

# HOTEL AND RESTAURANT COOK STUDENT INTERNSHIP PROCEDURE AND SKILLS LIST Provo School District

Prepares, seasons, and cooks soups, meats vegetables, desserts, and other foodstuffs for consumption in eating establishments: Reads menu to estimate food requirements and orders food from supplier or procures food from storage. Adjusts thermostat controls to regulate temperature of ovens, broilers, grills, roasters, and steam kettles. Measures and mixes ingredients according to recipe, using variety of kitchen utensils and equipment, such as blenders, mixers, grinders, slicers, and tenderizers, to prepare soups, salads, gravies, desserts, sauces, and casseroles. Bakes, roasts, boils, and steams meats, fish, vegetables, and other foods. Adds seasoning to foods during mixing or cooking, according to personal judgment and experience. Observes and tests foods being cooked by tasting, smelling, and piercing with fork to determine that it is cooked. Carve meat, portions food on serving plat, adds gravies and sauces, and garnishes servings to fill orders. May supervise other cooks and kitchen employees. May wash, peel, cut, and shred vegetables and fruits to prepare them for use. May butcher chickens, fish, and shell fish. May cut, trim, and bone meat prior to cooking. May bake bread, rolls, cakes, and pastry.

This list is defined to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in the internship you have been assigned. When you have learned a procedure, record the date and have your mentor or sponsor initial the block. There is a lot to learn. Be sure to ask your mentor to show you as much as he/she can.

PROCEDURES OR SKILLS	DATE INITIAL	DATE INITIAL	DATE INITIAL
<b>MAINTENANCE OF EQUIPMENT AND PERSONNEL</b>			
1. Good practices in cleanliness in the kitchen			
2. Use of kitchen tools and equipment			
3. Use of condiments, spices and other raw materials			
4. Proper cleaning of dishes and silverware			
5. Proper cleaning of cooking utensils			
6. Proper cleaning of work table, stoves, refrigerators and all other equipment			
7. Inspections for conformance with sanitary laws and regulations governing hotels and restaurants			
8. Inspections of personal appearance			
<b>KNOWLEDGE AND PREPARATION OF FOOD</b>			
<b>SOUPS</b>			
9. Preparation of vegetable, chicken, and meat			
10. Preparation of different kinds of soups, consomme, broth, cream soup			
11. Preparation and use of seasoning			
<b>SEA FOODS</b>			
12. Proper selection and use of fish, oysters, clams			

13. Cleaning preparatory to cooking			
<b>MEATS</b>			
14. Selection and cutting roasts, steaks, and chops			
15. Preparation of boiled, fried, roasted, and broiled meats			
<b>FOWLS</b>			
16. Cleaning fowl preparatory to cooking			
17. Preparation of different kinds of servings, roasting, broiling, frying, or fricassees			
<b>VEGETABLES</b>			
18. Use of generally used vegetables			
19. Cleaning and peeling vegetables			
20. Different ways of preparation (sliced, diced, etc.)			
<b>COOKING FOODS PREPARATORY TO SERVING</b>			
<b>SOUPS</b>			
21. Combining proper items for soups			
22. Time control for cooking			
23. Preparation and use of seasoning			
24.			
<b>SEA FOODS</b>			
25. Preparation for cooking fish (boiling, baking, broiling, and frying)			
26. Preparation of different clam dishes, such as steamed, fried, clam chowder, and clams on half shell			
27. Preparation of different oysters dishes, such as fried, scalloped, stewed, and oysters on the half shell			
28. Preparation of lobsters; boiled, broiled, lobster Newburgh			
29. Preparation and use of seasoning			
<b>MEATS</b>			
30. Cooking various roast and control of the required length of time cooking each kind of roast			
31. Cooking meats by boiling and practice in the different procedures for salt and fresh meats			
32. Broiling meats and time control required for rare, medium, and well done meats			
33. Frying meats for short orders, dinners, and sandwiches			

34. Preparation and use of seasoning			
<b>FOWL</b>			
35. Preparation of different fowl orders for roasting, broiling, frying, and fricassees			
36. Preparation of various kinds of dressings			
37. Preparation and use of seasoning			
<b>VEGETABLES</b>			
38. Control of timing for cooking different vegetables			
39. Preparation and cooking potatoes in different styles such as pan fried, French fried, boiled, baked, and scalloped			
40. Creaming vegetables			
41. Seasoning			
<b>PREPARATION OF SALADS, DRESSINGS, AND SAUCES</b>			
42. Use of items used in preparation of salad dressings, and sauces			
43. Use of the different kinds of dressings such as olive oil, mayonnaise, French dressing, Russian dressing and Roquefort dressing			
44. Preparation and use of standard sauces and combination of sauces			
<b>PASTRY</b>			
45. Preparation and baking of bread and rolls			
46. Preparation and baking of cakes and cookies			
47. Preparation and baking of pies			
48. Preparation and baking French pastries			
49. Preparation and baking Danish pastries			
<b>PURCHASING SUPPLIES AND PLANNING MENU</b>			
50. Purchasing supplies with close check on local market conditions			
51. Attractive placement of foods on menu			
52. Practice in receiving food orders from waiters in systematic order			
<b>APPETIZERS AND RELISHES</b>			
53. Preparation and use of appetizers and relishes			
54. Use of various suitable combinations			

<b>PREPARATION OF BEVERAGES</b>			
55. Tea			
56. Cocoa			
57. Iced drinks			
58. Other drinks			
<b>FOOD STORAGE</b>			
59. Storing of food for deep freeze and refrigeration			
60. Checking food in storage for prevention of waste			
<b>REFRIGERATION</b>			
61. Use of the different types of refrigerators and different compartments			
62. Temperature control			
63. Cleaning and defrosting refrigerators			

<b>BANQUET DEPARTMENT</b>			
64. Estimating, preparing, and cooking for a banquet			
65. Garnishment of each plate			
66. Serving food that is hot at time of serving			
<b>INSPECTION FOR REQUIREMENTS OF LAW IN FOOD BUSINESS</b>			
67.			
68.			
69.			