Culinary Study Guides

Culinary Essentials
Note to Culinary Instructors
A Study Guide has been created for each Section of the Culinary Essentials text. Study Guides also parallel the PowerPoint® Slides on the Inclusion Strategies CD-ROM. Students can complete the study guides by reading the text, listening to lectures, and viewing demonstrations. Study Guide Answers are included at the back of this ancillary and on the Inclusion Strategies CD-ROM.
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**Answer Key** | 115
Careers in Foodservice

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Service Opportunities
1. ____________________________ 3. ____________________________
2. ____________________________ 4. ____________________________

Production Opportunities
1. Chefs: ____________________________
2. Cooks: ____________________________
3. ____________________________

Management Opportunities
1. Executive Chef: ____________________________
2. Research Chef: ____________________________
3. Culinary Scientist: ____________________________
4. Foodservice Director: ____________________________
5. Catering Director: ____________________________
6. Kitchen Manager: ____________________________
7. Dining Room Supervisor: ____________________________
8. Restaurant Manager: ____________________________

Foodservice Related Opportunities
1. ____________________________ 6. ____________________________
2. ____________________________ 7. ____________________________
3. ____________________________ 8. ____________________________
4. ____________________________ 9. ____________________________
5. ____________________________
Foodservice Trends

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Foodservice Trends
1. __________________________________ 4. __________________________________
2. __________________________________ 5. __________________________________
3. __________________________________

Causes for Present Trends
1. __________________________________ 5. __________________________________
2. __________________________________ 6. __________________________________
3. __________________________________ 7. __________________________________
4. __________________________________ 8. __________________________________

Foodservice Opportunities
1. Noncommercial: _________________________________________________________________
2. Commercial: _____________________________________________________________________

Types of Restaurants
1. Quick-Service: ___________________________________________________________________
2. Full-Service: _____________________________________________________________________
3. Fine-Dining: _____________________________________________________________________

Other Foodservice Establishments
1. __________________________________ 4. __________________________________
2. __________________________________ 5. __________________________________
3. __________________________________ 6. __________________________________

Restaurant Job Opportunities
1. Quick-Service: ___________________________________________________________________
2. Full-Service: _____________________________________________________________________
3. Fine-Dining: _____________________________________________________________________
Education & Training

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**Education & Training**

1. Certificate Programs: ___________________________________________________________________
   ___________________________________________________________________
   ___________________________________________________________________

2. Apprenticeships: _____________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________

3. Associate Degrees: ___________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________

4. Bachelor Degrees: ___________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________

5. Corporate Training: __________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________

6. Military Training: ___________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________

7. On-the-Job Training: __________________________________________________________________
   _____________________________________________________________________
   _____________________________________________________________________
# Entrepreneurship Opportunities

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

## Entrepreneurship Advantages
1. 
2. 
3. 

## Entrepreneurship Disadvantages
1. 
2. 
3. 

## Types of Restaurants
1. 
2. 
3. 

## Types of Ownership
1. 
2. 
3. 

## Sole Proprietorship Advantages
1. 
2. 
3. 

## Sole Proprietorship Disadvantages
1. 
2. 
3. 

## Partnership Advantages
1. 
2. 

## Partnership Disadvantages
1. 
2. 
3. 

## Corporation Advantages
1. 
2. 

## Corporation Disadvantages
1. 
2. 
3.
# Employability Skills

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

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Seeking Employment

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Employment Resources
1. Networking: _________________________________________________________________
2. Professional Organizations: ____________________________________________________
3. Trade Publications: ____________________________________________________________
4. Employment Agencies: __________________________________________________________
5. The Internet: __________________________________________________________________

Applying for a Job
1. ____________________________________________________________________________
2. ____________________________________________________________________________
3. ____________________________________________________________________________

The Interview Process
1. Before the Interview: _____________________________________________________________
   ____________________________________________________________________________
2. During the Interview: _____________________________________________________________
   ____________________________________________________________________________
3. After the Interview: ______________________________________________________________
   ____________________________________________________________________________

Responding to a Job Offer
1. ____________________________________________________________________________
2. ____________________________________________________________________________
3. ____________________________________________________________________________
On the Job

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Employee Responsibilities
1. ____________________________ 3. ____________________________
2. ____________________________ 4. ____________________________

Employer Responsibilities
1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________

Fair Labor Practices
1. Minimum Wage: ____________________________
2. Compensatory Time: ____________________________
3. Labor Union: __________________________________________________________________
4. Discrimination: __________________________________________________________________
5. Sexual Harassment: __________________________________________________________________

Wages & Benefits
1. Deductions: ____________________________
2. Benefits: ____________________________
3. Tips: ____________________________

Teamwork
1. ____________________________ 4. ____________________________
2. ____________________________ 5. ____________________________
3. ____________________________

Advancing on the Job
1. ____________________________
2. ____________________________
Service Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Host
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________

Server
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. ________________________________________________________________________________

Busser
1. ________________________________________________________________________________
2. ________________________________________________________________________________

Cashier
1. ________________________________________________________________________________
2. ________________________________________________________________________________

Service Skills
1. ________________________________________________________________________________  4. ________________________________________________________________________________
2. ________________________________________________________________________________  5. ________________________________________________________________________________
3. ________________________________________________________________________________  6. ________________________________________________________________________________

Use of Time & Motion
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
Serving Customers

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Server’s Role
1. __________________________________ 7. __________________________________
2. __________________________________ 8. __________________________________
3. __________________________________ 9. __________________________________
4. __________________________________ 10. __________________________________
5. __________________________________ 11. __________________________________
6. __________________________________ 12. __________________________________

Hand Service
1. ______________________________________________________________________________
2. ______________________________________________________________________________

Tray Service
1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________
4. ______________________________________________________________________________
5. ______________________________________________________________________________
6. ______________________________________________________________________________

Handling Credit Cards
1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________
4. ______________________________________________________________________________
5. ______________________________________________________________________________
Serving Beverages

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Cold Beverage Equipment

1. ________________________________________________________________________________
   ________________________________________________________________________________

2. ________________________________________________________________________________
   ________________________________________________________________________________

Hot Beverage Equipment

1. ________________________________________________________________________________
   ________________________________________________________________________________

2. ________________________________________________________________________________
   ________________________________________________________________________________

3. ________________________________________________________________________________
   ________________________________________________________________________________

Cleaning Beverage Equipment

1. ________________________________________________________________________________
   ________________________________________________________________________________

2. ________________________________________________________________________________
   ________________________________________________________________________________

3. ________________________________________________________________________________
   ________________________________________________________________________________
Dining Today

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

### Types of Dining

1. Fine-Dining Restaurant: ___________________________________________________________

2. Theme Restaurant: _______________________________________________________________

3. Quick-Service Restaurant: _________________________________________________________

### Types of Meal Service

1. Modern American Plated Service: __________________________________________________

2. Booth Service: ___________________________________________________________________

3. Banquette Service: _______________________________________________________________

4. Family-Style Service: _____________________________________________________________

5. Classical French Service: __________________________________________________________

6. Russian Service: _________________________________________________________________

7. Butler Service: ___________________________________________________________________

8. Buffet Service: ___________________________________________________________________
The Dining Room Environment

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Side Work

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________

Service Equipment

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________

Table Setting

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________
5. __________________________________________________________________________
6. __________________________________________________________________________
7. __________________________________________________________________________
8. __________________________________________________________________________
9. __________________________________________________________________________
10. __________________________________________________________________________
11. __________________________________________________________________________
12. __________________________________________________________________________
Management Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Effective Management
1. Communication: _________________________________________________________________
2. Time Management: _______________________________________________________________
3. Resource Management: ___________________________________________________________
4. Leadership: _____________________________________________________________________

Management Structures
1. Employees: _____________________________________________________________________
2. First-Line Managers: ______________________________________________________________
3. Middle Managers: ________________________________________________________________
4. Top Managers: ___________________________________________________________________

Maintaining Profitability
1. Managing Time: _________________________________________________________________
   ______________________________________________________________________________
2. Effective Record-Keeping Systems: ________________________________________________
3. Controlling Costs: ________________________________________________________________
4. Profit and Loss Statements: ________________________________________________________
5. Purchasing Procedures: ___________________________________________________________
   ______________________________________________________________________________
6. Inspecting Food: __________________________________________________________________
   ______________________________________________________________________________
7. Inventory Control: __________________________________________________________________
8. Portion Control: ___________________________________________________________________
9. Waste Control: ____________________________________________________________________
Managing People

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

The Manager’s Role
1. ________________________________________________________________
2. ________________________________________________________________

Selecting Employees
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

Training Employees
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________

Supervising Employees
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________

Evaluating Employees
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
5. ________________________________________________________________
Managing Facilities

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Facility Design

1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
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Loss Prevention Factors

1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. ________________________________________________________________________________
5. ________________________________________________________________________________
6. ________________________________________________________________________________
Foodservice Marketing

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Types of Business Ownership

1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________

Marketing Strategies

1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________
4. ______________________________________________________________________________

Positioning

1. Positioning: _____________________________________________________________________
2. Atmosphere: _____________________________________________________________________

Public Relations

1. Publicity: _______________________________________________________________________
2. Advertising: _____________________________________________________________________
3. Direct Marketing: ________________________________________________________________

________________________________________________________________________________
Foodservice Standards & Regulations

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Industry Standards
1. Standards: ________________________________________________________________
2. The main goal of the foodservice industry: ____________________________________

USDA Regulations
1. Regulations: ______________________________________________________________
2. Oversees: _________________________________________________________________
3. Food Grading: _____________________________________________________________
4. Food Inspection: __________________________________________________________

FDA Regulations—The FDA enforces the Food, Drug, and Cosmetic Act of 1938 which covers food (except fish, poultry, and meat) and its packaging.
1. __________________________________ 4. __________________________________
2. __________________________________ 5. __________________________________
3. __________________________________

Facilities Maintenance
1. __________________________________ 3. __________________________________
2. __________________________________

Environmental Regulations
1. __________________________________ 3. __________________________________
2. __________________________________

OSHA Regulations
1. __________________________________
2. __________________________________
3. __________________________________
Employment Laws

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Equal Employment Opportunities
1. Discrimination: ____________________________________________________________
2. Affirmative Action: _________________________________________________________
3. Age Discrimination: _________________________________________________________
4. Sexual Harassment: _________________________________________________________
5. Americans with Disabilities Act: ____________________________________________

Wage & Labor Laws
1. The Federal Government: ___________________________________________________
2. The Department of Labor: __________________________________________________

Immigration Laws
1. __________________________________________________________
2. __________________________________________________________
3. __________________________________________________________
4. __________________________________________________________

Workplace Injuries & Deaths
1. Worker’s Compensations: _________________________________________________
2. Musculoskeletal Disorders: ________________________________________________
3. Ergonomics: _____________________________________________________________
Safety Know-How

