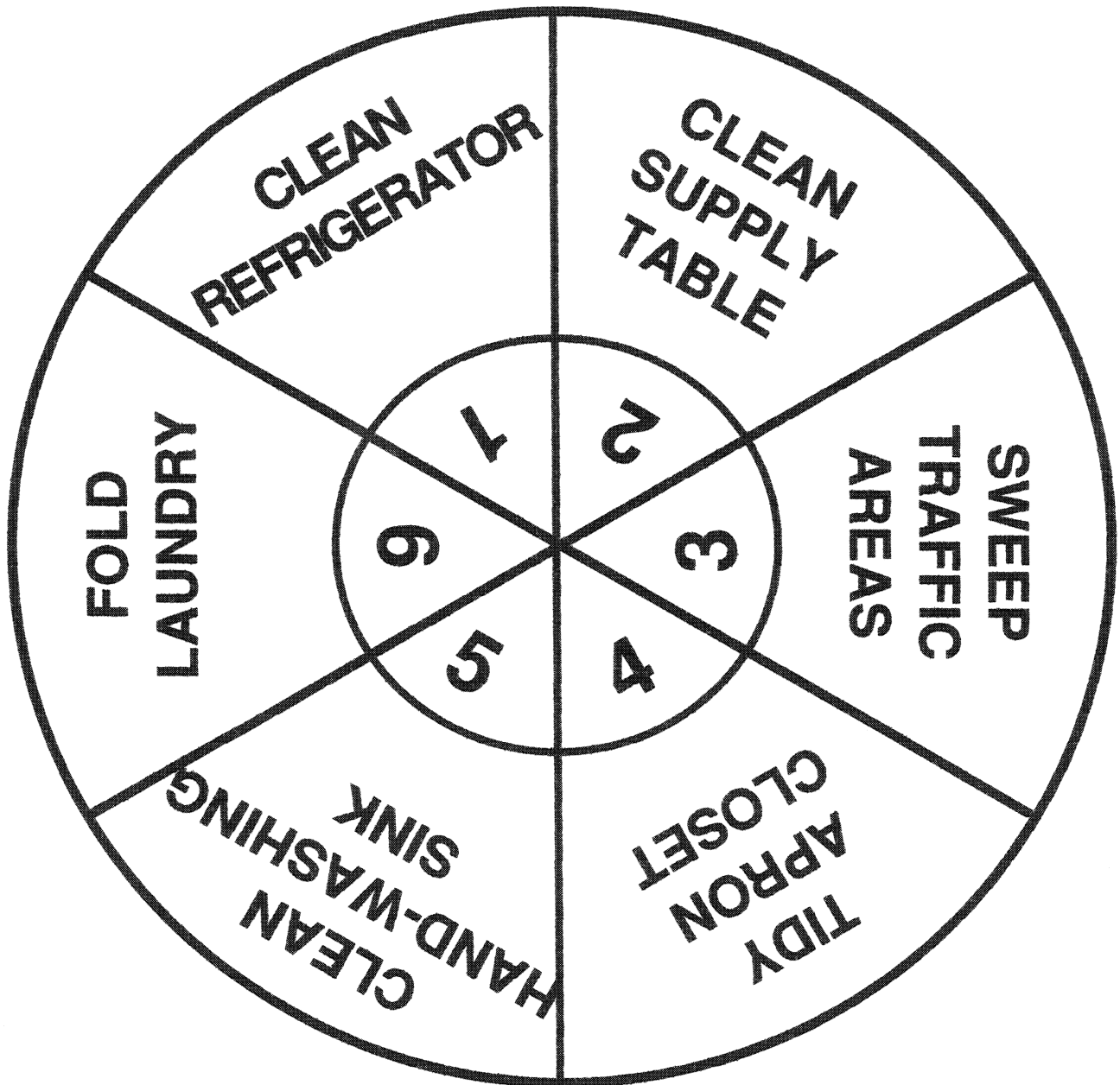




**KITCHEN DUTY CHART
EXAMPLE**

Directions: Divide chart into as many sections as you have kitchens/units in the foods lab. Choose jobs that you need done every cooking lab. Rotate the kitchen/unit numbers every lab or every week.





KITCHEN ORGANIZATION CHART

KITCHEN DUTY* _____ LAB DESCRIPTION _____
 LAB DATE _____ KITCHEN NUMBER _____
 PERIOD _____ NUMBER OF STUDENTS IN GROUP _____
 NAMES: _____

HOST/HOSTESS

- group leader (supervises cooking)
- fills out lab sheet
- takes the place of absent member

CHEF/COOK

- responsible for cooking
- arranges table and chairs
- sweeps kitchen area

ASSISTANT CHEF/COOK

- helps the cook
- dries the dishes
- puts dishes away
- cleans microwave if needed

FOOD SERVER

- sets and clears table
- serves the food when necessary
- cleans counter top, table, and stove

TABLE ATTENDANT

- gets supplies from the supply table
- helps food server clear table
- * does kitchen duty for group (from wheel)

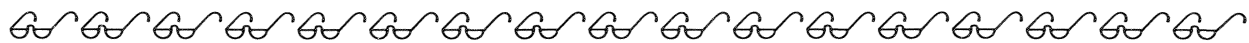
COOK'S ASSISTANT

- washes the dishes
- cleans and polishes the sink
- dries sink with towel
- puts dirty towels in laundry area

Duties should be rotated for each food lab.

