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## SELF-ASSESSMENT GUIDE

Qualification:	<b>FOOD PRODUCTION (PROFESSIONAL COOKERY) NC IV</b>		
COC 2:	Plan and Manage Catering for an Event or Function		
Units of Competency Covered:	<ul style="list-style-type: none"> <li>• Select catering system</li> <li>• Design meals to meet special dietary, religious and cultural requirements</li> <li>• Design menus to meet specific market requirements</li> <li>• Prepare catering tenders</li> <li>• Plan and manage menu-based catering for an event or function.</li> <li>• Manage food production operations for catering</li> <li>• Manage bakery and patisserie production for catering</li> <li>• Manage catering costs and revenues</li> </ul>		
<b>Instruction:</b> Read each question and check the appropriate column to indicate your answer.			
<b>Can I?</b>	<b>YES</b>	<b>NO</b>	
<b>SELECT CATERING SYSTEM *</b>			
1. Research and review catering requirements taking into account all relevant factors			
2. Identify enterprise constraints in selecting a system.			
3. Identify a range of alternative catering systems.			
4. Evaluate agreed enterprise requirements for all stages of the food production process against systems.			
5. Consider the advantages and disadvantages of systems in making recommendation.			
<b>DESIGN MEALS TO MEET SPECIAL DIETARY, RELIGIOUS AND CULTURAL REQUIREMENTS *</b>			
6. Identify dietary, religious and cultural food requirements according to instructions from customers and relevant persons.			
7. Design menus in accordance with dietary, religious and cultural food requirements			
8. Consider health consequences of ignoring special dietary requirements of customer and common food allergens			
9. Modify recipes according to specific diets and cultural requirements			

10. Select specialized ingredients based on dietary and cultural food requirements		
11. Identify and selects suppliers for purchasing of products		
12. Follow special dietary and cultural food requirements and communicates them to team members.		
13. Select ingredients to ensure optimum nutritional values.		
14. Use appropriate tools and equipment for specific diets and cultural needs		
15. Apply suitable preparation and cooking techniques to retain optimum nutritional values		
16. Present and serve foods with appropriate garnishes and accompaniments are added to enhance service presentation		
17. Store fresh and/or cryovac items according to enterprise standards		
18. Store food items in appropriate containers and properly labels them according to sanitation and safety standards and FIFO procedures.		
19. Ensure storage conditions to maintain freshness and quality.		
20. Ensure economic viability of preparation and holding quantities		
<b>DESIGN MENUS TO MEET SPECIFIC MARKET REQUIREMENTS *</b>		
21. Identify characteristics of the different markets within the vicinity based on past and current operations and performance.		
22. Identify target markets based on review of the current market place and the nature and style of the operations		
23. Evaluate preferences of key market and matches them with overall enterprise products and services		
24. Identify and access information sources on market trends in food service		
25. Evaluate market trends for relevance to the enterprise current and potential market		
26. Incorporate relevant market trends and market needs into food service and menu planning		
27. Develop menus taking into account resources and enterprise operational constraints or limitations		
28. Construct menus to meet budget and profitability targets		
29. Develop menus taking into account requirements/ preferences		
30. Monitor customer satisfaction with menu based on demand patterns and in consultation with customers and operational staff		
31. Analyze menu items in terms of sales and profit performance		

32. Adjust menus based on feedback and profitability		
<b>PREPARE CATERING TENDERS *</b>		
33. Interprets contents of the tender brief and assesses in terms of the organization's capacity to meet stated requirements.		
34. Clarify key objectives and/or requirements of tender in consultation with management.		
35. Analyze fixed and variable costing elements in consultation with management.		
36. Identify and analyze tendering criteria and condition.		
37. Assess ability to provide catering service/s specified in tender		
38. Assess viability of tendering for the provision of catering service/s.		
39. Identify unique requirements of tender.		
40. Use enterprise rate and/or costing schedules to establish costing.		
41. Confirm availability of labor, equipment, materials and other relevant items according to enterprise requirements.		
42. Outline required resources and capacity with submission.		
43. Develop proposed products and outcomes to meet tender requirements, including menus, food and beverage specifications, style of service, theme and décor.		
44. Outline cost estimate within submission.		
45. Outline operational details within submission.		
46. Outline proposed products and outcomes required to meet tender requirements.		
47. Evaluate possible competitors and develops appropriate strategies to address competitive issues.		
48. Prepare tender documents within the designated timelines according to requirements of the brief.		
49. Present tender documents in a format that maximizes the use of presentation and promotional techniques.		
<b>PLAN AND MANAGE MENU-BASED CATERING FOR AN EVENT OR FUNCTION *</b>		
50. Clarify key objectives of event in consultation with customer/s and/or key stakeholders.		
51. Identify and analyze key information in consultation with customer/s and/or key stakeholders and other relevant parties.		
52. Identify and analyze factors which might impact on the event.		
53. Establish enterprise and/or clients requirements for menu/s.		