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Working Safely

1. Accidents Cost the Foodservice Industry: ________________________________

2. Regulations: ________________________________

3. Personal Protective Clothing: ________________________________

4. Personal Injuries: ________________________________

5. Cleaning Equipment: ________________________________

Fire Safety

1. ________________ 3. ________________

2. ________________

Fires & Fire Extinguishers

1. ________________

2. Type of Extinguisher Used: ________________________________

3. ________________

4. Type of Extinguisher Used: ________________________________

5. ________________

6. Type of Extinguisher Used: ________________________________

7. ________________

8. Type of Extinguisher Used: ________________________________

9. ________________

10. Type of Extinguisher Used: ________________________________

Preparing for Emergencies

1. ________________ 3. ________________

2. ________________
Sanitation Challenges

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

### Types of Contamination

1. ________________  
2. ________________

### Foodborne Illness Outbreak

1. ________________  
2. ________________  
3. ________________  
4. ________________

### Bacteria

1. ________________  
2. ________________  
3. ________________  
4. ________________

### Viruses

1. ________________  
2. ________________  
3. ________________

### Parasites

1. ________________  
2. ________________  
3. ________________  
4. ________________

### Chemical Hazards

1. ________________  
2. ________________  
3. ________________

### Cleaning & Sanitizing

1. ________________
2. ________________

### Pesticides

1. ________________
2. ________________
3. ________________
The Safe Foodhandler

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Cross-Contamination

1. ________________________________________________________________________________
2. Foodhandlers: ___________________________________________________________________

Grooming Habits

1. _______________________________________________________________________________
2. _______________________________________________________________________________
3. _______________________________________________________________________________
4. _______________________________________________________________________________
5. _______________________________________________________________________________
6. _______________________________________________________________________________
7. _______________________________________________________________________________
8. _______________________________________________________________________________
9. _______________________________________________________________________________
10. ______________________________________________________________________________
11. ______________________________________________________________________________
12. ______________________________________________________________________________

(Continued on next page)
The Safe Foodhandler continued

Hand-Washing Procedure

1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. ________________________________________________________________________________
5. ________________________________________________________________________________
6. ________________________________________________________________________________
7. ________________________________________________________________________________

When to Wash Your Hands

1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. ________________________________________________________________________________
5. ________________________________________________________________________________
6. ________________________________________________________________________________
7. ________________________________________________________________________________
8. ________________________________________________________________________________
9. ________________________________________________________________________________
10. ______________________________________________________________________________

Personal Health

1. Illness: _________________________________________________________________________
2. Wounds: ________________________________________________________________________
The HACCP System

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

What Is HACCP?

1. ______________________________________________________________________________

2. HACCP combines: __________________________________________________________________

3. HACCP helps:
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________

HACCP Hazards

1. ______________________________________________________________________________

2. ______________________________________________________________________________

3. ______________________________________________________________________________

4. ______________________________________________________________________________

5. ______________________________________________________________________________

6. ______________________________________________________________________________

7. ______________________________________________________________________________

8. ______________________________________________________________________________

The HACCP System

1. Critical Control Point: ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________
   ____________________________________________________________________

(Continued on next page)
The HACCP System continued

2. Common Control Points:
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________

Controlling Hazards

1. Minimum Internal Temperature: ______________________________________________________
   ________________________________________________________________________________

2. Temperature Danger Zone: _________________________________________________________

Monitoring the System

1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
The Flow of Food

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Receiving & Storing Food Safely

1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. Dry Storage: _____________________________________________________________________
4. Refrigerated Storage: _____________________________________________________________
5. Frozen Storage: __________________________________________________________________
6. _______________________________________________________________________________

General Preparation & Cooking Guidelines

1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________
4. ______________________________________________________________________________
5. ______________________________________________________________________________
6. ______________________________________________________________________________
7. ______________________________________________________________________________
8. ______________________________________________________________________________
9. ______________________________________________________________________________
10. ______________________________________________________________________________
11. ______________________________________________________________________________
12. ______________________________________________________________________________

(Continued on next page)
The Flow of Food continued

Holding Food Safely
1. __________________________________ 5. ___________________________________
2. __________________________________ 6. ___________________________________
3. __________________________________ 7. ___________________________________
4. __________________________________ 8. ___________________________________

Serving Food Safely
1. __________________________________ 4. ___________________________________
2. __________________________________ 5. ___________________________________
3. __________________________________

Cooling Food Safely
1. Two-Stage Method: ______________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________
2. One-Stage Method: ______________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________

Reheating Foods Safely
1. ______________________________________________________________________________
2. ______________________________________________________________________________

Disposal Point
1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________
4. ______________________________________________________________________________
The Commercial Kitchen

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Commercial Kitchen Layout
The layout of a commercial kitchen is based on:
1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________

Work Stations & Work Sections
1. Work Stations: ___________________________________________________________________
   ______________________________________________________________________________
2. Work Sections: ___________________________________________________________________
   ______________________________________________________________________________

The Cooking Line
1. __________________________________ 4. ___________________________________
2. __________________________________ 5. ___________________________________
3. __________________________________
6. The cooking line determines: _____________________________________________________
   ______________________________________________________________________________

Work Flow
1. Work Flow: ______________________
2. Mise en place: ____________________
   ______________________________________________________________________________
3. Work Simplification: ______________
   ______________________________________________________________________________
4. Range of Motion: _________________
   ______________________________________________________________________________
# Receiving & Storage Equipment

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

## The Receiving Area

1. Receiving: 
   
   
2. Receiving Equipment: 
   
   
3. When receiving shipments of food:
   a) 
   b) 
   c) 
   d) 
   e) 

## Storing Food

1. Store food properly: 
   
   
2. Follow FIFO: 
   
   
## Types of Refrigerators & Freezers

1. 
2. 
3. 
4. 

## Shelving Units

1. 
2. 
3. 
4. 

## Storage Bins & Containers

1. 
2. 
3. 
4. 

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# Preparation & Cooking Equipment

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

### Preparation Equipment

1. __________________________________
2. __________________________________
3. __________________________________
4. __________________________________
5. __________________________________
6. __________________________________
7. __________________________________

### Heating Sources

1. __________________________________
2. __________________________________
3. __________________________________
4. __________________________________
5. __________________________________

### Cooking Equipment

1. __________________________________
2. __________________________________
3. __________________________________
4. __________________________________
5. __________________________________
6. __________________________________
7. __________________________________
8. __________________________________
9. __________________________________
10. __________________________________
11. __________________________________
12. __________________________________
13. __________________________________
14. __________________________________
15. __________________________________
16. __________________________________

### Clean-Up Equipment

1. __________________________________
2. __________________________________
3. __________________________________
Holding & Service Equipment

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Holding Equipment

1. Holding equipment should: ______________________________________________________

2. Steam Table: ____________________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________

3. Bain Marie: _____________________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________

4. Overhead Warmers: ______________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________

5. Proofing/Holding Cabinet: ________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________

Service Equipment

1. __________________________________ 5. ___________________________________
2. __________________________________ 6. ___________________________________
3. __________________________________ 7. ___________________________________
4. __________________________________ 8. ___________________________________

Hotel Pan Sizes

1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________
Knives

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**Knife Construction**

1. __________________________________ 4. ___________________________________
2. __________________________________ 5. ___________________________________
3. __________________________________

**Types Of Knives**

1. Chef’s Knife: ____________________________________________________________________
   __________________________________________________________________________________
2. Slicer: __________________________________________________________________________
3. Boning Knife: ____________________________________________________________________
4. Paring Knife: ____________________________________________________________________
5. Tourné Knife: ____________________________________________________________________
6. Fillet Knife: _____________________________________________________________________
7. Butcher Knife: ___________________________________________________________________

**Knife Skills**

1. Grip: ___________________________________________________________________________
2. Control: _________________________________________________________________________

**Knife Cuts**

1. __________________________________ 5. ___________________________________
2. __________________________________ 6. ___________________________________
3. __________________________________ 7. ___________________________________
4. __________________________________ 8. ___________________________________

(Continued on next page)
Knives continued

Knife Safety

1. _______________________________________________________________________________
2. _______________________________________________________________________________
3. _______________________________________________________________________________
4. _______________________________________________________________________________
5. _______________________________________________________________________________
6. _______________________________________________________________________________
7. _______________________________________________________________________________
8. _______________________________________________________________________________
9. _______________________________________________________________________________
10. _______________________________________________________________________________
11. _______________________________________________________________________________
12. _______________________________________________________________________________

Knife Care

1. Sharpening: _____________________________________________________________________
2. Trueing: ________________________________________________________________________
3. Sanitizing: ______________________________________________________________________
4. Storing: ________________________________________________________________________
Smallwares

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Hand Tools

1. _________________________________ 16. _________________________________
2. _________________________________ 17. _________________________________
3. _________________________________ 18. _________________________________
4. _________________________________ 19. _________________________________
5. _________________________________ 20. _________________________________
6. _________________________________ 21. _________________________________
7. _________________________________ 22. _________________________________
8. _________________________________ 23. _________________________________
9. _________________________________ 24. _________________________________
10. _________________________________ 25. _________________________________
11. _________________________________ 26. _________________________________
12. _________________________________ 27. _________________________________
13. _________________________________ 28. _________________________________
14. _________________________________ 29. _________________________________
15. _________________________________ 30. _________________________________

NSF Standards

1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. ________________________________________________________________________________
5. ________________________________________________________________________________

(Continued on next page)
### Smallwares continued

6. ________________________________________________________________________________

7. ________________________________________________________________________________

### Measuring Equipment

1. __________________________________ 5. ___________________________________

2. __________________________________ 6. ___________________________________

3. __________________________________ 7. ___________________________________

4. __________________________________

### Cookware

1. __________________________________ 9. ___________________________________

2. __________________________________ 10. ___________________________________

3. __________________________________ 11. ___________________________________

4. __________________________________ 12. ___________________________________

5. __________________________________ 13. ___________________________________

6. __________________________________ 14. ___________________________________

7. __________________________________ 15. ___________________________________

8. __________________________________ 16. ___________________________________

### Heat Transfer

1. Heat Transfer: ________________________________________________

2. Gauge: _______________________________________________________

3. Aluminum: ____________________________________________________

4. Stainless Steel: ______________________________________________

### Cleaning & Sanitizing

1. __________________________________

2. __________________________________

3. __________________________________
Nutrition Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Carbohydrates
1. Carbohydrates: __________________________________________________________________
2. Simple Carbohydrates: __________________________________________________________________
3. Complex Carbohydrates: __________________________________________________________________
4. Fiber: __________________________________________________________________________
5. Soluble Fiber: _______________________________________________________________________
6. Insoluble Fiber: _____________________________________________________________________

Proteins
1. Proteins: ________________________________________________________________________
2. Amino Acids: ______________________________________________________________________
3. Complete Proteins: __________________________________________________________________
4. Incomplete Proteins: __________________________________________________________________