COMPLAINTS: (about previous group) PROBLEMS (in your unit)

EQUIPMENT: (missing-extra-broken) TEACHER CHECK _____






Name _____ Period _____ Date _____ Score _____

OPERATION RISK - TEACHER KEY
(Reducing the Incidence of Sick Kids)

Every year in the United States there are 24-81 million cases of food-borne illness.

Most of these illnesses are PREVENTABLE when proper food handling skills are put into practice.

I. Common Types of Food-Borne Illness

Type	Sources	Symptoms	Prevention
 Salmonella	poultry, egg	nausea	wash hands often
	raw meat, fish,	vomiting	sanitize food preptools/areas
	unpasteurized milk	diarrhea	prevent cross contamination
 Staphylococcus Aureus	human body; cuts,	nausea, diarrhea	wash hands often
	sores, coughing,	vomiting	wear bandaids on cuts
	nasal passages	stomach cramps	cover mouth when coughing/sneezing
 E-Coli--0157:H7	raw/undercooked beef	nausea, vomiting	cook meat thoroughly;
	ground beef	stomach cramps	keep hot food hot;
	unpasteurized milk	bloody diarrhea	keep cold food cold;
 Botulism	improperly processed	headache;	use proper methods when
	low-acid foods;	bloating; nausea	processing low-acid foods;
		diarrhea	check for signs of unsafe foods

II. Cross Contamination

Definition: WHEN BACTERIA FROM ONE FOOD IS TRANSFERRED TO ANOTHER FOOD DUE TO UNSANITARY PRACTICES

- Example:
- CUT RAW CHICKEN ON CUTTING BOARD, DON'T SANITIZE BOARD SUFFICIENTLY, USE BOARD TO CUT SALAD MAKINGS
 - DIRTY UTENSILS OR DISHES USED TO SERVE COOKED MEATS





OPERATION RISK - PAGE 2
(Reducing the Incidence of Sick Kids)

III. Danger Zone

What is the Danger Zone? BETWEEN 40 DEGREES FAHRENHEIT AND 140
 DEGREES FAHRENHEIT

 TEMPERATURES AT WHICH HARMFUL BACTERIA GROW BEST

How long can foods be left in the Danger Zone? TWO HOURS MAXIMUM

How can I keep my sack lunch out of the Danger Zone?

1. FREEZE JUICE BOX
2. FILL ZIPLOCK BAG WITH ICE
3. FREEZE SANDWICH
4. GEL PAKS/INSULATED LUNCH BOX

IV. Hand Washing

Describe the three essentials of effective hand washing.

1. WARM/HOT WATER
2. SOAP
3. WASH FOR 20 SECONDS

It is important to always dry your hands with a CLEAN towel.

Hands should be washed after:

1. USING THE TOILET
2. SNEEZING/COUGHING
3. TOUCHING A PET
4. TOUCHING NOSE/MOUTH
5. TOUCHING DIRT
6. HANDLING UNSAFE FOOD

Hands should always be washed before:

 PREPARING FOOD or EATING

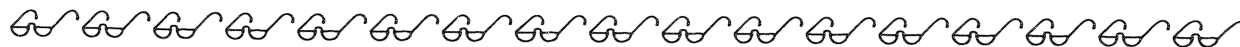
V. Signs of Unsafe Food

mold (EXCEPT HARD CHEESE) odor OFF; UNUSUAL
 color UNUSUAL texture SLIMY; GRITTY; WITHERED
 danger zone MORE THAN TWO HOURS dates EXPIRED; USE BY/SELL BY

jars UNSEALED OR PUSH TOP unwashed FRUITS/VEGETABLES
 cans BULGED; LEAKING temperature HOT FOOD HOT; COLD FOOD COLD

Do not TASTE food that might be unsafe! Throw it away! Also, do not allow PETS to eat it.

Heat all HOME CANNED vegetables and meats (low acid foods) in an open kettle for 10 minutes before tasting and/or eating.

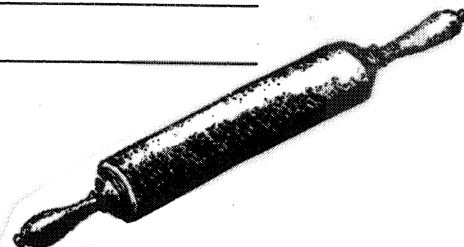
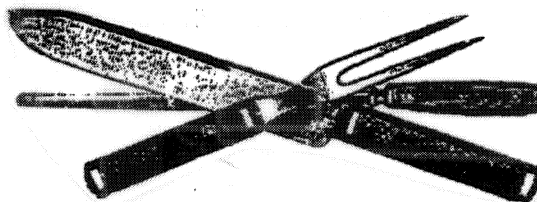
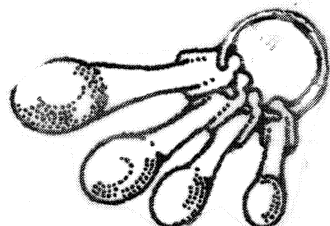


Name _____ Period _____ Date _____ Score _____

COOKING UTENSIL SCAVENGER HUNT - TEACHER SAMPLE

DIRECTIONS: Find the following pieces of equipment in your unit and tell where you found it. Then identify a use for each piece.

