## 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 <br> INITIAL | DATE <br> INITIAL | DATE <br> INITIAL |
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| MAINTENANCE OF EQUIPMENT AND PERSONNEL |  |  |  |
| 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 <br> and all other equipment |  |  |  |
| 7. Inspections for conformance with sanitary laws and <br> regulations governing hotels and restaurants |  |  |  |
| 8. Inspections of personal appearance |  |  |  |
| KNOWLEDGE AND PREPARATION OF FOOD |  |  |  |
| SOUPS |  |  |  |
| 9. Preparation of vegetable, chicken, and meat |  |  |  |
| 10. Preparation of different kinds of soups, <br> (onsomme, 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 |  |  |  |
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| 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 |  |  |  |


| 34. Preparation and use of seasoning |  |  |  |
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| 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 |  |  |  |