Fats & Cholesterol
1. Fats: ___________________________________________________________________________
2. Cholesterol: _______________________________________________________________________
3. Saturated Fats: _____________________________________________________________________
4. Monosaturated Fats: __________________________________________________________________
5. Polyunsaturated Fats: __________________________________________________________________
6. Hydrogenation: _____________________________________________________________________

(Continued on next page)
Vitamins
1. Vitamins: ________________________________________________________________
2. Water-soluble Vitamins: __________________________________________________
3. Fat-soluble Vitamins: _____________________________________________________

Minerals
1. Minerals: ________________________________________________________________
2. Major Minerals: __________________________________________________________
3. Trace Minerals: __________________________________________________________

Water
1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________

Food Additives
1. Additives: ______________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
5. ________________________________________________________________
6. ________________________________________________________________
7. ________________________________________________________________
8. ________________________________________________________________
9. ________________________________________________________________
Guidelines for Meal Planning

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Government Guidelines
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. ________________________________________________________________________________

Meeting Dietary Needs
1. Influenced by:
   a) __________________________________ c) ________________________________
   b) __________________________________ d) ________________________________
2. Pregnant Women: __________________________________________________________________
3. Infants: __________________________________________________________________________
4. Children: _________________________________________________________________________
5. Teenagers: _______________________________________________________________________
6. Elderly People: ___________________________________________________________________
7. Physical Activity: __________________________________________________________________
8. Lifestyle: _________________________________________________________________________
   ________________________________________________________________________________
9. Health: __________________________________________________________________________
   ________________________________________________________________________________
10. Phytochemicals: __________________________________________________________________
    ________________________________________________________________________________
Culinary Principles

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**Preventing Nutrient Loss**
1. ________________________________________________________________________________
   ________________________________________________________________________________
2. Time: __________________________________________________________________________
3. Water: _________________________________________________________________________
4. Cooking: _______________________________________________________________________

**Healthful Cooking Techniques**
1. __________________________________ 4. ___________________________________
2. __________________________________ 5. ___________________________________
3. __________________________________

**Storage**
1. Temperature: ____________________________________________________________________
2. Holding: _______________________________________________________________________
3. Batching: _______________________________________________________________________

**Using Fats & Oils**
1. As a nutrient: ___________________________________________________________________
2. As a food: ______________________________________________________________________

**Reducing Fat**
1. __________________________________ 5. ___________________________________
2. __________________________________ 6. ___________________________________
3. __________________________________ 7. ___________________________________
4. __________________________________ 8. ___________________________________
The Menu

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Influences on the Menu

1. ____________________________ 5. ____________________________
2. ____________________________ 6. ____________________________
3. ____________________________ 7. ____________________________
4. ____________________________

Types of Menus

1. Fixed: ____________________________
2. Cycle: ____________________________
3. À la Carte: ____________________________
4. Semi-à la carte: ____________________________
5. Ethnic: ____________________________
6. Table d’hôte: ____________________________
7. Prix fixe: ____________________________
8. Breakfast: ____________________________
9. Lunch: ____________________________
10. Dinner: ____________________________
Planning Menus

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**Menu Planning Principles**

1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________
5. __________________________________________________________________________
6. Variety: ______________________________________________________________________
7. Balance: _____________________________________________________________________
8. Truthfulness: __________________________________________________________________
   - __________________________________________________________________________
   - __________________________________________________________________________
   - __________________________________________________________________________
   - __________________________________________________________________________
   - __________________________________________________________________________
   - __________________________________________________________________________
   - __________________________________________________________________________
   - __________________________________________________________________________
10. Nutrition: ____________________________________________________________________
11. Flexibility: ___________________________________________________________________

**Writing Menu Descriptions**

1. __________________________________________________________________________
2. __________________________________________________________________________
Menu Design & Organization

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Menu Style & Design

1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________
5. ________________________________
6. ________________________________
7. ________________________________

Types of Menus

1. ________________________________
2. ________________________________
3. ________________________________

Menu Categories

1. ________________________________
2. ________________________________
3. ________________________________
4. ________________________________
5. ________________________________
6. ________________________________
7. ________________________________
8. ________________________________
9. ________________________________
10. ________________________________

Examples
Pricing Menu Items

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

What Influences Menu Pricing

1. __________________________________ 4. ___________________________________
2. __________________________________ 5. ___________________________________
3. __________________________________

Pricing Methods

1. Factor Pricing Method:
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   Example: _________________________________________________________________

2. Markup-on-Cost Pricing Method:
   • ______________________________________________________________________________
   Example: _________________________________________________________________

3. Competitors’ Pricing Method:
   • ______________________________________________________________________________
   Example: _________________________________________________________________

4. Psychological Pricing Method:
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   Example: _________________________________________________________________
Why Use Standardized Recipes?

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Standardized Recipes

1. Standardized Recipe: _____________________________________________________________
   ______________________________________________________________________________

2. Benefits of Using Standardized Recipes:
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________
   • ______________________________________________________________________________

Parts of a Recipe

1. __________________________________ 5. ___________________________________
   2. __________________________________ 6. ___________________________________
   3. __________________________________ 7. ___________________________________
   4. __________________________________

Formula or Recipe

Formulas:

1. __________________________________ 3. ___________________________________
   2. __________________________________ 4. ___________________________________

Recipes:

1. __________________________________ 3. __________________________________
   2. __________________________________
**Recipe Measurement & Conversion**

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**Standardized Recipe Measurements**

1. Weight: _________________________________________________________________________

2. Scales for Weighing:
   a) ________________________________
   b) ________________________________
   c) ________________________________

3. Volume: ________________________________________________________________________

4. Count: _________________________________________________________________________

**Converting Recipes**

1. Total Yield Conversion Method: ____________________________________________________
   a) ______________________________________________________________________________
   b) ______________________________________________________________________________

2. Converting Portion Size:
   a) To determine total existing yield: ________________________________________________
   b) To determine new yield: _______________________________________________________
   c) Divide the new yield by the existing yield to get the: _______________________________
   d) Multiply each ingredient by the: _________________________________________________

**Factors That Impact Conversion**

1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________
4. ______________________________________________________________________________
5. ______________________________________________________________________________
Calculating Food Costs

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Portion Control
1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________

Portioning Tools & Equipment
1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________
4. ______________________________________________________________________________
5. ______________________________________________________________________________

Calculating Costs
1. As-Purchased (AP) Price: ________________________________________________________
2. Unit Cost: _____________________________________________________________________
3. Product Yield: __________________________________________________________________
4. As-Served (AS) Portion: _________________________________________________________
5. EP (edible portion): _____________________________________________________________
6. Yield Percentages: ______________________________________________________________
7. Raw Yield Tests: __________________________________________________________________
8. Trim Loss: _____________________________________________________________________

_______________________________________________________________________________

9. Cooking Loss Test: _____________________________________________________________________

_______________________________________________________________________________

10. Shrinkage: _______________________________________________________________________

_______________________________________________________________________________

Costing Recipes

1. Recipe Costing Form: _____________________________________________________________________

a) _______________________________ h) _______________________________

b) _______________________________ i) _______________________________

c) _______________________________ j) _______________________________

d) _______________________________ k) _______________________________

e) _______________________________ l) _______________________________

f) _______________________________ m) _______________________________

g) _______________________________ n) _______________________________

2. Cost Per Portion: _____________________________________________________________________
Managing Food Cost Factors

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Menu Factors
1. __________________________________ 3. ___________________________________
2. __________________________________ 4. ___________________________________

Purchasing Goods
1. Develop: ________________________________________________________________________
2. Determine: _______________________________________________________________________
3. Assess: _________________________________________________________________________
4. Establish: _______________________________________________________________________

Types of Products Purchased
1. __________________________________ 3. ___________________________________
2. __________________________________ 4. ___________________________________

Food Specifications
1. Specification: ____________________________________________________________________
2. Specifications include:
   a) _______________________________ c) _________________________________
   b) _______________________________ d) _________________________________

Common Purchasing Practices
1. Open-Market Buying: _____________________________________________________________
   ______________________________________________________________________________
2. Single-Source Buying: ____________________________________________________________

Receiving Goods
1. __________________________________ 3. ___________________________________
2. __________________________________

(Continued on next page)
Managing Food Cost Factors continued

Inventory Control
1. Physical Inventory: ________________________________
2. Perpetual Inventory: ________________________________
3. Parstock: ________________________________
4. Periodic-ordering: ________________________________
   __________________________________________________________________________________

Storeroom Controls
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. ________________________________________________________________________________

Minimizing Kitchen Waste
1. ________________________________________________________________________________
2. Daily Production Report Form: ________________________________
   __________________________________________________________________________________

Customer Service
1. ________________________________ 2. ________________________________
How Cooking Alters Food

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Cooking Techniques

1. Dry Cooking Techniques: __________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________

2. Moist Cooking Techniques: ________________________________________________________
   ______________________________________________________________________________

3. Combination Cooking Techniques: __________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________

How Cooking Alters Food

1. Nutritive Value: __________________________________________________________________
   ______________________________________________________________________________

2. Texture: ________________________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________

3. Color: __________________________________________________________________________
   ______________________________________________________________________________

4. Aroma: _________________________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________

5. Flavor: _________________________________________________________________________
   ______________________________________________________________________________
   ______________________________________________________________________________
Dry Cooking Techniques

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**Baking & Roasting**

1. Baking: __________________________________________________________
2. Carryover Cooking: _______________________________________________
3. Roasting: _______________________________________________________
4. Searing: _________________________________________________________

**Sautéing & Stir-Frying**

1. Sautéing: _______________________________________________________
2. To Sauté:
   a) ______________________________________________________________
   b) ______________________________________________________________
   c) ______________________________________________________________
   d) ______________________________________________________________
3. Stir-Frying: _____________________________________________________
4. To Stir-Fry:
   a) ______________________________________________________________
   b) ______________________________________________________________
   c) ______________________________________________________________
   d) ______________________________________________________________

**Pan-Frying & Deep-Frying**

1. Dredging: _______________________________________________________
2. Breading: _______________________________________________________
3. Batter: _________________________________________________________

**Grilling & Broiling**

1. Grilling: _________________________________________________________
2. Crosshatch Markings: ___________________________________________
3. Using a Griddle: _________________________________________________
4. Broiling: _______________________________________________________
Moist Cooking Techniques

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Moist Cooking Techniques

1. Boiling: ____________________________________________________________

2. Blanching: _________________________________________________________

3. Parboiling: _________________________________________________________

4. Simmering: _________________________________________________________

5. Poaching: _________________________________________________________

6. Steaming: _________________________________________________________

Combination Cooking Techniques

1. Braising: ___________________________________________________________

2. The Braising Process:
   a) _________________________________________________________________
   b) _________________________________________________________________
   c) _________________________________________________________________
   d) _________________________________________________________________

