COURSE TITLE: HRM 103 - Professional Food Preparation Techniques

CREDITS/HOURS: 3 Semester Hours; 1 Lecture Hour, 4 Laboratory Hours

DESCRIPTION: HRM-103 Professional Food Preparation Techniques emphasizes detailed professional preparation methods and techniques, and laboratory preparation and presentation of both hot and cold foods. Units of the course consist primarily of hands-on preparation of foods, especially suited to the commercial and institutional foodservice. Demonstrations will be given during most practicums.

PREREQUISITES: None


SUPPLIES: Proper laboratory attire:
Chef's Coat or Jacket, Apron
Head Covering
Rubber or Latex Gloves
Optional Recommended:
Cutting, preparation, and carving tools

COURSE OBJECTIVES: Introduce standardized commercially acceptable methodology into the preparation and presentation of foods and food groups by:
1. Contrasting professional preparation techniques to those used in family food preparation;
2. Learning to follow recipe instructions;
3. Exercising judgment when discretion is needed as to time, temperatures, size of flame, intensity of heat, size and shape of cooking and serving utensils, and correct use of equipment;
4. Preparing and presenting food products by using standardized recipes;
5. Using proper measuring and weighing utensils when preparing food;
6. Using approved handling techniques when preparing, holding and serving food;
7. Demonstrating knowledge of correct preparation methodology when preparing food;
8. Practicing sanitation and safety in food preparation and presentation areas; and
9. Practicing professional presentation and display techniques.
COURSE CONTENT: Units of the course will consist primarily of hands-on preparation of foods, especially suited to the commercial and institutional foodservice and demonstrations. Detailed professional preparation methods and techniques, and laboratory preparation and presentation of both hot and cold foods are emphasized.

EVALUATION AND GRADING:

1. Total Laboratory Practicums = (75%)
   A. Ten Practicums, EACH THREE PERCENT (3%)
   B. Three Practicums, EACH FIFTEEN PERCENT (15%)

2. Grading Criteria
   A. Standard of quality for finished products
   B. Application of handling and holding techniques
   C. Application of preparation methods and techniques
   D. Sanitation and cleanliness of work and work habits
   E. Presentation
   F. Timing of work
   G. Attitude when working with others
   H. Personal grooming and appearance

3. Final exam, take-home = (25%)

COURSE REQUIREMENTS:

All laboratory practicums will be graded. When a student is absent from one or more laboratory practicums, a grade cannot be recorded for those practicums since the student was not there to earn a grade. Absence from a practicum will result in a THREE PERCENT penalty. Absence from an exam practicum will result in a FIFTEEN PERCENT penalty.

Absences from practicums may be made-up on another laboratory day or evening, with another class, PROVIDED there is another class on another laboratory day or evening; that the practicum is the same as the one which was missed, and that permission from the instructor is obtained PRIOR to the make-up.

In addition, if a student is absent from one or more of the THREE SPECIALLY GRADED EXAM PRACTICUMS (see 1. B., above), a student will be issued a LOWER final grade which reflects the deficit of the practicum or practicums unless the student requests a grade of INCOMPLETE for the course until the practicum or practicums have been successfully completed (made-up).

Occasionally, Food Preparation classes may run overtime. Inexperienced students; improper reading of recipes; misunderstanding the recipe instructions; and a number of other actions, may cause a class to run overtime. It is suggested that students do not register for a class which starts within 30 to 50 minutes of the scheduled ending time of the Food Preparation class. ALL STUDENTS ARE EXPECTED TO REMAIN UNTIL DISMISSED BY THE INSTRUCTOR.
Lateness: The attendance book will be available during the class; be sure you check in otherwise you will be carried in the roll book as being absent.

Notes: A student's class participation, attitude, and observed effort will be considered in determining the student's class mark for EACH laboratory. The class mark is a component of the final grade.

If the student's schedule and the instructor's office hours conflict, an appointment must be made to meet with the instructor at a time which is convenient to both. It is the student's responsibility to discuss any problem he/she may have in this course with the instructor as soon as possible, so that counseling, advice and/or tutoring can be arranged if needed.

The use of cell phones in class is prohibited. CELL PHONES MUST BE TURNED OFF WHILE IN CLASS. If a cell phone rings while a student is in class, the student will be asked to leave and will be considered absent for the day. If the student MUST receive an emergency call during class, the cell phone MUST be on vibrate or other noiseless indicator, and the student will leave the class quietly so as not to disturb the instructor or other students. If an emergency call is expected, the student must notify the instructor before the class starts.

