian Verde	Yuca

RESOURCES AND REFERENCES

EDUCATIONAL PROGRAM AT HYDE PARK CAMPUS

Vibrant Dishes of Latin America

CUISINES OF LATIN AMERICA AND THE CARIBBEAN

PRACTICAL EXAMINATION GUIDELINES

SAMPLE MENUS

This represents sample menu ideas based on possible assigned countries or regions, proteins, and competencies.

Country or Region	First Course	Second Course	Third Course
South America	Albondigas	Avocado Salad	Fejoada
Central America	Arepas con Queso	Papas a la Huancaína	Carne en Pipian Verde
Mexico	Quesadilla	Pozole	Mole Poblano de Guajolote
Greater Antilles	Alcapurias	Asopao	Arroz con Pollo
Lesser Antilles	Salt-fish Fritters	Cassava Salad	Curried Chicken

**SAMPLE INGREDIENT TRAYS AND COMPETENCY
ASSIGNMENTS FOR PROCHEF LATIN AMERICA AND
THE CARIBBEAN PRACTICAL EXAM**

<p style="text-align: center;">TRAY ONE: MEXICAN CUISINE</p> <ul style="list-style-type: none">• 3 LB. TURKEY BREAST○ <u>COMPETENCY:</u> MOLE	<p style="text-align: center;">TRAY FIVE: CENTRAL AMERICAN CUISINE</p> <ul style="list-style-type: none">• 1 CHICKEN○ <u>COMPETENCY:</u> EMPANADAS
<p style="text-align: center;">TRAY TWO: SOUTH AMERICAN CUISINE</p> <ul style="list-style-type: none">• 1 FLANK STEAK○ <u>COMPETENCY:</u> BRAISE	<p style="text-align: center;">TRAY FOUR: GREATER ANTILLES CUISINE</p> <ul style="list-style-type: none">• 2 CHICKENS○ <u>COMPETENCY:</u> JERK
<p>TRAY THREE: LESSER ANTILLES CUISINE</p> <ul style="list-style-type: none">• 2 LB. SHRIMP○ <u>COMPETENCY:</u> CURRY	

CUISINE PRACTICAL EXAMINATION SCHEDULE

Please note that the following schedule is a sample. Actual start times may vary.

SKILLS KITCHEN 1

Station 1 2:00 – 5:00 PM 5:00 – 5:15 PM 5:20 PM 7:00 – 7:15 PM	Kitchen Production Service and Judging Clean Up Judge’s Review
Station 2 2:20 – 5:20 PM 5:20 – 5:35 PM 5:35 PM 7:15 – 7:30 PM	Kitchen Production Service and Judging Clean Up Judge’s Review
Station 3 2:40 – 5:40 PM 5:40 – 5:55 PM 5:55 PM 7:30 – 7:45 PM	Kitchen Production Service and Judging Clean Up Judge’s Review
Station 4 3:00 – 6:00 PM 6:00 – 6:15 PM 6:15 PM 7:45 – 8:00 PM	Kitchen Production Service and Judging Clean Up Judge’s Review
Station 5 3:20 – 6:20 PM 6:20 – 6:35 PM 6:35 PM 8:00 – 8:15 PM	Kitchen Production Service and Judging Clean Up Judge’s Review

CUISINES OF LATIN AMERICA AND THE CARIBBEAN PRACTICAL EXAMINATION: STANDARDS OF QUALITY

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

- Authenticity and integrity of the dishes and preparations
- Seasoning
- Flavor profile
- Knowledge and execution of techniques
- Temperature
- Doneness

RICE DISHES WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Choice of appropriate ingredients for the region
- Proper cooking techniques.
- Ratio of ingredients

SOUPS WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Viscosity (if applicable)
- Clarity (if applicable)
- Ratio of ingredients

SAUCES WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Appropriate ingredients for the region
- Flavor profile
- Seasoning

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

- Fabrication techniques
- Appropriate cooking methods
- Appropriate accompaniments

FLATBREADS WILL BE JUDGED ON THE FOLLOWING CRITERIA

- Doneness
- Color and crumb
- Texture

EMPANADAS AND OTHER STUFFED BREAD ITEMS WILL BE JUDGED ON THE FOLLOWING CRITERIA

- Stuffing
- Wrapper or skin
- Doneness
- Wrapping technique

STEWES, BRAISES, AND CURRIES WILL BE JUDGED ON THE FOLLOWING CRITERIA

- Doneness
- Ratio of ingredients
- Seasoning/Flavor
- Sauce
- Correct use of ingredient