3. Stewing: _________________________________________________________

4. The Stewing Process:
   a) _________________________________________________________________
   b) _________________________________________________________________
   c) _________________________________________________________________
   d) _________________________________________________________________
Enhancing Food

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**Seasonings & Flavorings**

1. Seasonings: ________________________________________________________________

2. Flavor Enhancers: ____________________________________________________________

3. Flavorings: _________________________________________________________________

4. Extracts: __________________________________________________________________

5. Salt: _______________________________________________________________________
   a) ______________________________ b) ______________________________ c) ______________________________

6. Pepper: _____________________________________________________________________
   a) ______________________________ b) ______________________________ c) ______________________________
   d) ______________________________ e) ______________________________

7. Onions: ____________________________________________________________________

8. Lemon: ____________________________________________________________________

9. Monosodium Glutamate: ______________________________________________________

10. Herbs: ____________________________________________________________________

11. Spices: ___________________________________________________________________

**When to Season & Add Flavor**

1. __________________________________________________________________________

2. __________________________________________________________________________
Herbs & Spices

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Herbs
1. ______________________________________________________________________________
2. Used: __________________________________________________________________________

Spices
1. ______________________________________________________________________________
2. Used: __________________________________________________________________________
3. Available: _______________________________________________________________________

Using Herbs
1. Cold Foods: _____________________________________________________________________
2. Hot Foods: ______________________________________________________________________
   ______________________________________________________________________________
3. Sachet: _________________________________________________________________________
4. Bouquet Garni: __________________________________________________________________

Storing Herbs
1. Fresh: _________________________________________________________________________
2. Dried: _________________________________________________________________________

Using Spices
1. Whole Spices: __________________________________________________________________
2. Cold Foods: _____________________________________________________________________

Storing Spices
1. ______________________________________________________________________________
2. ______________________________________________________________________________
Condiments, Nuts & Seeds

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Varieties of Condiments
1. Condiments: _____________________________________________________________
   ________________________________________________________________________

2. Varieties include:
   a) ___________________________________ 
   b) ___________________________________ 
   c) ___________________________________ 
   d) ___________________________________
   e) ___________________________________ 
   f) ___________________________________ 
   g) ___________________________________ 
   h) ___________________________________

Storing Condiments
1. Unopened: ______________________________________________________________________
2. Opened: ________________________________________________________________________

Nuts & Seeds
1. Nuts can be used:
   a) ___________________________________ 
   b) ___________________________________ 
   c) ___________________________________ 
   d) ___________________________________

2. Seeds can be used:
   a) ___________________________________ 
   b) ___________________________________

3. Nuts & Seeds add:
   a) ___________________________________ 
   b) ___________________________________

4. Nuts & Seeds provide: ____________________________________________________________

Storing Nuts & Seeds
1. _____________________________________________________________________________
2. _____________________________________________________________________________
Sensory Perception

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Sensory Properties of Food

1. Sensory properties:
   a) _______________________________  c) _______________________________
   b) _______________________________  d) _______________________________

2. Sense organs that detect sensory properties:
   a) _______________________________  c) _______________________________
   b) _______________________________  d) _______________________________

3. Receptors: ______________________________________________________________________
   _____________________________________________________________________________

4. Basic tastes:
   a) _______________________________  d) _______________________________
   b) _______________________________  e) _______________________________
   c) _______________________________

Sensory Evaluation

1. Sensory Evaluation: ______________________________________________________________

2. Factors influencing the characteristics of a food product:
   a) _______________________________  d) _______________________________
   b) _______________________________  e) _______________________________
   c) _______________________________  f) _______________________________

3. Plate composition presents contrasts in:
   a) _______________________________  e) _______________________________
   b) _______________________________  f) _______________________________
   c) _______________________________  g) _______________________________
   d) _______________________________
Breakfast Food Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Types of Meats
1. __________________________________ 3. ___________________________________
2. __________________________________ 4. ___________________________________

Egg Composition
1. Shell: __________________________________________________________________________
________________________________________________________________________________
2. Yolk: ___________________________________________________________________________
________________________________________________________________________________
3. White: __________________________________________________________________________
________________________________________________________________________________

Egg Grades & Quality
1. USDA: __________________________________________________________________________
2. Grades: _________________________________________________________________________
3. Size: ___________________________________________________________________________
________________________________________________________________________________

Forms of Eggs
1. __________________________________ 3. ___________________________________
2. __________________________________

Breakfast Breads & Cereals
1. Ready-made Breads: ______________________________________________________________
2. Hot Cereals: _____________________________________________________________________
3. Cold Cereals: ____________________________________________________________________
Meat & Egg Preparation

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Cooking Breakfast Meats

1. Ham: __________________________________________

2. Bacon: __________________________________________

3. Sausage: __________________________________________

Cooking Eggs

1. Protein Coagulation: __________________________________________

2. Curdling: __________________________________________

3. Fried Eggs: __________________________________________

<table>
<thead>
<tr>
<th>TYPE OF FRIED EGG</th>
<th>COOKING METHOD</th>
</tr>
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<tbody>
<tr>
<td>Sunny-side up</td>
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<tr>
<td>Basted</td>
<td></td>
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<tr>
<td>Over-easy</td>
<td></td>
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<tr>
<td>Over-medium</td>
<td></td>
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<tr>
<td>Over-hard</td>
<td></td>
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</tbody>
</table>

(Continued on next page)
Meat & Egg Preparation continued

4. Poached Eggs: ________________________________________________________________
_____________________________________________________________________________

5. Scrambled Eggs: ______________________________________________________________
_____________________________________________________________________________

6. French Omelets: ______________________________________________________________
_____________________________________________________________________________

7. American Omelets: _____________________________________________________________
_____________________________________________________________________________

8. Soufflé Omelets: ______________________________________________________________
_____________________________________________________________________________

9. Frittatas: ___________________________________________________________________
_____________________________________________________________________________

10. Quiche: ____________________________________________________________________
_____________________________________________________________________________

11. Shirred Eggs: ___________________________________________________________________
_____________________________________________________________________________

12. Simmered Eggs: ___________________________________________________________________
_____________________________________________________________________________

Plating Eggs

1. _____________________________________________________________________________

2. _____________________________________________________________________________
Breakfast Breads & Cereals

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**Ready-made Breads**

1. Pastries: ______________________________________________________

2. Doughnuts: ____________________________________________________

3. Quick Breads: _________________________________________________
   __________________________________________________________________

**Preparing Pancakes & Waffles**

1. __________________________________________________________________
   __________________________________________________________________

2. __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________
   __________________________________________________________________

3. __________________________________________________________________
   __________________________________________________________________

4. __________________________________________________________________

5. __________________________________________________________________

**Preparing French Toast**

1. ______________________________________________________________
   __________________________________________________________________

2. ______________________________________________________________

(Continued on next page)
Breakfast Breads & Cereals continued

3. ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

4. _________________________________________________________________

Preparing Hot Cereals

1. ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

2. ________________________________________________________________________________
   ________________________________________________________________________________

3. ________________________________________________________________________________
   ________________________________________________________________________________

4. ________________________________________________________________________________

5. ________________________________________________________________________________

Preparing Cold Cereals

1. ________________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________

2. ________________________________________________________________________________

What Is Garde Manger?

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**Garde Manger**

1. Garde Manger: __________________________________________

2. Garde Manger Foods:
   a) ________________________________
   b) ________________________________
   c) ________________________________
   d) ________________________________
   e) ________________________________
   f) ________________________________

3. Brigade: __________________________________________

4. The garde manger brigade considers:
   a) _______________________________________________________________________
   b) _______________________________________________________________________
   c) _______________________________________________________________________
   d) _______________________________________________________________________ 

**Garnishes**

1. Garnish: __________________________________________

2. A garnish is used: __________________________________________

3. A garnish should: __________________________________________

4. Garnishing Tools:
   a) ________________________________
   b) ________________________________
   c) ________________________________
   d) ________________________________
   e) ________________________________
   f) ________________________________
   g) ________________________________
   h) ________________________________
   i) ________________________________
Salads & Salad Dressings

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Types of Salad Greens
1. ________________________________________________________________________________
2. ________________________________________________________________________________

Herbs and Other Specialty Items
1. Radicchio: _______________________________________________________________________
2. Mesclun: _______________________________________________________________________
3. Edible Flowers: __________________________________________________________________

Preparing Greens
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. Storing Greens: __________________________________________________________________

Types of Salads
1. __________________________________ 4. ___________________________________
2. __________________________________ 5. ___________________________________
3. __________________________________

Salad Dressings
1. __________________________________ 3. ___________________________________
2. __________________________________ 4. ___________________________________

Salad Structure
1. __________________________________ 3. ___________________________________
2. __________________________________ 4. ___________________________________
# Cheese

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

## Types of Cheeses

<p>| | |</p>
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</tbody>
</table>

## Storing Cheese

1. ________________________________________________________________________________
2. ________________________________________________________________________________

## Serving Cheese

1. Ripened Cheeses: ________________________________________________________________
   ________________________________________________________________________________
2. Unripened, Fresh Cheeses: _________________________________________________________
3. Preparing Cheese Boards or Trays:
   - _______________________________________________________________________________
   - _______________________________________________________________________________
   - _______________________________________________________________________________
   - _______________________________________________________________________________
   - _______________________________________________________________________________
Cold Platters

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Types of Cold Hors d’ Oeuvres

1. Single-Food Hors d’oeuvre: ________________________________

2. Hors d’oeuvre Varies: ______________________________________

3. Finger Foods: _____________________________________________

Canapés

1. __________________________________ 4. __________________________________

2. __________________________________ 5. __________________________________

3. __________________________________ 6. __________________________________

Fancy Sandwiches

1. __________________________________

2. __________________________________

Preparing Cold Platters

1. __________________________________ 3. __________________________________

2. __________________________________

Types of Cold Platters

1. __________________________________ 3. __________________________________

2. __________________________________ 4. __________________________________

Cold Hors d’Oeuvre Platters

1. __________________________________

2. __________________________________

3. __________________________________

4. __________________________________
Sandwich Making Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Sandwich Types
1. __________________________ 4. __________________________
2. __________________________ 5. __________________________
3. __________________________

Breads, Spreads & Sandwich Fillings
1. Guidelines for Choosing Breads:
   a) __________________________
   b) __________________________
   c) __________________________
2. Types of Spreads:
   a) __________________________  c) __________________________
   b) __________________________
3. Sandwich Fillings include: __________________________
   __________________________
   __________________________

Sandwich Accompaniments
1. __________________________ 5. __________________________
2. __________________________ 6. __________________________
3. __________________________ 7. __________________________
4. __________________________

Sandwich Utensils
1. __________________________ 4. __________________________
2. __________________________ 5. __________________________
3. __________________________ 6. __________________________

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Preparing Hot & Cold Sandwiches

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

### Types of Hot Sandwiches

1. _______________________________  _______________________________

2. _______________________________  _______________________________

3. _______________________________  _______________________________

4. _______________________________  _______________________________

### Preparing & Plating Hot Sandwiches

1. ________________________________________________________________

   ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

4. ________________________________________________________________

5. ________________________________________________________________

6. ________________________________________________________________

### Preparing & Plating Cold Sandwiches

1. ________________________________________________________________

   ________________________________________________________________

2. ________________________________________________________________

3. ________________________________________________________________

4. ________________________________________________________________
Stocks

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and demonstrations.