Students who require accommodations by the American with Disabilities Act (ADA) can request support services from the Office of Specialized Services of Bergen Community College, 201-612-5270 or http://www.bergen.edu/pages/676.asp.

Resources and Bibliography:


Cornell University. Quantity recipes. School of Hotel Administration, Cornell University, Ithaca, NY 1970.


Emory, W. Culinary design and decoration. CBI Publishing Co., Boston, MA 1975


Kotschevar, L.H. Standards, principles and techniques in quantity food production. CBI Publishing Co., Boston, MA 1975

Lappe, F.M. Diet for a small planet. Friends of the Earth/Ballantine Book, NY 1971


Pauli, E. Classical cooking the modern way. CBI, Publishing Co., Boston, MA 1979


Unklesbay, N., ed. Quantity recipe series. Extension Division, University of Missouri-Columbia, Columbia, MO. 1979


HRM103-PROFESSIONAL FOOD PREPARATION TECHNIQUES

Week 1. __________ Introduction; Weights, Measures; Ingredients

Week 2. __________ Preparing Baking Mixes; Roux

Week 3. __________ Beverages, Cereals and Starches

Week 4. __________ Eggs, Dairy Products, Puddings

Week 5. __________ Quick Breads; Pastry

Week 6. __________ Yeast Raised Products; Pies; Tarts

Week 7. __________ Fruit and Vegetable Preparation

Week 8. __________ Cakes - "Butter", Foam Cakes; Cookies

Week 9. __________ Soups, Stocks, Accompaniments

Week 10. __________ Salads; Gelatin Salads; Aspics; Dressings

Week 11. __________ Poultry Preparation - EXAM CLASS

Week 12. __________ Meat & Variety Meat Preparation - EXAM CLASS

Week 13. __________ Fish and Shellfish Preparation - EXAM CLASS

Week 14. __________ Hot & Cold Hors d'Oeuvre, Sandwiches

Week 15. __________ FINAL EXAMINATION and KITCHEN CLEAN-UP

NOTE: Fill in the blanks with the dates of your class meetings. This calendar is subject to revision by the instructor!
GUIDELINES FOR STUDENTS
IN FOOD PREPARATION AND PRODUCTION CLASSES

LABORATORY UNIFORM REQUIREMENTS:

Both men and women students enrolled in Food Preparation and Production courses are required to provide, maintain, and wear for all laboratory classes, the uniform attire as described below.

STUDENTS WILL NOT BE PERMITTED TO ENTER THE FOODS LABORATORY WITHOUT THE FOLLOWING PRESCRIBED UNIFORM:

1. Hair covering such as a net or sufficient spray-net or gel so as to contain long hair; and/or white overseas type paper cap or white paper or fabric "baseball" or "painter's" hat for shorter hair lengths;
2. White jacket of the chef's type, white laboratory technician's coat, or other white jacket, coat or wrap-around smock, as approved by the instructor;
3. A regulation apron (optional if jacket or coat is long enough);
4. Non-skid LEATHER street shoes, work shoes, medical or nurses shoes, or LEATHER sneakers or athletic shoes; and
5. European leather chef's "clogs" as an alternative to regulation shoes are permitted.

NOT PERMITTED:

Shoes made of plastic or fabric; plastic or fabric gym shoes or sneakers; dress "heels" or "platform" shoes; open-toe or open-back shoes or sandals; any other shoe possessing poor protection capabilities.

HANDS:

Must be thoroughly cleaned and washed upon EACH ENTRY to the laboratory, and before proceeding with preparation. Rubber or latex examination gloves MUST be worn during all preparation periods.

JEWELRY:

No visible jewelry except wedding rings and watches are permitted. All neck chains are to be worn inside of uniforms. Clip-on earrings are not allowed as are any earrings with one or more chain links which allow a dangling movement. It is to your advantage to leave your jewelry containing precious stones at home. The stone may become loose and fall out, and into the food. The college is not responsible for the loss of your jewelry.