COOKING UTENSIL	WHERE LOCATED	USE
1. Liquid measuring cup		
2. Wooden spoon		
3. Pot holder		
4. Cookie sheet		
5. Measuring spoon		
6. Paring knife		
7. Cutting board		
8. Cooling rack		
9. Tray		
10. Metal spatula		
11. Saucepan		
12. Grater		
13. Biscuit cutter		
14. Sifter		
15. Pizza pan		
16. Rubber spatula		
17. Mixing bowl		
18. Pancake turner		
19. Pastry blender		
20. Dry measuring cup		



TOPIC #12: Kitchen Management

Teacher Resource



Name _____ Period _____ Date _____ Score _____

DISHWASHING STEPS - TEACHER KEY

Below are listed the steps in washing dishes. Put them in number order by placing a number from 1 to 7 in front of each step.

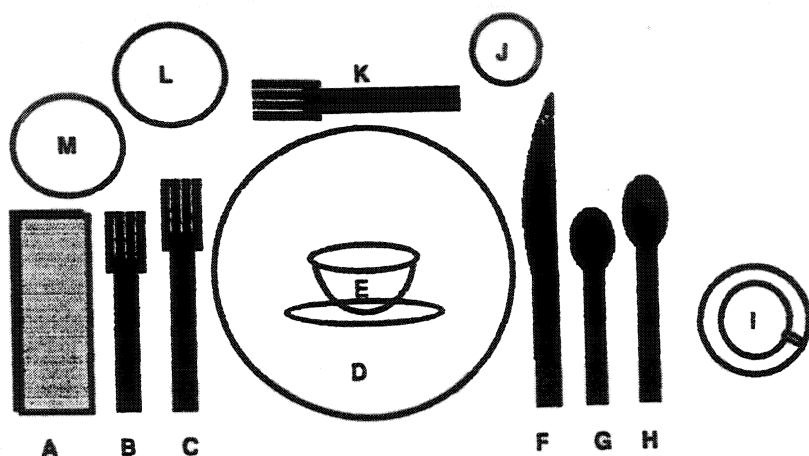
- | | |
|---------|--|
| ___7___ | Air dry or dry with a clean towel |
| ___2___ | Prerinse dishes lightly |
| ___5___ | Wash dishes in correct order by groups |
| ___4___ | Wash in hot, soapy water |
| ___1___ | Scrape food particles off dishes |
| ___3___ | Sort and stack dishes by groups |
| ___6___ | Rinse in hot water |

Listed below are the various groups of dishes to be washed. Put them in number order by placing a number from 1 to 4 in front of each group.

- | | |
|---------|----------------------------------|
| ___2___ | Silverware |
| ___4___ | Pots and pans |
| ___1___ | Glasses |
| ___3___ | Cups, bowls, saucers, and plates |

SET THE TABLE

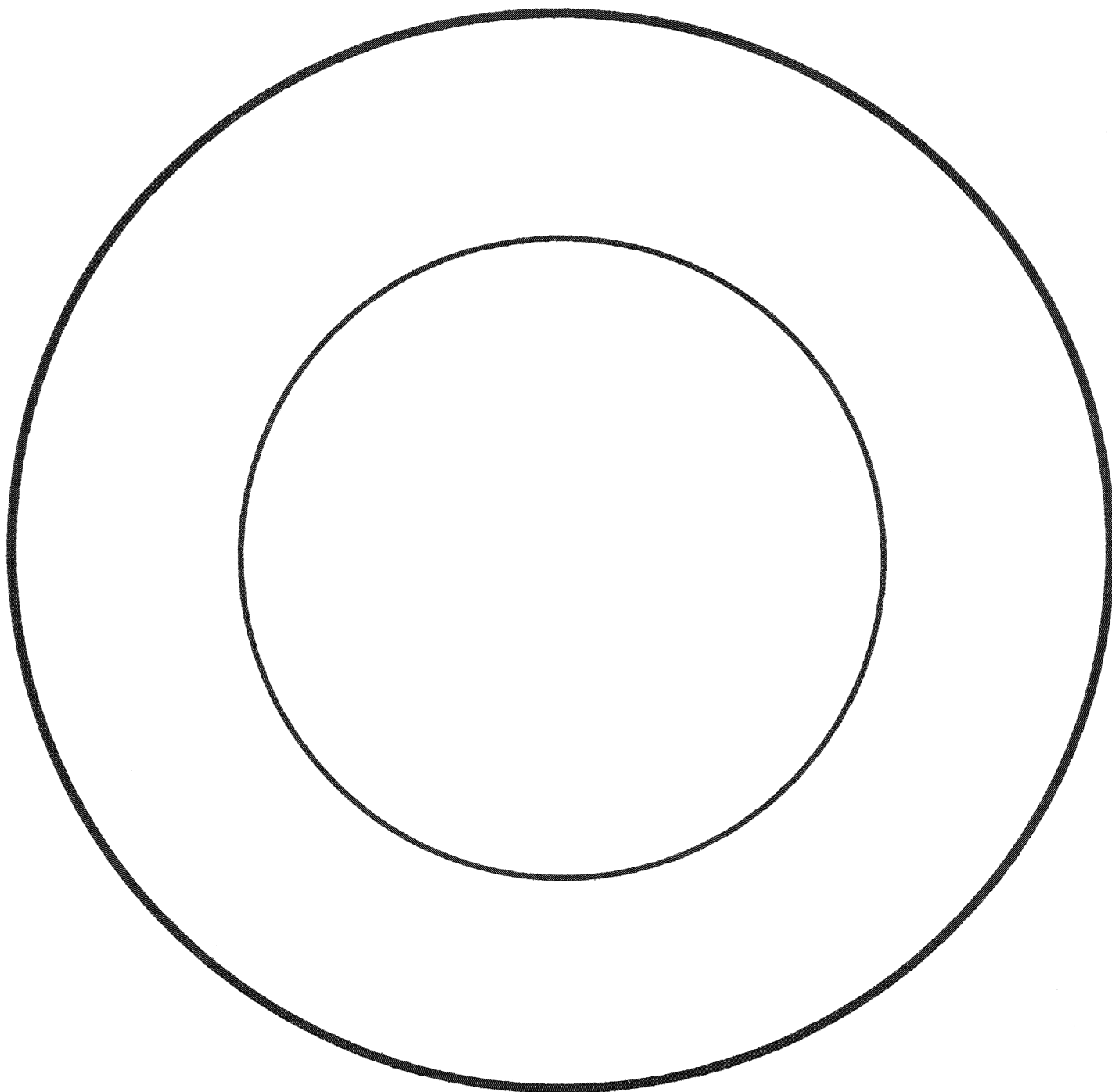
Set the table properly by putting the letter that identifies the piece of tableware on the line in front of the name of that item.