JERK ITEMS WILL BE JUDGED ON THE FOLLOWING CRITERIA

- Doneness
- Correct use of ingredients
- Balance of heat to spice

MOLES WILL BE JUDGED ON THE FOLLOWING CRITERIA

- Correct use of ingredients
- Flavor development
- Balance of heat to spice

KITCHEN FLOOR JUDGE

PROCHEF LEVEL III PRACTICAL EXAMINATION

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	
Cooking Techniques, Skills and Fundamentals	10	
Total Score	35	

Comments:

TASTING SHEET

PROCHEF LEVEL III PRACTICAL EXAMINATION

Candidate _____ Judge_____

Criteria	Maximum Points	Score			Average
		Dish I	Dish II	Dish III	
Taste	30				
Presentation	10				
Authenticity/Integrity	5				
Execution	10				
Ability to Discuss Menu	10				
Total Score	65				

Comments:

ASIAN CUISINE

ASIAN CUISINE COMPETENCIES

For the Cuisines of Asia competency assessment of the **ProChef** Certification Program Level III, you must exhibit an understanding of the flavor profiles, cooking methods, ingredients and techniques involved in the cuisines of Asia. Due to the vast size of the region, and it's many countries it has been broken down into the following areas of study: China, Korea, Japan, South East Asia and India

In addition to written and oral examinations, you will also take a practical examination demonstrating your skill in the fundamentals of the cuisines. Successful completion of this segment is based on a combination of scores received during the written examination and the hands on kitchen practical.

Use the following list of competencies and key terms to prepare for the written and practical examinations. The written examination will take place during the AM session and will consist of twenty-five multiple choice questions and a ten item product identification test. You will have one hour to complete the written examination.

The practical examination will take place in the PM session. You will have three hours to complete production. On day one, you will be assigned a basket of food items, a region and a competency based on that regions cuisine. The items in the basket will be suitable for the region and must be incorporated into your menu. You will design three dishes from that region utilizing at least a portion of every ingredient in your basket. Create the dishes in a way that they can be served family style or in sequential courses as dictated by the specific cuisine or region. At least one of your dishes should incorporate the assigned competency. You will be asked to submit a food order for any additional ingredients needed to produce your menu. The food order list is due on day two at 12:00 noon. Two copies of a typed menu should be submitted to the kitchen judge on the day of the practical.

SUCCESSFUL CANDIDATES ARE ABLE TO...

- explain the importance of presentation in the composition of a Japanese meal.
- list and explain key ingredients used in Japanese cuisine.
- apply key methods in the preparation of a Japanese dish.
- explain and prepare sushi.
- list and explain key ingredients of Chinese cuisine.
- explain and produce Chinese dumplings.
- identify specialized cooking tools used in Chinese cooking.
- identify the steps of stir-frying.
- list and explain key ingredients of Korean cuisine.
- identify specialized cooking tools used in Korean cooking.
- explain and prepare a Korean noodle dish.
- list and explain the herbs and spices common to Indian cuisine.
- list and explain traditional ingredients common to India's cuisine.
- describe the use of whole and ground spices in India's cuisine.
- identify special equipment used in the preparation of Indian foods.
- explain and prepare an Indian flatbread.
- list and explain basic characteristics of South East Asian cuisines.
- identify and describe primary flavor components of Southeast Asian cuisines.
- explain and prepare a Thai curry.

KEY TERMS: JAPAN

Abura-age (deep fried tofu pouches)
Aji-no-moto (MSG)
Bamboo rolling mats
Daikon (White Radish)
Dashi (bonito & seaweed stock)
Edamame
Goma (Black and White Sesame Seeds)
Hijiki
Japanese eggplant
Kinugoshi tofu (silky bean curd)
Kona Sansho (Japanese Pepper)
Konbu
Koyodo-fu (freeze-dried bean curd)
Mirin (Sweet Sake)
Mushrooms: Nameko, Matsutake, Shiitakes, Enoki
Napa cabbage
Nori sheets
Pickled yellow radish,
Red pickled ginger (gari)