**What Are Stocks?**

1. Stock: __________________________________________________________________________

2. Base: ___________________________________________________________________________

**Stock Composition**

1. Nourishing Element: ___________________________________________________________________________________________

2. Mirepoix: _____________________________________________________________________________________________

3. Bouquet Garni: __________________________________________________________________________________________

4. Liquid: _____________________________________________________________________________________________

**Types of Stocks**

1. White Stock: ___________________________________________________________________________________________

2. For the best flavor, simmer stock:

<table>
<thead>
<tr>
<th>Fish Bones</th>
<th>_________ minutes</th>
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<tbody>
<tr>
<td>Chicken Bones</td>
<td>_________ hours</td>
</tr>
<tr>
<td>Beef or Veal Bones</td>
<td>_________ hours</td>
</tr>
</tbody>
</table>

3. Brown Stock: ___________________________________________________________________________________________
4. Fish Stock: ________________________________________________________________

5. Fumet: ________________________________________________________________

6. Vegetable Stock: _______________________________________________________

Glazes

1. Glaze: _____________________________

2. Reduction: _______________________

Cooling & Storing Stocks

1. _________________________________

2. _________________________________

3. _________________________________

4. Refrigerated storage: __________________

5. Removing fat layer: __________________
Sauces

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

What Are Sauces?

1. Sauce: 

________________________________________________________________________

________________________________________________________________________

2. Liquid Ingredients: 

________________________________________________________________________

Examples: 

________________________________________________________________________

3. Seasonings & Flavorings: 

________________________________________________________________________

Examples: 

________________________________________________________________________

4. Thickening Agents: 

________________________________________________________________________

Examples: 

________________________________________________________________________

Mother Sauces

1. Sauce Espagnole: 

________________________________________________________________________

________________________________________________________________________

2. Tomato Sauce: 

________________________________________________________________________

________________________________________________________________________

3. Béchamel Sauce: 

________________________________________________________________________

________________________________________________________________________

4. Velouté: 

________________________________________________________________________

5. Hollandaise Sauce: 

________________________________________________________________________

Other Sauces

1. 

________________________________________________________________________

4. 

________________________________________________________________________

2. 

________________________________________________________________________

5. 

________________________________________________________________________

3. 

________________________________________________________________________

(Continued on next page)
Sauces continued

Preparing Roux

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
5. Method A: _______________________________________________________
6. Method B: _______________________________________________________

Roux Tips

1. ________________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
4. ________________________________________________________________
Making Soups

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Types of Soups
1. __________________________________ 3. __________________________________
2. __________________________________

Clear Soups
1. ______________________________________________________________________________
2. Consommé: _______________________________________________________________

Thick Soups
1. Purée Soups: _____________________________________________________________
2. Cream Soups: ___________________________________________________________________

Specialty Soups
1. Bisques: _______________________________________________________________________
2. Chowders: _____________________________________________________________________
3. Cold Soups: ____________________________________________________________________
4. International Soups: ___________________________________________________________

Making Clear Soups
1. __________________________________ 4. __________________________________
2. __________________________________ 5. __________________________________
3. __________________________________

Making Thick Soups
1. __________________________________ 5. __________________________________
2. __________________________________ 6. __________________________________
3. __________________________________ 7. __________________________________
4. __________________________________ 8. __________________________________

(Continued on next page)
## Making Soups continued

### Making Cream Soups

1. ____________________________  
2. ____________________________  
3. ____________________________  
4. ____________________________  
5. ____________________________  
6. ____________________________  
7. ____________________________  
8. ____________________________

### Presenting Soups

1. ________________________________________________________________________________  
2. ________________________________________________________________________________  
3. ________________________________________________________________________________  
4. ________________________________________________________________________________  
5. ________________________________________________________________________________

### Garnishing Soups

1. ________________________________________________________________________________  
2. ________________________________________________________________________________  
3. ________________________________________________________________________________  
4. ________________________________________________________________________________  
5. ________________________________________________________________________________
Hot Appetizers

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Hot Appetizers
1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________

Types of Hot Appetizers
1. __________________________________ 4. ___________________________________
2. __________________________________ 5. ___________________________________
3. __________________________________ 6. ___________________________________

Plating & Serving Hot Appetizers
1. Table Service: __________________________________________________________________
   ______________________________________________________________________________
2. Buffet Service: __________________________________________________________________
   ______________________________________________________________________________
3. Butler Service: __________________________________________________________________
   ______________________________________________________________________________
Fish Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Structure of Fish:

1. _____________________________________________________________________________
2. _____________________________________________________________________________
3. _____________________________________________________________________________

Categories of Fish

1. Flat Fish: _____________________________________________________________________
2. Round Fish: ___________________________________________________________________
3. Boneless Fish: __________________________________________________________________

Market Forms of Fresh Fish

1. __________________________________ 5. ___________________________________
2. __________________________________ 6. ___________________________________
3. __________________________________ 7. ___________________________________
4. __________________________________ 8. ___________________________________

Quality Tests for Fresh Fish

1. Look: __________________________________________________________________________
________________________________________________________________________________
2. Look: __________________________________________________________________________
3. Look: __________________________________________________________________________
4. Look: __________________________________________________________________________
5. Feel: __________________________________________________________________________
________________________________________________________________________________
6. Feel: __________________________________________________________________________
7. Smell: __________________________________________________________________________
Shellfish Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Inspection of Fish & Shellfish

1. Type 1 Inspection: ________________________________________________________________
   ______________________________________________________________________________

2. Type 2 Inspection: __________________________________________________________________

3. Type 3 Inspection: __________________________________________________________________

Grading of Fish & Shellfish

1. ______________________________________________________________________________

2. Grade A: ________________________________________________________________________

3. Grade B: ________________________________________________________________________

4. Grade C: ________________________________________________________________________

Structure of Shellfish

1. ______________________________________________________________________________

2. ______________________________________________________________________________

3. ______________________________________________________________________________
   ______________________________________________________________________________

Mollusks

1. Univalves: ______________________________________________________________________
   ______________________________________________________________________________

2. Bivalves: _______________________________________________________________________
   ______________________________________________________________________________

3. Cephalopods: ____________________________________________________________________
   ______________________________________________________________________________

(Continued on next page)
Shellfish Basics continued

Crustaceans
1. ________________________________________________________________________________
   ________________________________________________________________________________
2. ________________________________________________________________________________
   ________________________________________________________________________________

Types of Crab
1. __________________________________ 4. ___________________________________
2. __________________________________ 5. ___________________________________
3. __________________________________ 6. ___________________________________

Other Seafood
1. __________________________________ 4. ___________________________________
2. __________________________________ 5. ___________________________________
3. __________________________________
Cooking Fish & Shellfish

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Fish & Shellfish Cookery

1. __________________________________ 4. ___________________________________
2. __________________________________ 5. ___________________________________
3. __________________________________

Baking Fish & Shellfish

1. ______________________________________________________________________________
2. Baste with: ______________________________________________________________________
3. Bake between: ___________________________________________________________________

4. Moist Baking: ____________________________________________________________________
5. En Papillote: _____________________________________________________________________

Broiling & Grilling Guidelines

1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________
4. ______________________________________________________________________________

Sautéing & Pan-Frying

1. ______________________________________________________________________________
2. ______________________________________________________________________________
3. ______________________________________________________________________________
4. ______________________________________________________________________________

(Continued on next page)
Cooking Fish & Shellfish continued

Deep-Frying
1. 
2. 
3. 

Determining Doneness
1. 
2. 
3. 
4. 
5. 

Plating Fish & Shellfish
1. 
   
2. 
   
3. 
   
Poultry Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

What Is Poultry?
1. Kinds: ____________________________________________________________
2. ________________________________________________________________
3. ________________________________________________________________
   __________________________________________________________________
4. Light Meat: _______________________________________________________
5. Dark Meat: _______________________________________________________

Purchasing Poultry
1. Market Forms: ____________________________________________________
2. Class: __________________________________________________________
3. Style: __________________________________________________________
4. RTC: ___________________________________________________________________
5. Which poultry you buy is determined by the:
   a) _______________________________________________________________
   b) _______________________________________________________________
   c) _______________________________________________________________
   d) _______________________________________________________________

Judging Quality
1. Color: __________________________________________________________
2. Odor: __________________________________________________________
3. Stamps: _________________________________________________________

Inspection & Grading
1. _________________________________________________________________
2. _________________________________________________________________
3. _________________________________________________________________

(Continued on next page)
Poultry Basics continued

4.  

5. Grade A Poultry:
   a)  
   b)  
   c)  
   d)  

6.  

Handling & Storage

1.  
2.  
3.  
4.  
5.  