HAIR:

Hair must be well covered. Long hair that extends TWO OR MORE INCHES below the collar must be neatly tucked beneath a hair-net. In addition, hair styles which encourage large, fly-away hair masses are unsanitary, and should be contained within a hair-net. Unusually long moustaches and beards should be contained within a moustache and/or beard net.
FINGERNAILS:

Must be neatly trimmed and clean, especially under exposed parts of the nail. Fingernails which extend more than ONE-QUARTER INCH beyond the fingertip must be trimmed to the one-quarter inch length or less.

COSMETICS AND MAKE-UP:

Use in moderation, especially in warmer months. Strong perfumes should be avoided, as fragrances intensify when your body overheats.

IT IS IMPERATIVE THAT ALL STUDENTS PRACTICE PERSONAL CLEANLINESS. THE HEAT OF THE KITCHEN INTENSIFIES BODY ODORS. DAILY BATHING OR SHOWERING PLUS THE USE OF A DEODORANT IS RECOMMENDED.

SELECTED GRADED LABORATORY TECHNIQUES:

1. **INTELLECTUAL TECHNIQUES:**
   A. Demonstrate an ability to follow directions, both written and oral.
   B. Develop a timing of work.
   C. Be able to see problems other than the definite assignment.
   D. Discriminate when accuracy in measuring or procedure is important.

2. **WORKING TECHNIQUES:**
   A. Neatness.
   B. Quietness, speed and accuracy in work.
   C. Selection of appropriate utensils.
   D. Judgement in utilization of working space.
   E. Cleanliness in preparing food.
   F. Care in lighting of ovens and broiler (if gas).
   G. Regulation of heat when cooking and baking.
   H. Foods properly prepared.

3. **GENERAL TECHNIQUES:**
   A. Quality of finished product should be of the best.
   B. Orderly arrangement of equipment, dishes and silverware when not in use.
   C. Taste, prepared food by approved methods only, but do not eat quantities.
   D. Always use a tray to collect and arrange the MIS-EN-PLACE. Do not start laboratory projects without the MIS-EN-PLACE.
   E. Use trays or a rolling cart to save steps whenever possible, when getting supplies, collecting accessories, table appointments and serving utensils.
   F. Keep the kitchen in order at all times while working.
   G. Wash preparation utensils as soon as possible after completion of the preparation. WASH-AS-YOU-GO IS ACCEPTABLE, PROVIDED THE TIMING DEADLINE IS MET FIRST.
   H. Never wash hands in the same sink that contains or will contain dishes or pots to be washed. Use approved hand soap to wash hands; use paper towels to dry hands.
I. Rubber or latex/vinyl gloves MUST be worn at all times during preparation when handling food. THEY MUST BE REPLACED EACH TIME YOU LEAVE, THEN REENTER THE FOOD PREPARATION AREA, AND WHEN THEY BECOME CONTAMINATED FROM HANDLING OTHER THAN FOOD ITEMS.

J. Learn how to operate both gas and electric equipment.

K. Control the cooking temperature when surface cooking. Once food comes to a boil, reduce the heat to continue the boiling, or reduce heat further to simmer.

L. Keep pot-holders or mitts near the ovens and ranges to handle hot utensils. NEVER USE A DAMP OR WET TOWEL.

M. Do not chop or cut food items on any bare table or counter-top surface. Use an approved chopping board.

N. DO NOT PLACE KNIVES OR OTHER SHARP AND/OR POINTED UTENSILS IN THE POT SINKS. WASH THEM SEPARATELY.

O. Use a cutting-board, pastry cloth, waxed paper or plastic wrap sheeting when rolling out doughs and other foods.

P. Keep all doors and drawers closed to avoid accidents.

Q. Use a TASTING SPOON not the STIRRING SPOON to taste a product during preparation.

R. Store leftovers in covered storage containers, "lockable" plastic bags or covered jars. Refrigerate promptly, where appropriate. DO NOT PLACE LEFTOVER FOODSTUFFS ON PLATES OR MIXING BOWLS, COVERED WITH PLASTIC SHEETING WRAP.

S. Consult the professor in charge for more storage information, especially when wrapping and storing larger containers or larger food items.

T. RETURN ALL EQUIPMENT to original storage areas, or arrange neatly on or in prescribed cabinets, bins, shelves and hooks.

U. Place all soiled cloths, etc. into a basket to be washed in the washing machine at the end of class.

V. Consult "Kitchen Manager's Responsibilities" for cleaning and sanitizing procedures.

W. Be sure laboratory floors, equipment and refrigerators are in order for the next class.
LABORATORY GUIDELINES:

1. Each student will be responsible for supplying and maintaining a complete and clean uniform for each laboratory as required under uniform dress descriptions, which appear elsewhere.

