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 garnishees 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
MAINTENANCE OF EQUIPMENT AND PERSONNEL	INTIAL	INTIAL	INTIAL
Good practices in cleanliness in the kitchen			
Use of kitchen tools and equipment			
3. Use of condiments, spices and other raw materials			
Proper cleaning of dishes and silverware			
5. Proper cleaning of cooking utensils			
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			
KNOWLEDGE AND PREPARATION OF FOOD			
SOUPS			
Preparation of vegetable, chicken, and meat			
10. Preparation of different kinds of soups, consomme, broth, cream soup			
11. Preparation and use of seasoning			
SEA FOODS			
12. Proper selection and use of fish, oysters, clams			

13. Cleaning preparatory to cooking	
MEATS	
14. Selection and cutting roasts, steaks, and chops	
15. Preparation of boiled, fried, roasted, and broiled meats	
FOWLS	
16. Cleaning fowl preparatory to cooking	
17. Preparation of different kinds of servings, roasting, broiling, frying, or fricassees	
VEGETABLES	
18. Use of generally used vegetables	
19. Cleaning and peeling vegetables	
20. Different ways of preparation (sliced, diced, etc.)	
COOKING FOODS PREPARATORY TO SERVING	
SOUPS	
21. Combining proper items for soups	
22. Time control for cooking	
23. Preparation and use of seasoning	
24.	
SEA FOODS	
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	
MEATS	
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	
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34. Preparation and use of seasoning	
FOWL	
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	
VEGETABLES	
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	
PREPARATION OF SALADS, DRESSINGS, AND SAUCES	
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	
PASTRY	
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	
PURCHASING SUPPLIES AND PLANNING MENU	
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	
APPETIZERS AND RELISHES	
53. Preparation and use of appetizers and relishes	
54. Use of various suitable combinations	

PREPARATION OF BEVERAGES	
55. Tea	
56. Cocoa	
57. Iced drinks	
58. Other drinks	
FOOD STORAGE	
59. Storing of food for deep freeze and refrigeration	
60. Checking food in storage for prevention of waste	
REFRIGERATION	
61. Use of the different types of refrigerators and different compartments	
62. Temperature control	
63. Cleaning and defrosting refrigerators	
BANQUET DEPARTMENT	
64. Estimating, preparing, and cooking for a banquet	
65. Garnishment of each plate	
66. Serving food that is hot at time of serving	
INSPECTION FOR REQUIREMENTS OF LAW IN FOOD BUSINESS	
67.	
68.	
69.	