Cutting Up Poultry

1.  
2.  
3.  
4.  
5.  
6.  
7.  
8.  
Cooking Poultry

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Roasting & Baking Poultry
1. __________________________________________
   __________________________________________
2. __________________________________________
   __________________________________________
3. __________________________________________
   __________________________________________

Carving Poultry
1. __________________________________________
   __________________________________________
2. __________________________________________
   __________________________________________
3. __________________________________________
4. __________________________________________
5. __________________________________________
6. __________________________________________
7. __________________________________________
8. __________________________________________

Broiling & Grilling Poultry
1. __________________________________________
2. __________________________________________
3. __________________________________________
4. __________________________________________
5. __________________________________________
6. __________________________________________

(Continued on next page)
Cooking Poultry continued

7. ________________________________________________________________________________

Frying Poultry

1. Pan-Frying: ______________________________________________________________________
   __________________________________________________________________________________

2. Deep-Frying: _____________________________________________________________________
   __________________________________________________________________________________

3. Pressure-Frying: __________________________________________________________________
   __________________________________________________________________________________

Sautéing Poultry

1. ________________________________________________________________________________

2. ________________________________________________________________________________

3. ________________________________________________________________________________

4. ________________________________________________________________________________

5. ________________________________________________________________________________

Simmering & Poaching Poultry

1. Simmering: ______________________________________________________________________

2. Poaching: ________________________________________________________________________

3. ________________________________________________________________________________

Braising Poultry

1. ________________________________________________________________________________

2. ________________________________________________________________________________

3. ________________________________________________________________________________
Meat Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Nutritional Composition of Meat

1. Water = __________________________ 3. Fat = ___________________________
2. Protein = __________________________

4. Shrinkage:_____________________________________________________________________
5. Marbling: _______________________________________________________________________
6. Fat Cap: _________________________________________________________________________
7. Barding:________________________________________________________________________
8. Larding:________________________________________________________________________

Structure of Meat

1. Muscle Fibers: ___________________________________________________________________
2. Connective Tissue:________________________________________________________________
3. Collagen: _________________________________________________________________________
4. Elastin: _________________________________________________________________________
5. Bones: __________________________________________________________________________

Purchasing Forms

1. Primal Cuts: _____________________________________________________________________
2. Fabricated Cuts: __________________________________________________________________

Meat Inspection & Grading

1. Inspection: ______________________________________________________________________
2. Quality Grades: ___________________________________________________________________
3. Yield Grades: _____________________________________________________________________

Meat Handling & Storage

1. Fresh Meat: _______________________ 2. Frozen Meat: ___________________________
Meat Cuts

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Primal Cuts of Pork

1. __________________________________ 3. __________________________________
2. __________________________________ 4. __________________________________

Primal Cuts of Lamb

1. __________________________________ 4. __________________________________
2. __________________________________ 5. __________________________________
3. __________________________________

Primal Cuts of Veal

1. __________________________________ 4. __________________________________
2. __________________________________ 5. __________________________________
3. __________________________________

Primal Cuts of Beef

1. __________________________________ 4. __________________________________
2. __________________________________ 5. __________________________________
3. __________________________________

Processing Pork & Beef

1. Curing: _________________________________________________________________________
2. Smoking (pork): _________________________________________________________________
   _____________________________________________________________________________
3. Aging (beef): __________________________________________________________________
4. Irradiation: ____________________________________________________________________
   _____________________________________________________________________________
Principles of Cooking Meat

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

High-Heat & Low-Heat Cooking

1. High-Heat: ______________________________________________________________________
   Warning—_______________________________________________________________________

2. Low-Heat: _______________________________________________________________________
   Warning—_______________________________________________________________________

Determining Doneness

1. __________________________________ 4. ___________________________________
2. __________________________________ 5. ___________________________________
3. __________________________________ 6. ___________________________________

Taking Internal Temperature

1. __________________________________
2. __________________________________
3. __________________________________
4. __________________________________

Color of Cooked Meat

1. Rare: ___________________________________________________________________________
2. Medium-Rare: ___________________________________________________________________
3. Medium: ________________________________________________________________________
4. Medium-Well: ___________________________________________________________________
5. Well-Done: _____________________________________________________________________

Roasting Meats

1. Roasting: ______________________________________________________________________
2. ________________________________________________________________________________
(Continued on next page)
Principles of Cooking Meat continued

3. ______________________________________________________________________________

4. ______________________________________________________________________________

5. Barding:_________________________________________________________________________
   ______________________________________________________________________________

6. Seasoning:
   a) ______________________________________________________________________________
   b) ______________________________________________________________________________
   c) ______________________________________________________________________________
   d) ______________________________________________________________________________

7. Sauces and Gravies:_______________________________________________________________
   ______________________________________________________________________________

Broiling & Grilling Meats
1. ______________________________________________________________________________

2. ______________________________________________________________________________

3. ______________________________________________________________________________

4. ______________________________________________________________________________

5. ______________________________________________________________________________

Sautéing & Pan-Frying Meats
1. ______________________________________________________________________________  3. __________________________________________________________________________

2. ______________________________________________________________________________  4. __________________________________________________________________________

Braising & Stewing Meats
1. ______________________________________________________________________________

2. ______________________________________________________________________________

3. ______________________________________________________________________________

4. ______________________________________________________________________________
Pasta

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Types of Pasta
1. ___________________________ 3. ___________________________
2. ___________________________ 4. ___________________________

Quality Characteristics of Pasta
1. Flour: ___________________________
2. Freshness: ___________________________

Purchasing Pasta
1. Dried: ___________________________
2. Fresh: ___________________________

Storing Pasta
1. Dried: ___________________________
2. Fresh: ___________________________

Boiling Pasta
1. ___________________________
2. ___________________________
3. ___________________________
4. ___________________________
5. ___________________________
6. ___________________________
7. ___________________________

Baking Pasta
1. ___________________________
2. ___________________________
Rice & Other Grains

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Types of Rice
1. Grain Types: ________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________
5. __________________________________________________________________________

Other Grains
1. __________________________________________________________________________
2. __________________________________________________________________________
3. __________________________________________________________________________
4. __________________________________________________________________________
5. __________________________________________________________________________
6. __________________________________________________________________________

Cooking Rice & Other Grains
1. Boiling Grains: __________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

2. Steaming Grains: __________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

3. Pilaf Method: __________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________

4. Risotto Method: __________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
   __________________________________________________________________________
# Fruits

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

## Fresh Fruit

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## Purchasing Fruit

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10. Canned Fruit:__________________________

11. Frozen Fruit:__________________________

(Continued on next page)
12. Dried Fruit: ____________________________________________________________

________________________________________________________________________

________________________________________________________________________

Preparation of Fruit

1. ____________________________________________________________

________________________________________________________________________

2. ____________________________________________________________

________________________________________________________________________

3. ____________________________________________________________

________________________________________________________________________

4. ____________________________________________________________

Cooking Fruit

1. ____________________________________________________________

________________________________________________________________________

2. ____________________________________________________________

________________________________________________________________________

3. ____________________________________________________________

________________________________________________________________________

4. ____________________________________________________________

________________________________________________________________________

5. ____________________________________________________________

________________________________________________________________________

6. ____________________________________________________________

________________________________________________________________________

7. ____________________________________________________________

________________________________________________________________________

8. ____________________________________________________________
Vegetables

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Classifying Vegetables

1. __________________________________ 5. ___________________________________
2. __________________________________ 6. ___________________________________
3. __________________________________ 7. ___________________________________
4. __________________________________ 8. ___________________________________

Grading Vegetables

1. USDA grades are based on: ________________________________________________________
   _______________________________________________________________________________
2. Vegetables are graded as:
   a) _______________________________ c) _________________________________
   b) _______________________________ d) _________________________________

Storing Vegetables

1. Starchy Vegetables: _______________________________________________________________
2. Other Vegetables: ____________________________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________
   _______________________________________________________________________________________

Purchasing & Storing Potatoes

1. Purchase Potatoes: _______________________________________________________________________
2. Store Potatoes: ___________________________________________________________________________

(Continued on next page)
Vegetables continued

Types of Potatoes
1. ___________________________  4. ___________________________
2. ___________________________  5. ___________________________
3. ___________________________  6. ___________________________

Quality Characteristics of Potatoes
1. _____________________________________________________________________________
_______________________________________________________________________________
                                           2. _____________________________________________________________________________
_______________________________________________________________________________
                                           3. _____________________________________________________________________________

Market Forms of Potatoes
1. ___________________________  3. ___________________________
2. ___________________________  4. ___________________________

Preserving Vegetables
1. ___________________________  3. ___________________________
2. ___________________________

Cooking Vegetables
1. To Determine Doneness: _______________________________
2. Pre-preparation involves: ___________________________
3. Cooking with Dry Heat: _______________________________
4. Cooking with Moist Heat: _______________________________
   _______________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________
   _______________________________________________________________________________
Legumes

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Types of Legumes
1. Legumes are: ____________________________________________________________________
2. Pulses: __________________________________________________________________________

Quality Characteristics of Legumes
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. Grading: ________________________________________________________________________

Storing Legumes
1. ________________________________________________________________________________
2. ________________________________________________________________________________

Checking & Soaking Legumes
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________

Cooking Legumes
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________

Storing Cooked Legumes
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
**Bakeshop Formulas & Equipment**

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**Bakeshop Formulas & Measurements**

1. Formula: ____________________________________________________________

2. Ingredients are measured by: __________________________________________

3. Bakers refer to weighing as: __________________________________________

**Using Math Skills**

1. Baker’s Percentage: ________________________________________________

2. To determine the percentage: _______________________________________

3. **Baker’s Percentage Formula:**

**Large Bakeshop Equipment**

1. Mixers: ____________________________________________________________

2. Sheeter: __________________________________________________________

3. Proofing Cabinet: _________________________________________________

4. Deck Oven: _______________________________________________________

5. Convection Oven: _________________________________________________

6. Reel Oven: ______________________________________________________

**Bakeshop Smallwares**

1. Pans: _____________________________________________________________

2. Molds: __________________________________________________________

3. Rings: ___________________________________________________________

**Baking & Pastry Tools**

1. ____________________________________ 3. ___________________________________

2. ____________________________________ 4. ________________________________
**Bakeshop Ingredients**

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

### Wheat Flour

1. Wheat flour: ____________________________________________

2. Gluten: ____________________________________________

3. Bread flour: ____________________________________________

4. Cake flour: ____________________________________________

5. Pastry flour: ____________________________________________

### Liquids

1. Water: ____________________________________________

2. Milk and cream: ____________________________________________

3. Buttermilk, yogurt, and sour cream: ____________________________________________

4. Heavy cream: ____________________________________________

### Fats

1. Fats: ____________________________________________

2. Shortening: ____________________________________________

3. Hydrogenation: ____________________________________________

4. Vegetable Shortening: ____________________________________________

5. Emulsified Shortening: ____________________________________________

6. Oil: ____________________________________________

7. Butter: ____________________________________________

8. Margarine: ____________________________________________

(Continued on next page)
Bakeshop Ingredients continued

Sugars & Sweeteners

1. ____________________________ 4. ____________________________
2. ____________________________ 5. ____________________________
3. ____________________________ 6. ____________________________

Refined Sugars & Sweeteners

1. ____________________________ 6. ____________________________
2. ____________________________ 7. ____________________________
3. ____________________________ 8. ____________________________
4. ____________________________ 9. ____________________________
5. ____________________________ 10. ____________________________

Eggs

1. Eggs: __________________________________________________________________________
2. Shell Eggs: ______________________________________________________________________
3. Egg Products: ____________________________________________________________________
4. Functions of Eggs:
   a) _______________________________ d) _________________________________
   b) _______________________________ e) _________________________________
   c) _______________________________

Leavening Agents

1. ____________________________ 4. ____________________________
2. ____________________________ 5. ____________________________
3. ____________________________ 6. ____________________________
4. ____________________________
5. ____________________________
6. ____________________________
7. Types of Yeast:
   a) Compressed: __________________________________________________________________
   b) Dry Active: ___________________________________________________________________
   c) Quick-Rise Dry: __________________________________________________________________

(Continued on next page)
Bakeshop Ingredients continued

**Salt**

1. 

2. 

3. 

**Flavorings**

1. Extracts: 

2. Spices: 

**Chocolate & Cocoa**

1. 

2. 

3. 

4. 

5. 

6. 