2. Each student will report to the laboratory at the scheduled time, in full uniform, with required textbook, laboratory manual, notebook, and pencil. No student will leave the laboratory without permission of the professor in charge.

3. No student will be permitted to enter the laboratory without his or her required and complete uniform. Lack of uniform will result in the student being immediately dismissed from the remainder of that day's class.

4. Excessive tardiness will result in a lowered earned-grade, at the discretion of the professor in charge.

5. Each student will store all personal belongings, other than required class materials, in designated locker areas. Lockers are provided for your use while you are in the food preparation laboratory. You are required to supply your own lock, which must be removed at the end of each class session. The college is not responsible for loss of your personal property.

6. Each student will wash his/her hands before beginning any laboratory assignment, and wear regulation gloves.

7. Students will work in groups in laboratory. Each group will be assigned a laboratory station for the class period. It is the group responsibility that this station be complete in every detail before leaving the laboratory.

8. Go through racks, shelves and drawers to locate equipment and supplies. Replace all equipment in their proper place, even though you may not have found them there.

9. When in doubt of a problem concerning any matter in the laboratory, seek the attention of the professor in charge.

10. Be attentive to the task at hand. Conversation should be related to the job. Carry out responsibilities delegated to you. With the professor's permission, help others whenever possible, if your assigned tasks have been completed.

11. Follow recipe and verbal instructions carefully. Do not vary measurements, ingredients or size of portions. If in doubt, ask the professor in charge.

12. Eating and gum chewing is prohibited in the classroom and laboratory.

13. Smoking is not permitted in any building on campus. Stiff fines will be levied for infractions.

14. Wipe up all spills of liquids and foods IMMEDIATELY.

15. Refrain from touching your face or hair while working. Perfection of grooming and appearance is imperative for food service employees. The manager or supervisor must have standards that will set an example, and therefore, you must develop excellent habits of grooming and appearance that will prepare you for your work after graduation. This personal grooming and appearance is so important that it becomes a part of the FINAL GRADE in all work in the food laboratories.

16. NO STUDENT WILL BE DISMISSED BEFORE ITEMS ON THE KITCHEN CLEAN-UP CHECKLIST HAVE BEEN COMPLETED.
KITCHEN CLEAN-UP CHECKLIST

1. Check all ranges for cleanliness:
   a. Remove and soak/wash all range-top burner grids and burners.
   b. Clean slide-out crumb and spill-catcher drawer under burners.
   c. Wipe down ALL exterior surfaces.
2. Check all refrigerators for cleanliness:
   a. Cover all stored foods;
   b. Wipe interior surfaces;
   c. Replace any locks.
3. All cooking, serving and eating utensils must be washed and sanitized.
   Small equipment must be replaced to drawers, carts, shelves and racks.
4. Sweep and mop floor, especially under and around each sink area, work area,
   range area and oven areas. Remove and scrub all mats with steel brush and
   replace.
5. All table tops and counter surfaces wiped clean and dried. All table
   bottom-shelves wiped clean and dried.
6. Place all cleaning cloths in washing machine, add detergent and bleach and
   start machine.
7. Replace all work tables and machines and/or arrange them in a work pattern
   as per instructor’s instructions.
8. All mixing and/or slicing or chopping machines should be dismantled, washed,
   thoroughly wiped clean and reassembled; bowls and beaters, etc. replaced to
   each machine.
9. All bowls, baking pans, scales, etc. should be returned to proper table-bottoms
   and shelves, UPSIDE-DOWN.
10. All pots, saucepans, skillets, etc. to be returned to proper racks and/or carts.
11. General:
   a. Allow 30 to 45 minutes to clean-up and replace all to order;
   b. Store all brooms, mops, dustbins, etc. in their proper places;
   c. All trash containers’ contents (bag and contents) consolidated and rolled
      into the hallway.
12. Be sure all lights, burners, grease/oil buckets, and electrical switches are secure.
13. STUDENTS WILL BE DISMISSED BY THE INSTRUCTOR ONLY AFTER
    THE INSTRUCTOR CHECKS ALL AREAS, AND IF REQUIRED,
    STUDENTS WILL RE-CLEAN ALL AREAS.