Sake (Rice Wine)
Sashimi (uncooked fish)
Sesame Oil
Shichimi togarashi (Seven-Pepper Spice)
Shinshu-miso
Shoyu (Soy sauce)
Soba
Somen
Su (Rice Vinegar)
Sukiyaki
Sushi (vinegared rice dish)
Tamago (egg cake)
Tataki (seared raw meat)
Tempura
Teriyaki
Tonkatsu
Udon
Wakame
Wasabi
Yakitori (grilled chicken)
Yuzu

KEY TERMS: CHINA

Bean sprouts	Hoisin sauce	Shaoxing wine
Black bean sauce	Hot bean paste	Shrimp paste
Black mushrooms	Hunan	Sichuan pepper
Black mushrooms	Hundred year old	Soy sauce – dark
Black Vinegar	eggs	and light
Bokchoy	Lily buds	Spring roll
Cantonese	Lotus leaves	Sprouts
Chili oil	Lotus root	Star anise
Chili sauce	Oyster sauce	Steamed buns
Chinese chives	Peking	Straw mushrooms
Chinese long	Plum sauce	Szechwan
beans	Pot stickers	Tapioca starch
Chinese Noodles -	Preserved	Taro Dumplings
Chinese sausage	vegetables	Tea smoking
Chinese spinach	Red-Cooking	Tofu (Bean curd)
Congee	Rice - Glutinous	Tree ear
Dim sum	Rice - Long grain	mushrooms
Dried red chiles	Rice - Short grain	Turnip Cakes
Dried shrimp	Rice vinegar -	Velveting
Dumpling	Sesame oil	Water chestnuts
Wrappers	Salted black beans	Water-chestnut
Five spice mix	Scallion cakes	flour
Fuzhu (Dried	Sesame paste	Wheat starch
bean curd skins)	Shanghai	Winter melon
Garlic chili sauce	Shao mai	
Wok		

KEY TERMS: KOREA

Air - drying
Asian pear
Bamboo shoots
Bean sprouts
Bitter melon
Black fungus
Black mushrooms
Bulgogi
Chestnuts
Chinese chives
Chinese Eggplant
Chinese spinach
Chrysanthemum leaves
Cilantro
Dried anchovy
Dried shrimp
Dried squid
Fernbracken (similar to
fiddlehead ferns)
Ginger
Gingko nuts
Ginseng
Gochujang (Red bean paste)
Green onions
Hoch'ujang (Korean hot red
pepper paste)
Kalbi - jim
Kim chi
Koch'u karu (korean hot red
pepper powder)
Korean chives
Korean Dumpling Wrappers
Korean Noodles
Korean radish
Lettuce wraps
Lotus root
Naengmyŏn (chilled buckwheat
noodles)
Namul
Napa cabbage
Oyster mushrooms
Pajon (griddle cakes with
scallions & vegetables)
Persimmons
Pibimbap (rice with vegetables
and meat)
Rice flour
Rice Vinegar
Scallion bread
Seaweed
Sesame oil
Sesame seeds
Snow peas
Toenjang (fermented soy bean
paste)
Tofu
Yam

KEY TERMS: INDIA

Achar	Kardhai
Amchur (dried mango powder)	Kofta
Anardana (pomegranate seed)	Korma
Arhar dal	Lassi
Asafoetida	Lotus seeds
Basmati rice	Mustard Oil
Besan flour	Mustard Seeds
Bharta	Naan
Biryani	Nigella
Bondas	Pakorras
Cardamom - black and green	Panch phoran
Chapati	Paneer
Chat	Pappadum
Chutney	Raita
Coconut milk	Rose water
Curry leaves	Roti
Dal	Masala, Garam, Sambal, etc.
Dosas	Samosas
Dry masala	Tamarind
Eggplant- Indian	Tandoori Oven
Fennel seed-	Turmeric - (haldi)
Fenugreek	Vindaloo
Ghee	Wet masala
Jaggery	