54. Develop menus for enterprise operations based on requirements which includes consideration for ensuring menu balance, control of labor costs, optimizing product usage and plan for production schedules.		
55. Prepare menu costing appropriate to the requirements and budget of the client.		
56. Produce finished/final menu based on client requirements and enterprise standards		
57. Identify and define the key elements for catering in consultation with stakeholders in accordance with organization standards, policies and procedures and within acceptable time frames.		
58. Develop overall event concept, theme and format which reflects key objectives agreed upon with customer/s and/or key stakeholders.		
59. Verify operational practicality and cohesiveness of the catering concept theme and format through consultation and analysis.		
60. Prepare operational plan for the provision of catering and ancillary services including the identification of steps, activities and sequence.		
61. Incorporate risk management in the operation plan.		
62. Review, verify and approve details with the client and relevant stakeholders.		
63. Gain written agreement from customer/s and /or stakeholders.		
64. Provide accurate and complete information on the catering concept, operational plans and Banquet Event to all relevant stakeholders to ensure timely and effective planning and implementation.		
65. Implement and monitor the catering plan for the event making adjustments as required.		
66. Obtain feedback after the event and plans are reviewed to evaluate the degree to which it met objectives and customer requirements.		
<b>MANAGE FOOD PRODUCTION OPERATIONS FOR CATERING*</b>		
67. Communicate production/service of menu with front of house staff		
68. Use special ingredients and sustainable ingredients, if appropriate, and determine with accurately calculated quantities according to recipes and specifications.		
69. Ensure conditions of ingredients to maintain the freshness and quality.		
70. Select and use tools and equipment that are environmentally friendly in accordance to menu requirements.		
71. Design work schedule and workflow plan to maximize teamwork and efficiency.		
72. Prepare a clear and complete mise en place list.		

73. Identify preparation techniques for a variety of ingredients according to enterprise standards and recipe requirements.		
74. Establish and correctly observe appropriate purchasing, receiving, and storing procedures.		
75. Minimize trimmings and wastage through appropriate preparation and handling.		
76. Maintain thawing of frozen items in accordance enterprise standards.		
77. Cook selection of complex dishes using a variety of cooking methods and complex techniques appropriate for the dishes selected.		
78. Prepare complex dishes in a logical manner and within industry realistic time frame.		
79. Prepare sauces, garnishes, and accompaniments appropriate for the dishes.		
80. Apply workplace and food safety, sanitation and hygiene in accordance with HACCP standards		
81. Keep complex dishes at required storage or holding temperatures to maintain quality and freshness prior to service.		
82. Follow heating procedures of cold or frozen stored food according to enterprise standards.		
83. Present a variety of complex dishes according to plating and presentation requirement including ways of serving.		
84. Select appropriate service wares or eco-friendly packaging to suite the type and style of presentation for complex dishes.		
85. Portion dishes according to required service requirements and enterprise standards.		
86. Present dishes hygienically, logically and sequentially within required timeframe		
87. Evaluate and visually adjusts dishes for presentation.		
88. Store fresh and/or cryovac items according to enterprise standards		
89. Store food items in appropriate containers and properly labels according to sanitation and safety standards and FIFO procedures.		
90. Ensure storage conditions to maintain freshness and quality.		
91. Ensure economic viability of preparation and holding quantities.		
<b>MANAGE BAKERY AND PATISSERIE OPERATIONS FOR CATERING *</b>		
92. Communicate production/service of menu with front of house staff		
93. Use special Ingredients and sustainable ingredients, if appropriate, and determines with accurately calculated quantities according to recipes and specifications.		

94. Ensure conditions of ingredients to maintain the freshness and quality.		
95. Select and use tools and equipment that are environmentally friendly in accordance to menu requirements.		
96. Design work schedule and workflow plan to maximize teamwork and efficiency.		
97. Prepare a clear and complete mise en place list.		
98. Identify preparation techniques for a variety of ingredients according to enterprise standards and recipe requirements.		
99. Establish and correctly observe appropriate purchasing, receiving, and storing procedures.		
100. Minimize trimmings and wastage through appropriate preparation and handling.		
101. Maintain thawing of frozen items in accordance enterprise standards.		
102. Prepare selection of complex desserts, bakery and patisserie products using a variety of baking techniques and complex techniques appropriate for the dishes selected.		
103. Prepare complex bakery and patisserie products to desired product characteristics, and bakes to enterprise requirements and standards in a logical manner and within industry realistic time frame.		
104. Prepare sweet sauces, filling, coating/icings, decorations/ garnishes and accompaniments appropriate for the bakery and patisserie products.		
105. Apply workplace and food safety, sanitation and hygiene in accordance with HACCP standards		
106. Keep complex desserts, bakery and patisserie products at required storage or holding temperatures to maintain quality and freshness prior to service.		
107. Present a variety of complex desserts, bakery and patisserie products according to plating and presentation requirement including ways of serving.		
108. Select appropriate service equipment to suite the type and style of presentation for complex dishes.		
109. Portion complex desserts, bakery and patisserie products according to required service requirements and enterprise standards.		
110. Present dishes hygienically, logically and sequentially within required timeframe		
111. Evaluate and visually adjust dishes for presentation.		
112. Store desserts, bakery and patisserie products items at correct temperature and conditions of storage.		

113. Select and use suitable eco-friendly packaging to preserve taste, appearance and quality		
114. Store food items in appropriate containers and properly labels them according to sanitation and safety standards and FIFO procedures.		
115. Ensure storage conditions to maintain freshness and quality.		
116. Ensure economic viability of preparation and holding quantities.		
<b>MANAGE CATERING COSTS AND REVENUES *</b>		
117. Identify and use computer systems to facilitate implementation of identified purchasing, ordering and financial controls		
118. Identify and use appropriate and effective software as part of the computer system.		
119. Identify and integrate catering cost and revenue objectives and requirements into existing financial control system		
120. Enter and manipulate catering financial data into established control system		
121. Develop a financial control system specifically designed to record and track the performance of the catering department.		
122. Enter financial data into the catering computerized control system		
123. Develop an effective production control system to record and track the performance of the catering department.		
124. Enter production data into the computerized catering control system		
125. Address expenses deemed unacceptable with appropriate solutions		
126. Address revenue figures deemed unacceptable with appropriate solutions		
127. Negotiate revised budget figures with management to obtain desired profits		
I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.		
Candidate's Name and Signature		Date

\* *Critical Aspects of Competency*