- | | |
|---------|------------------|
| ___I___ | Cup and saucer |
| ___D___ | Dinner plate |
| ___J___ | Water glass |
| ___B___ | Salad fork |
| ___C___ | Dinner fork |
| ___G___ | Spoon |
| ___F___ | Knife |
| ___A___ | Napkin |
| ___M___ | Salad plate |
| ___L___ | Bread and butter |
| ___H___ | Soup spoon |
| ___E___ | Soup bowl |
| ___K___ | Dessert fork |



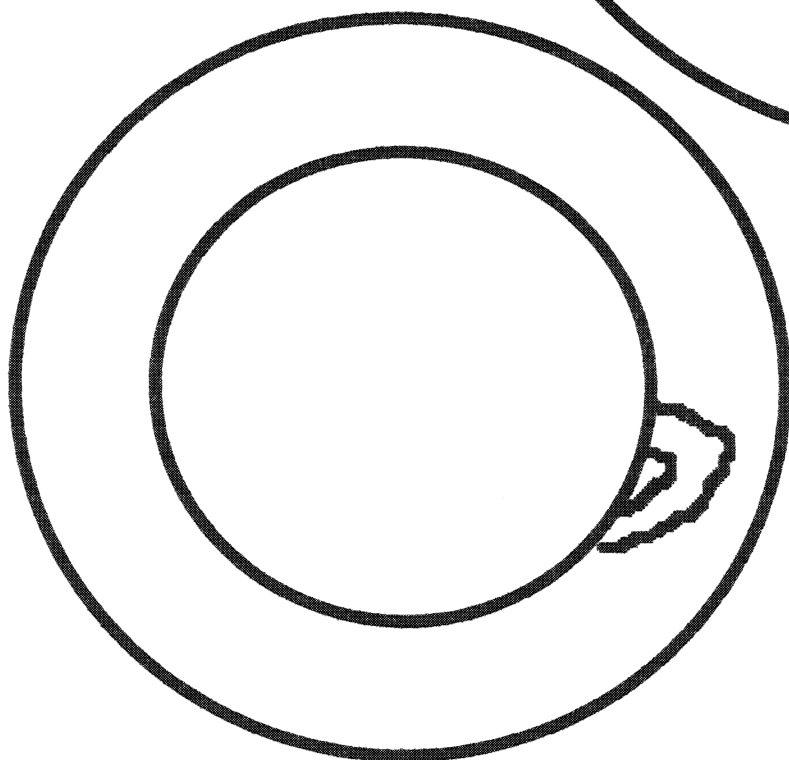
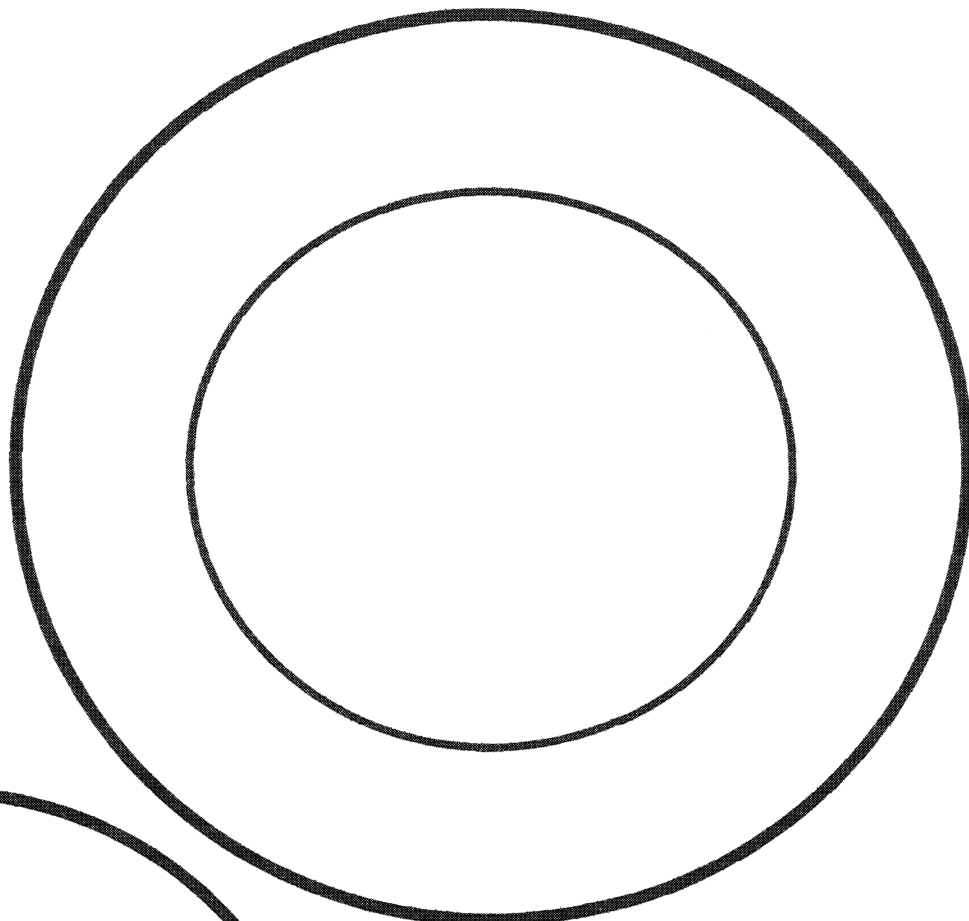
TABLESETTING PIECES - PAGE 1