KEY TERMS: SOUTH EAST ASIA

Acar	Lotus rootlets	Thai eggplants
Banana blossoms	Lumpia	Thai oyster sauce
Banana leaves	Mee goreng	Tôm khà kài
Bean paste – hot	Mee crop	(Chicken coconut
Bean paste - soy	Thai curry paste	soup)
Bean paste – sweet	Thai curries and paste	Tôm yam kông
Bean sprouts	Mustard greens	Water chestnuts
Bean thread	Napa cabbage	
noodles	Nasi goreng	
Black bean sauce	Oyster sauce	
Black sticky rice	Palm sugar	
pudding	Pea eggplant	
Black vinegar	Peanut sauce	
Candlenuts	Phàt thai	
Cilantro leaves	Pho – beef or	
and roots	chicken	
Coconuts and its	Poh piah	
products	Preserved salted	
Coconut cream	fish	
Crispy shallots	Rempah	
and garlic	Rice - Black sticky	
Dried shrimp	Rice - Glutinous	
Durian	Rice - Jasmine	
Fish sauce	Rice - Thai sticky	
Fried shallots or	Rice noodles	
garlic	Rice papers	
Galangal	Rice powder	
Garlic chili sauce	Roasted chili	
Glutinous rice	paste	
powder	Sago	
Vietnamese salad	Salted black beans	
rolls	Salted preserved	
Green mango	vegetables	
Green papaya	Salted radish	
Hoisin sauce	Satay	
Holy basil	Soy sauce	
Kaffir lime leaves	Tamarind	
Kaffir limes	Tapioca	
Lemon grass	Tempeh	
Lotus root	Thai bird chiles	

RESOURCES AND REFERENCES

EDUCATIONAL PROGRAM AT HYDE PARK CAMPUS:

Asian Cuisine: Ingredients and Techniques

ASIAN CUISINE PRACTICAL EXAMINATION GUIDELINES

See below for a choice of possible menus. Based on your assigned ingredient tray, and competency, you will design and prepare three dishes.

THESE MENU SAMPLES ARE FOR INFORMATIONAL PURPOSES ONLY!!!!!!!!!!!!!!

Country and Competency	First Dish	Second Dish	Third Dish
Japan/ Sushi	Assorted Sashimi /Sushi	Udon Noodles in a Bowl with Tempura	Chicken Yakitori with Soba Noodle Salad and Pickled Vegetables
Korea/ Korean Noodle Dish	Pan-fried Scallion Pancakes with Condiments	Jap Chae	Kalbi Tshim
China/ Dumplings	Won Ton Soup	Chinese Spring Rolls with Dipping Sauce	Sweet and Tangy Braised Spare Ribs with Stir-fried Bok Choy and Steamed Rice
Thailand/ Thai Curry	Tom Yam Kung	Pad Thai	Green Chicken Curry with Steamed Jasmine Rice
Vietnam/ Rice Paper Wrap	Rice Paper Wrapped Salad Rolls with Dipping Sauces	Sour and Spicy Bean Threads with Crab and Shrimp	Grilled Shrimp Paste with Table Salad
India/ Flatbread	Samosas with Dipping Sauces	Saag Paneer	Lamb Korma with Poori Bread, Yellow Rice and Lentil Tamarind Chutney

ASIAN CUISINES PRACTICAL EXAMINATION STANDARDS OF QUALITY

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

- Authenticity and integrity of the dishes and preparations
- Seasoning
- Flavor profile
- Knowledge and execution of techniques
- Temperature
- Doneness

RICE AND NOODLE DISHES WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Choice of appropriate ingredients for the region
- Proper cooking techniques.
- Ratio of ingredients

SOUPS WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Viscosity (if applicable)
- Clarity (if applicable)
- Ratio of ingredients

STIR-FRIED DISHES WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Use of appropriate spices and aromatics
- Doneness
- Knife cuts

DIPPING SAUCES WILL BE EVALUATED ON THE FOLLOWING CRITERIA

- Appropriate ingredients for the region
- Flavor profile

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

- Fabrication techniques
- Appropriate cooking methods
- Appropriate accompaniments

FLATBREADS WILL BE JUDGED ON THE FOLLOWING CRITERIA

- Doneness
- Color and crumb
- Texture

DUMPLINGS WILL BE JUDGED ON THE FOLLOWING CRITERIA

- Stuffing
- Wrapper or skin
- Doneness
- Wrapping technique

SUSHI WILL BE JUDGED ON THE FOLLOWING CRITERIA

- Rice
- Garnish
- Rolling/Shaping techniques

STEWES WILL BE JUDGED ON THE FOLLOWING CRITERIA

- Doneness
- Ratio of ingredients
- Seasoning/Flavor
- Sauce

PERSONNEL MANAGEMENT

PERSONNEL MANAGEMENT COMPETENCIES

For the Personnel Management competency assessment of the Level III exam, you must be able to demonstrate your knowledge and ability to apply management practices, employment laws, policies and procedures. The focus will be on people, processes, and financial aspects of management decisions.