**Additives & Nuts**

1. Additives: 

2. Nuts: 

**Mixing Batters & Doughs**

1. Batters: 

2. Doughs: 

3. Beating: 

4. Blending: 

5. Creaming: 

6. Cut in: 

7. Folding: 

8. Kneading: 

9. Sifting: 

10. Stirring: 

11. Whipping:
Yeast Dough Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Leavening

1. Leavens: _____________________________________________________________

2. Formation of Gluten: _________________________________________________

3. Types of Yeast: _______________________________________________________

4. All yeast is sensitive to temperature: ____________________________________

5. Starter: _____________________________________________________________

Regular Yeast Doughs

1. Hard Lean Doughs: _____________________________________________________
   a) _________________________________________________________________
   b) _________________________________________________________________
   c) _________________________________________________________________

2. Soft Medium Doughs: _________________________________________________
   a) _________________________________________________________________
   b) _________________________________________________________________

3. Sweet Rich Doughs: _________________________________________________
   a) _________________________________________________________________
   b) _________________________________________________________________

4. Rolled-In Fat Yeast Doughs: __________________________________________
   a) _________________________________________________________________
   b) _________________________________________________________________
# Yeast Dough Production

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

## Yeast Dough Preparation

1. _________________________________
2. _________________________________
3. _________________________________
4. _________________________________
5. _________________________________
6. _________________________________
7. _________________________________
8. _________________________________
9. _________________________________
10. ___________________________________
11. ___________________________________
12. ___________________________________

## Mixing Methods

1. Straight-Dough Method: ___________________________________________________________
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
2. Modified Straight-Dough Method: _________________________________________________
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
3. Sponge Method: ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

## Scaling Ingredients

1. Accurate Measurement: ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
2. Use a Baker's Scale: ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

## Mixing & Kneading

1. Mixing thoroughly and correctly: ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
   ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~
2. Kneading: ~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~

(Continued on next page)
Yeast Dough Production continued

Fermentation
1. Fermentation:

________________________________________________________________________________

2. ________________________________________________________________________________

3. ________________________________________________________________________________

4. ________________________________________________________________________________

5. ________________________________________________________________________________

6. ________________________________________________________________________________

7. ________________________________________________________________________________

Final Proofing
1. ________________________________________________________________________________

2. ________________________________________________________________________________

Washing, Slashing & Docking
1. Washing: ________________________________________________________________________

2. Slashing: ________________________________________________________________________

3. Docking: ________________________________________________________________________

Baking Dough
1. Oven temperatures and baking times are determined by dough type and:
   a) _______________________________    c) _______________________________
   b) _______________________________    d) _______________________________

2. Baking with Steam:
   a) _______________________________    c) _______________________________
   b) ________________________________

3. Stages of Baking:
   a) _______________________________    c) _______________________________
   b) _______________________________    d) _______________________________
Quick Bread Basics

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Quick Breads

1. Quick Breads: _________________________________________________________________

2. Examples: _________________________________________________________________

3. Ingredients:
   a) ____________________________________________________________
   b) ____________________________________________________________
   c) ____________________________________________________________
   d) ____________________________________________________________
   e) ____________________________________________________________
   f) ____________________________________________________________
   g) ____________________________________________________________

4. Biscuit Method: _____________________________________________________________

5. Blending Method: ___________________________________________________________

6. Creaming Method: __________________________________________________________

7. Soft Doughs: ______________________________________________________________

8. Batters: _________________________________________________________________

Loaf Breads

1. __________________________________ 3. __________________________________
   2. __________________________________ 4. __________________________________

5. Mixing: _________________________________________________________________

6. Flavor: _________________________________________________________________

Leavening Quick Breads

1. Leavening: _______________________________________________________________

2. Purchase & Store: _________________________________________________________
Making Biscuits

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**The Biscuit Method**

1. _______________________________________________________________________________
2. _______________________________________________________________________________
3. _______________________________________________________________________________
4. _______________________________________________________________________________
5. _______________________________________________________________________________
6. _______________________________________________________________________________
7. _______________________________________________________________________________
8. _______________________________________________________________________________
9. _______________________________________________________________________________
10. _______________________________________________________________________________

**Quality Biscuits**

1. Appearance: _____________________________________________________________________
2. Color: __________________________________________________________________________
   __________________________________________________________________________________
3. Texture: _________________________________________________________________________
   __________________________________________________________________________________
4. Flavor: __________________________________________________________________________
Making Muffins

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**The Blending Method**
1. ________________________________________________________________________________
   ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________

**The Creaming Method**
1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. ________________________________________________________________________________
5. ________________________________________________________________________________
6. ________________________________________________________________________________

**Quality Muffins**
1. Appearance: ________________________________________________________________
2. Color: _______________________________________________________________________
3. Texture: _____________________________________________________________________
   _____________________________________________________________________________
4. Flavor: ______________________________________________________________________
   _____________________________________________________________________________
Cookies

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Crisp Cookies
1. __________________________________ 2. __________________________________

Soft Cookies
1. __________________________________ 2. __________________________________

Chewy Cookies
1. __________________________________ 2. __________________________________

Cookie Spread
Spread is determined by:
1. __________________________________ 4. __________________________________
2. __________________________________ 5. __________________________________
3. __________________________________ 6. __________________________________

Mixing Cookies
1. One-Stage Method: _______________________________________________________________
2. Creaming Method: __________________________________________________________________

Cookies Types
1. __________________________________ 4. __________________________________
2. __________________________________ 5. __________________________________
3. __________________________________

Baking Cookies
1. Underbake: ______________________________________________________________________
2. Double Pan: _____________________________________________________________________

Storing Cookies
1. ________________________________________________________________________________
2. ________________________________________________________________________________
Cakes

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

**Types of Layer Cakes**
1. Pound: __________________________________________________________________________
2. Sponge or Foam: ____________________________________________________________________
3. Angel Food: _________________________________________________________________________
4. Chiffon: __________________________________________________________________________
5. High-Ratio Layer: ___________________________________________________________________

**Cake Mixing Methods**
1. __________________________________ 4. __________________________________
2. __________________________________ 5. __________________________________
3. __________________________________

**Type of Cake**

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**Panning & Scaling Cakes**
1. ___________________________________________________________________________
2. ___________________________________________________________________________
Cakes continued

3. ________________________________________________________________________________

**Baking Cakes**

1. ________________________________________________________________________________
   3. ________________________________________________________________________________
2. ________________________________________________________________________________

4. Determining Doneness
   a) ________________________________________________________________________________
   b) ________________________________________________________________________________
   c) ________________________________________________________________________________

5. Cool: ___________________________________________________________________________

**Icing & Buttercreams**

1. Icing: ___________________________________________________________________________

2. Types of Buttercream: __________________________________________________________________

**Icing Cakes**

1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
4. ________________________________________________________________________________
5. ________________________________________________________________________________

**Storing Cakes**

1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. ________________________________________________________________________________
Pies

Directions: Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

Pie Dough Basics
1. __________________________________ 3. ___________________________________
2. __________________________________ 4. ___________________________________
5. ________________________________________________________________________________

Types of Pie Dough
1. Flaky: __________________________________________________________________________
2. Mealy: __________________________________________________________________________

Mixing Pie Dough
1. __________________________________ 3. ___________________________________
2. __________________________________

Shaping Pie Dough
1. Scale Dough: ____________________________________________________________________
2. Dust: ___________________________________________________________________________
3. Roll Out Dough: __________________________________________________________________
4. Pan Dough: ______________________________________________________________________
5. Flute Single-Crust Pies: ___________________________________________________________
6. Seal & Flute Two-Crust Pies: _______________________________________________________

(Continued on next page)
Pies continued

Baking Pie Shells

1. __________________________  3. __________________________
2. __________________________  4. __________________________

Pie Fillings

1. ________________________________________________________________________________
2. ________________________________________________________________________________
3. Starches: ________________________________________________________________________
   ________________________________________________________________________________
   ________________________________________________________________________________
4. Cream Pie Fillings: __________________________________________________________________
5. Custards: _________________________________________________________________________
6. Soft Pies: ________________________________________________________________________
7. Chiffon Pies: _____________________________________________________________________
   ________________________________________________________________________________

Baking Pies

1. Bake at: _________________________________________________________________________
2. For Custard Pies: __________________________________________________________________
3. Determine Doneness: __________________________________________________________________
Specialty Desserts

**Directions:** Fill in the blanks as you read the section in the textbook or listen to lectures and view demonstrations.

### Frozen Desserts
1. __________________________
2. __________________________
3. __________________________
4. __________________________

### Custards & Pudding
1. Custard: __________________________
2. Pudding: __________________________
3. Stirred Custards: __________________________
4. Baked Custards: __________________________

### Puddings
1. Starch-Thickened: __________________________
2. Baked: __________________________

### Bavarians, Chiffons & Mousses
1. Bavarian Cream: __________________________
2. Chiffons: __________________________
3. Mousse: __________________________

### Storing & Serving Dessert
1. Any dessert with eggs or cream should be: __________________________
2. Ice cream and sherbet should be: __________________________
3. Before serving frozen desserts: __________________________
Study Guide 1-1 Answer Key
CAREERS IN FOODSERVICE

Service Opportunities
2. Cashier. 4. Busser.

Production Opportunities

Management Opportunities
1. Executive Chef: Manages all kitchen operations, orders supplies, organizes schedules, and supervises production. Works with restaurant manager and dining room supervisor.
2. Research Chef: Works with food scientists to produce new food products and recipes.
4. Foodservice Director: Oversees banquet operations of hotels, hospitals and universities.
5. Catering Director: Coordinates menus for functions.
7. Dining Room Supervisor: Coordinates hosts, servers, and bussers.
8. Restaurant Manager: Oversees dining room supervisor and kitchen manager.

Foodservice Related Opportunities
1. Purchaser.
2. Sales Representative.
3. Food Researcher or Writer.
4. Food Scientist.
5. Food Processor.
6. Food Stylist.
7. Food Marketer.
8. Menu and Recipe Developer.

Study Guide 1-2 Answer Key
FOODSERVICE TRENDS

Foodservice Trends
1. Increase in theme and chain restaurants.
3. Ethnic foods.
5. Ready-to-eat (RTE) meals.

Causes for Present Trends
1. Family structure.
2. Single people.
3. Work.
4. Longer work hours.
5. Both parents work.
6. Preferences.
7. Customers more knowledgeable.
8. Healthful eating.

Foodservice Opportunities
1. Noncommercial: Government facilities, schools, and hospitals.
2. Commercial: Private sector fast food to fine-dining.

Types Of Restaurants
1. Quick-Service: Limited food selection at low prices.
2. Full-Service: Relaxed operation without high prices.
3. Fine-Dining: Upscale atmosphere, excellent food, higher prices.

Other Foodservice Establishments
1. Hotels & Resorts.
2. Banquet facilities.
4. On-site and off-site catering.
5. Bakeries and pastry shops.