TABLESETTING PIECES - PAGE 2

BREAD/BUTTER
DESSERT
PLATE

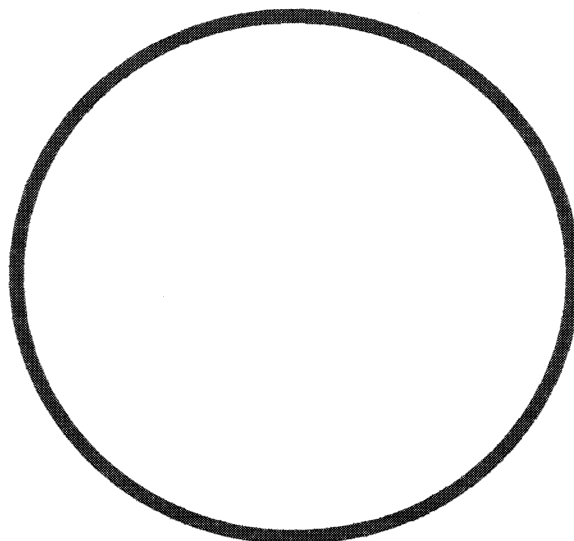
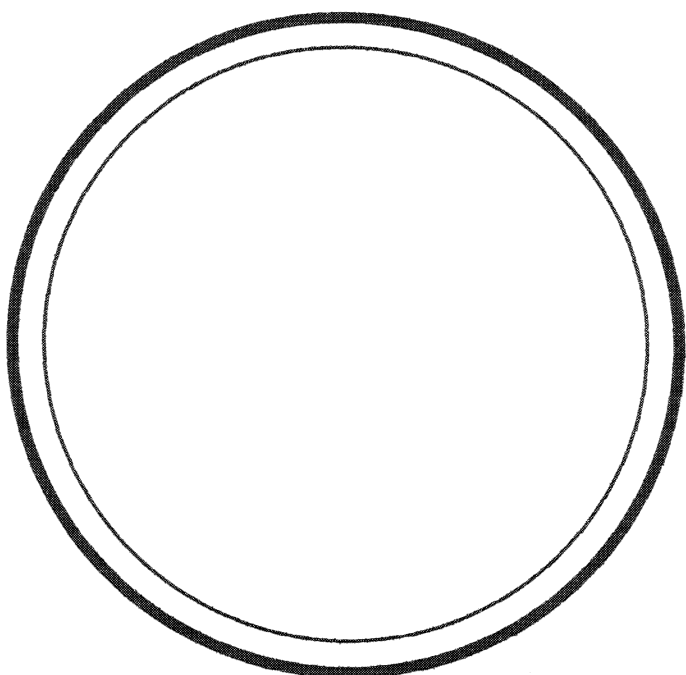