You will view 5 management vignettes. You will be given time to formulate an approach and strategy to each situation. The assessment process will be conducted in an interview format with two proctors. You will respond to various questions regarding your comprehension of the situation, the ability to manage the situation and the application of company procedures and employment laws. You may also be asked to role play. Your thought process will be challenged. Therefore, it is important to use logic to support your approach.

SUCCESSFUL CANDIDATES ARE ABLE TO...

- identify conflict resolution approaches.
- identify the various types of training.
- list the guidelines for conducting a termination interview.
- explain the importance of follow-up.
- define essential elements of successful discipline and explain the importance of each.
- identify performance issues and the effects they have on the organization.
- explain the impact decisions have on people, processes, and finances.
- correlate employee behaviors to your organization's policies, procedures, and practices.

KEY TERMS

Accommodation
Accountability
Affirmative Action Plan
Age Discrimination in
Employment Act
Americans with Disabilities Act
Avoidance
Benefits
Career planning
Civil Rights Act of 1964, Title VII
Collaboration
Collective Bargaining
Conflict resolution
Critical incident
Culture
Delivery methods
Demographics
Discipline
Discrimination
Disparate Impact
Disparate Treatment
Due process
Equal Employment Opportunity
Equal Employment Opportunity
Commission
Family and Medical Leave Act of
1993
Human skills
Immigration Reform and Control
Act
Job performance measurements
Job rotation
Job specifications
Just cause termination
KSA (knowledge, skills and
abilities)
Management by objective
Management by walking around
Management grid
Negligent hiring
Negotiation
Perception
Pregnancy Discrimination Act of
1978
Productivity
Projection
Reasonable accommodation
Scheduling
Task and behavior analysis
Teaching methods
Training evaluations
Training objectives

RESOURCES AND REFERENCES

EDUCATIONAL PROGRAMS AT HYDE PARK CAMPUS

Frontline Leadership Skills

THE VIGNETTES AND YOUR ROLE

VIGNETTE 1: DISGRUNTLED SERVER

You are the Front of the House Manager in this scenario. How would you handle this situation?

VIGNETTE 2: INTERVIEWING EFFECTIVENESS

You are the General Manager who is conducting this interview. The intent of this interview was for you to simply approve the final candidate.

VIGNETTE 3: JUST TEASING

Jennifer, the employee who walks away, reports this situation to you. She claims this is a regular occurrence and she states she has asked Phil to stop several times.

VIGNETTE 4: STOLEN SPICES

James Smith, a dishwasher, reports this situation to you.

VIGNETTE 5: GETTING AHEAD

Mark, the male employee in this vignette, reports this situation to you. You are Diane's manager.

THE ASSESSMENT PROCESS

Of the five vignettes reviewed, the proctors will randomly select 2 vignettes to be discussed. To prepare for the interview, consider the following:

1. Your understanding of the situation and the issues to be addressed.
2. The impact the situation has on the business.
3. What is the resolution you are trying to achieve?
4. What strategies will you employ during the investigation process? What questions will you ask the parties involved?
5. Do you have any contingency plans based on the responses to your investigation? What are they?
6. Are there any legal ramifications you must consider? What are they? How will this affect the business? How will this affect the individuals involved? How will this affect the overall morale of the organization?
7. If this situation is not resolved, what other management issues may evolve?
8. Design a strategy/plan to ensure that similar situations do not occur. Be able to discuss it.
9. If disciplinary procedures should occur, how will you structure the process? What steps need to take place? What is your role in this process?
10. Integrate your current company's policies into your discussion. However, be prepared to discuss this situation from a conceptual point of view. For example, in your organization certain issues may be referred to the Human Resource Department. Regardless, you will be expected to understand the ramifications of the situation in terms of legalities, business impact, personnel, etc.
11. Besides performance issues, do you have to be concerned with any other personnel issues? What are they? What is your plan to deal with them?
12. What is the root cause of the situation? How can it be prevented in the future?
13. Your ideas may be challenged. Be able to defend your position with logic and sound justification.
14. You may be asked to role play various scenarios

GRADING CRITERIA

Criteria	Score	Comments
Interpretation of the scenario and expression of the management issues involved	/20	
Approach to investigating the situation, identification and analysis of different points of view	/30	
Development and application of a conceptual approach including knowledge of management practices, employment law and policies and procedures	/30	
Communication and interpersonal skills	/20	
Total Score	/100	

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