CUP AND
SAUCER

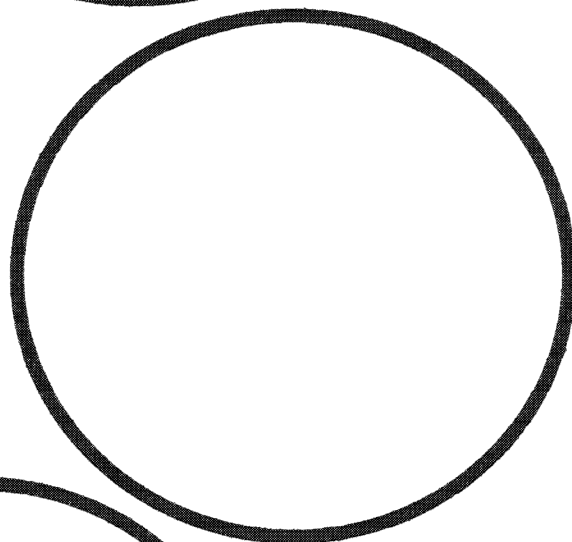


TABLESETTING PIECES - PAGE 3

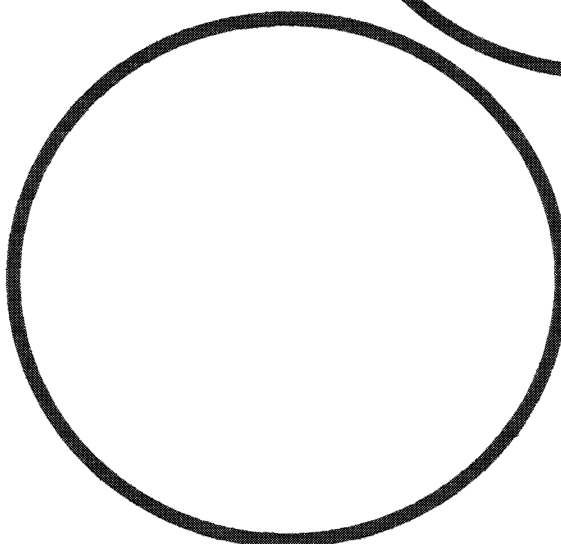
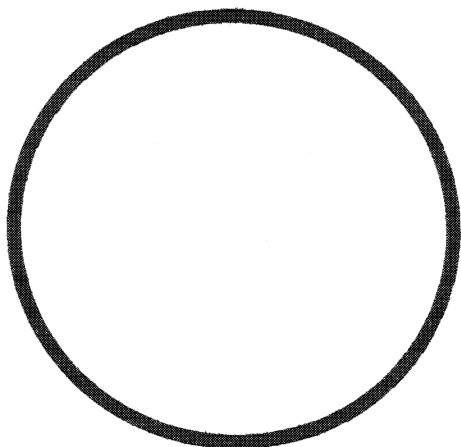
SMALL DESSERT DISH



WATER, DRINK,
OR WINE
GOBLET

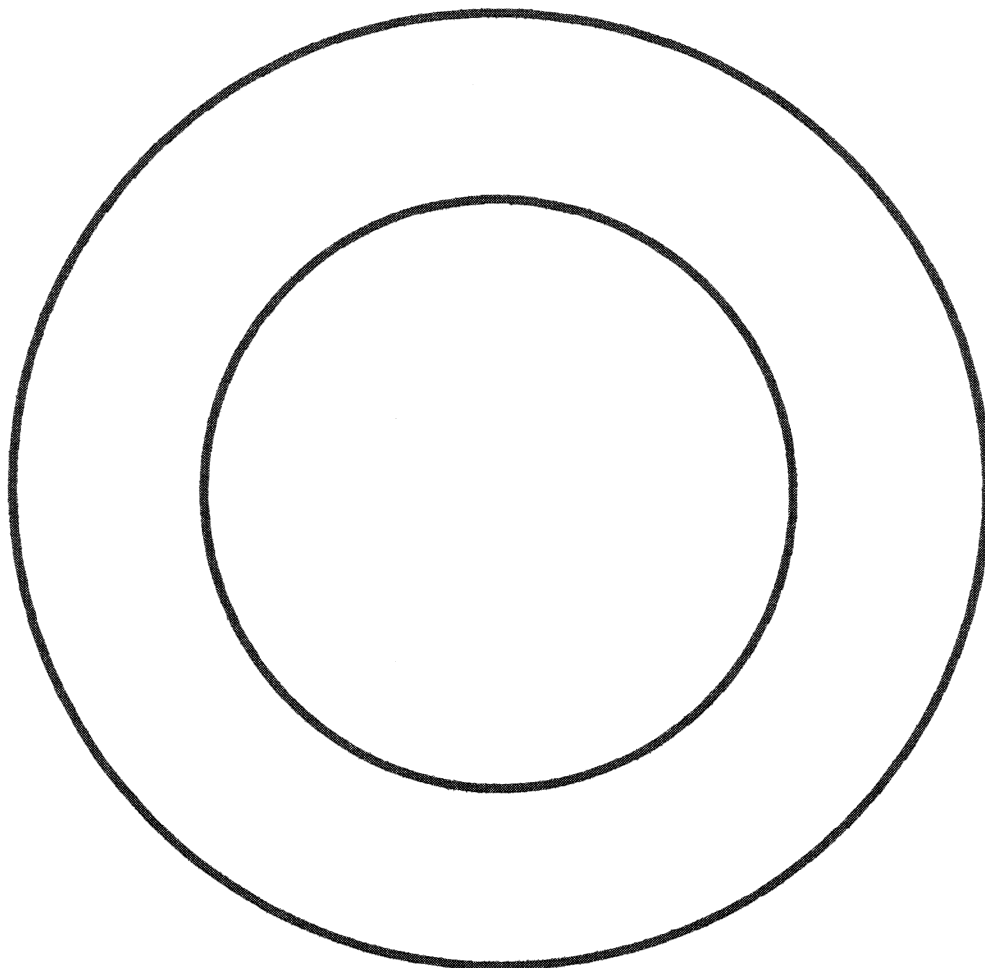


LIQUOR GOBLET

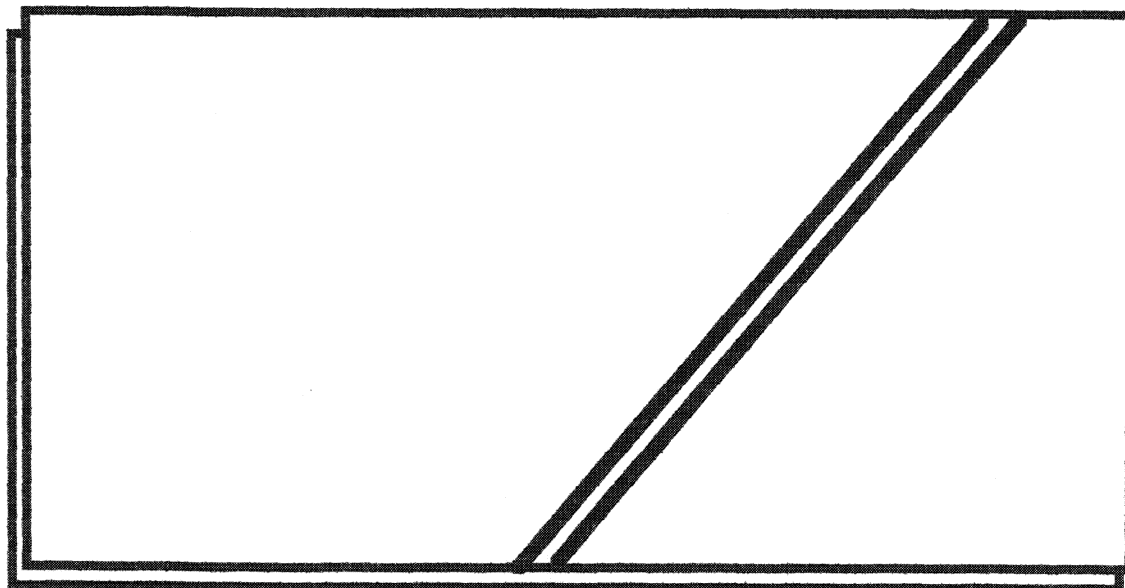




TABLESETTING PIECES - PAGE 4



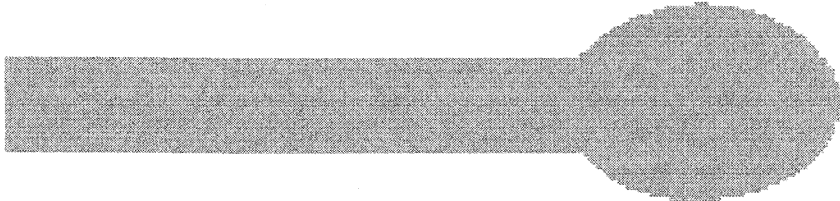
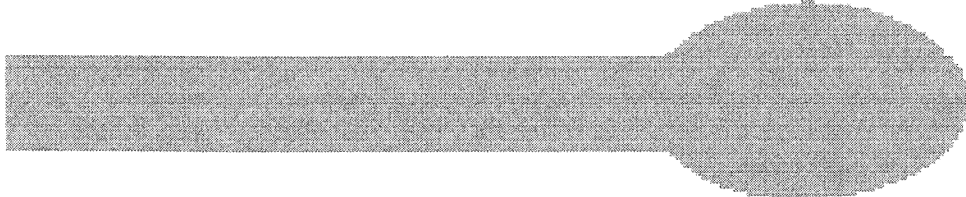
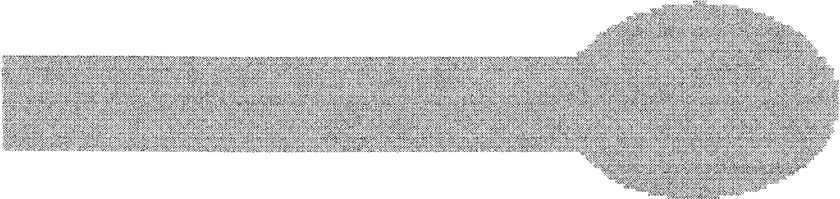
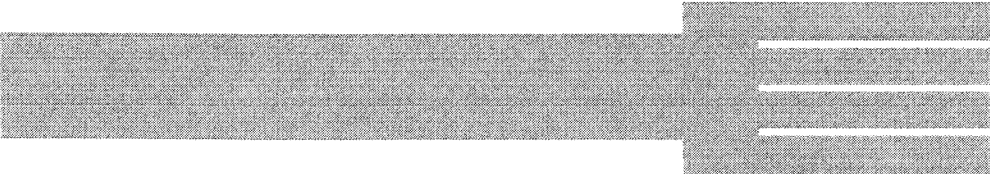
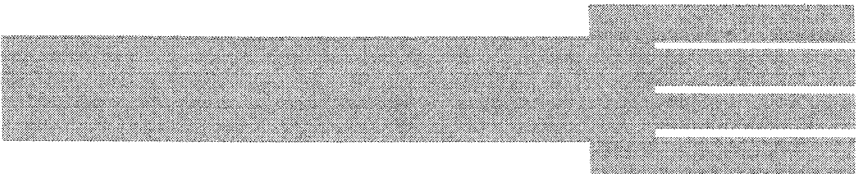
SALAD
PLATE



NAPKIN



TABLESETTING PIECES - PAGE 5





CAREER INFORMATION

FOOD SERVICE EMPLOYEE: All persons employed in the food service industry must know and practice safety and sanitation rules and procedures on a daily basis. There are strict regulations concerning safety and sanitation that must be followed regularly in order for the business to maintain its license to operate. Health inspectors periodically inspect all food service businesses and identify any safety and/or sanitation violations.

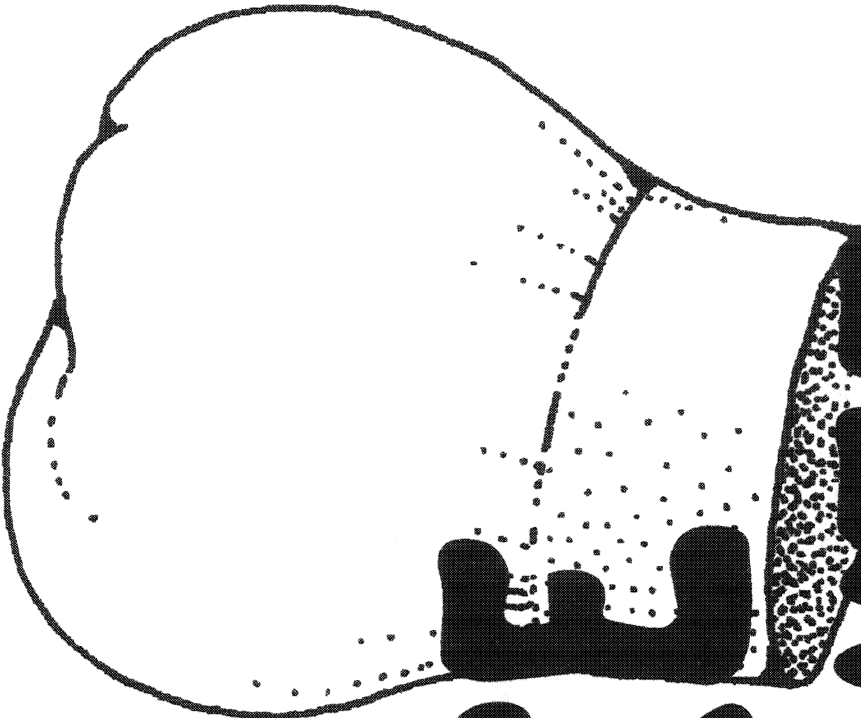
There is a wide variety of food service careers, ranging from entry-level positions to management positions. The salaries range from minimum wage for entry-level positions to much higher pay for experienced personnel, depending on the education and/or training received and responsibilities.

KITCHEN HELPER: Kitchen helpers work under the direction of the chefs and cooks, performing tasks requiring less skill. They weigh and measure ingredients, fetch pots and pans, stir and strain soups and sauces, clean, peel, and slice vegetables and fruits, and make salads. They may also cut and grind meats or other foods in preparation for cooking. Their responsibilities also include cleaning and sanitizing work areas, cooking equipment and utensils, and dishes and silverware.

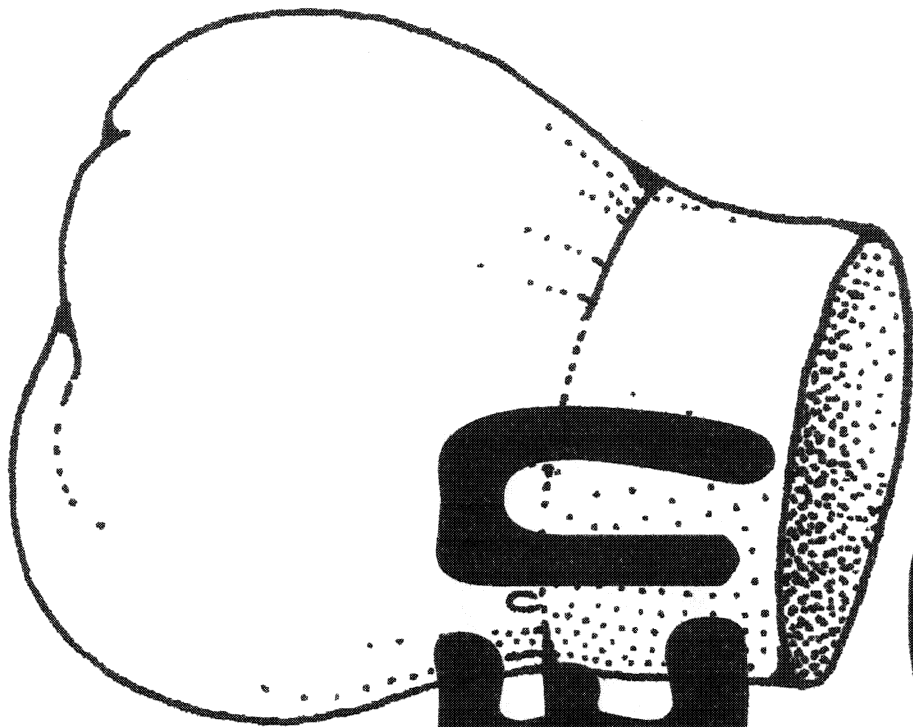
Kitchen helpers usually start at the minimum wage and may work at this level for some time before advancement opportunities occur. However, most people who work in the food service industry begin as a kitchen helper. Kitchen helpers usually receive on-the-job training and can begin working during high school.

HEALTH INSPECTOR: Health inspectors (compliance officers) work with engineers, chemists, microbiologists, and health workers to insure compliance with public health and safety regulations governing food, drugs, cosmetics, and other consumer products. Most inspectors specialize in one area and become an expert in that field. Food inspectors inspect meat and poultry processing, food and beverage processing and handling, and sanitary conditions. People who enter this occupation should like detailed work and be able to express themselves well orally and in writing.

Health inspectors must have a bachelor's degree and must pass an examination for the Food and Drug Administration. Related experiences can also help to qualify a person for the job.



**FOOD
SERVING
EMPLOYEES**



KITCHEN

HELPER



HEALTH INSPECTOR