Restaurant Job Opportunities
1. Quick-Service: Manager, Assistant Manager, Cashier, Prep Cook, Line Cook.
2. Full-Service: Dining Room Manager, Host, Cashier, Server, Busser, Dishwasher, Kitchen Manager, Line Cook, Prep Cook, Sauté Cook, Pantry Chef.

Study Guide 1-3 Answer Key
EDUCATION & TRAINING

Education & Training
2. Apprenticeships: Combination of on-the-job training and classroom learning. You train under a skilled worker.
3. Associate Degrees: Offered by two- and four-year colleges and universities.
4. Bachelor Degrees: Offered by four-year colleges and universities. Provide in-depth training in one or more areas.
5. Corporate Training: Specialized training that is tailored to a specific corporation such as McDonald's® and Marriott®.
6. Military Training: All branches of the military offer an occupational specialty in foodservice.
7. On-The-Job Training: Many restaurants use on-the-job training or internships to train workers for specific jobs.

Study Guide 1-4 Answer Key
ENTREPRENEURSHIP OPPORTUNITIES

Entrepreneurship Advantages
1. Ownership.
2. Job satisfaction.
3. Earning potential.
Entrepreneurship Disadvantages
1. Financial risk.
2. No guarantees.
3. Long hours.

Types of Restaurants
1. Independent.
2. Chain.
3. Franchise.

Types of Ownership
1. Sole Proprietorship.
2. Partnership.
3. Corporation.

Sole Proprietorship Advantages
1. Owner makes all decisions.
2. Easiest form of business to set up.
3. Least regulated of three forms of business.

Sole Proprietorship Disadvantages
1. Limited by one person’s skills, abilities, and financial resources.
2. Difficult to raise funds to finance business.
3. Owner has sole financial responsibility for company.

Partnership Advantages
1. Can draw on partner’s skills, abilities, and financial resources.
2. Easier to raise funds than in sole proprietorship.

Partnership Disadvantages
1. More complicated than sole proprietorship.
2. Conflicts may develop among partners.
3. Owners liable for all business losses.

Corporation Advantages
1. Easier to finance than other forms of business.
2. Financial liability of shareholders is limited.

Corporation Disadvantages
1. Expensive to set up.
2. Record keeping is time-consuming and costly.
3. Often pays more taxes than other forms of business.

Study Guide 2-1 Answer Key

EMPLOYABILITY SKILLS

Math
1. Adjusting and preparing recipes.
3. Ordering supplies.

Listening & Speaking
1. Taking customers orders.
2. Following instructions.
3. Workplace interactions.

Writing
1. Customer checks.
2. Menu item descriptions.
3. Work orders.

Reading
1. Reading labels and recipes.
2. Operating equipment.

Thinking
1. Think critically.
2. Make decisions.

Work Ethic
1. Responsibility.
2. Flexibility.
3. Honesty.

Leadership Skills
1. Family, Career and Community Leaders of America (FCCLA).
2. SkillsUSA.
3. Use time, energy, money, things, and people effectively.
4. Acquire, use, and share information effectively.
5. Use technology effectively.

Study Guide 2-2 Answer Key

SEEKING EMPLOYMENT

Employment Resources
1. Networking: Use personal contacts such as friends, teachers, and coworkers.
2. Professional Organizations: Check job postings with organizations such as NRA, CHRIE, ACE, and SFM.
3. Trade Publications: Check job listings in publications such as Nation's Restaurant News, QSR, and Restaurants USA.
4. Employment Agencies: Sign up with an employment agency. For a fee they will help you find a job.
5. The Internet: Post your résumé and download job postings on the Internet.

Applying for a Job
1. Fill out an application.
2. Respond by telephone.
3. Prepare your résumé.

The Interview Process
1. Before the Interview: Do your homework; Choose appropriate clothing; Be prompt and courteous.
2. During the Interview: Shake hands; Make eye contact; Speak clearly; Use good manners; Answer thoughtfully and completely; Ask questions; Leave gracefully.
3. After the Interview: Send a thank-you letter; Follow up; Review the session.

Responding to a Job Offer
1. Accept the offer.
2. Ask for time to consider the offer.
3. Turn down the job offer.

Study Guide 2-3 Answer Key

ON THE JOB

Employee Responsibilities
1. Use time responsibly.
2. Respect the rules.
3. Work safely.
4. Earn your pay.

Employer Responsibilities
1. Employee support.
2. Safe working conditions.
3. Workers’ compensation.
Fair Labor Practices
1. Minimum Wage: The lowest hourly wage a worker can earn.
2. Compensatory Time: Extra pay or time off for hourly employees who work overtime.
3. Labor Union: An organization of workers in the same field of work. The union is the voice in collective bargaining and contract negotiations.
4. Discrimination: Unfair treatment based on age, gender, race, ethnicity, religion, physical appearance, disability, or other factors.
5. Sexual Harassment: Any unwelcome behavior of a sexual nature.

Wages & Benefits
1. Deductions: Money withheld.
2. Benefits: Insurance, vacation and sick days, tuition reimbursement, and savings plan.
3. Tips: Keep a record of tips earned. Report tips as income when you file a tax return.

Teamwork
1. Keep a positive attitude.
2. Respect yourself.
3. Resolve conflicts.
4. Behave ethically.

Advancing on the Job
1. Show initiative.
2. Show the desire to learn.

Study Guide 3-1 Answer Key
SERVICE BASICS
Host
1. Greets customers.
2. Keeps track of reservations.
3. Seats guests.

Server
1. Represents the operation.
2. Sells the menu.
3. Serves food.
4. Receives payment.

Busser
1. Maintains an inviting table.
2. Keep supplies nearby.

Cashier
1. Handles all payment transactions.
2. This position may be handled by the servers.

Service Skills
1. Positive attitude.
2. Personal attire.
3. Personal hygiene.
4. Personal health.
5. Communication and teamwork.
6. Required job knowledge.

Use of Time & Motion
1. Be well-organized.
2. Set priorities.
3. Use as few steps as possible by doubling up on tasks.

Study Guide 3-2 Answer Key
SERVING CUSTOMERS
Server’s Role
1. Greet customers.
2. Take and serve beverage order.
3. Sell the menu.
4. Take the order.
5. Transmit the order.
6. Serve the order.
7. Follow up with the customer.
8. Clear the table.
9. Calculate the check.
10. Present the check.
11. Handle the payment.
12. Reset the table.

Hand Service
1. Carry multiple plates, etc. at one time.
2. Requires more teamwork than tray service.

Tray Service
1. Evenly balance items on the tray.
2. Carry the heaviest part of the tray closest to your body.
3. Carry the tray in your left hand, above your shoulder.
4. Use your shoulder to balance the tray if necessary.
5. Set up the tray stand using your right arm.
6. Bend your knees to lower the tray to the stand and distribute the weight evenly.

Handling Credit Cards
1. Swipe the card in the computer and enter the amount.
2. Check the card for a signature and expiration date.
3. Make sure the customer signs the credit slip.
4. Compare the signatures to see that they match.
5. Return the credit card to the correct customer.

Study Guide 3-3 Answer Key
SERVING BEVERAGES
Cold Beverage Equipment
1. Ice Makers—Never use your hands or a glass to scoop ice. Put away the scoop when it is not in use.
2. Soft Drink Machines—Two popular systems are the “bag in the box” and the tank system.

Hot Beverage Equipment
1. Coffee Makers—Used to make coffee, espresso, or cappuccino.
2. Espresso Machines—Produces one or two cups at a time.
3. Tea-Making Equipment—Taste of tea is determined by the proportion of tea to water.

Cleaning Beverage Equipment
1. Remove and clean or change filters regularly.
2. Clean and sanitize equipment regularly.
3. Boil a solution of white vinegar and water and pour it through the equipment to remove mineral deposits.

Study Guide 4-1 Answer Key
DINING TODAY
Types of Dining
1. Fine-Dining Restaurant: Known for excellent food, decor, and service.
2. Theme Restaurant: Fun, unique atmosphere; Casual-dining restaurant; Relaxed environment; Midrange prices.
3. Quick-Service Restaurant: Fast food and catering services.
**Types of Meal Service**

1. **Modern American Plated Service:** Food is prepared, portioned, plated, and garnished in the kitchen. Serve beverages and soup from the right with your right hand, moving clockwise to next customer. Serve food from left with your left hand. Clear from right with your right hand. Completely serve or clear one customer at a time and never break the order of service.

2. **Booth Service:** Serve and clear customers in back first; Keep your hands close to table level; Avoid handing items to customers.

3. **Banquette Service:** Treat both ends of the banquette as focal points. Serve one side of the table at a time. When serving a banquette with more than four people, serve each end of the table as you would a booth. Hold the beverage tray in your left hand. Serve with the right hand.

4. **Family-Style Service:** Food is prepared in the kitchen and served in bowls or platters; Customers serve themselves and pass the food around the table; Customers portion for themselves; Can be wasteful with leftover food.


6. **Russian Service:** Servers have a clean service napkin or towel draped over their left forearm. Platters are held in the left hand. Service always moves counter clockwise. Empty plates/bowls are placed in front of the customer from the right side. Items are served with the right hand from the customer’s left side. A serving set is used to transfer food from the platter to the customer’s plate. All items are removed with the server’s right hand from the customer’s right side.

7. **Butler Service:** Server carries prepared food on platters; Customers serve themselves.

8. **Buffet Service:** Food is displayed; Customers choose what they want and serve themselves.

**Study Guide 4-2 Answer Key**

**THE DINING ROOM ENVIRONMENT**

**Side Work**

1. Refilling salt, pepper, and sugar.
2. Refilling condiments.
3. Folding napkins.
4. Setting tables.

**Service Equipment**

1. Glassware.
2. Tableware.
3. Flatware.

**Table Setting**

1. Place chairs around the table to locate each place setting.
2. Place centerpieces, shakers, and condiment holders at the same location on each table.
3. To center each place setting, first place the napkin. If a placemat is used, center it in the place setting about 1 in. from the edge of the table. Place a napkin to the left side of the placemat or in the center.
4. Set forks on the left side of each place setting and knives and spoons on the right side of the place setting.
5. Always set knives with the cutting edge toward the center of the place setting.
6. Flatware should not hang over the edge of the placemat or table. Place flatware 1 in. from the edge of the placemat or table.
7. Place all flatware from the outside in, following the order of use. Make sure there is room for the dinner plate in the center of the place setting.
8. If presetting dessert spoons or forks, place them at the top of the place setting, perpendicular to the other flatware. If both are used, the spoon is placed above the fork. Point the spoon’s handle to the right and the fork’s handle to the left.
9. Place the bread-and-butter plate on the left, above the fork(s).
10. If a bread-and-butter knife is used, it should be placed on the top of the bread-and-butter plate with the cutting edge facing down.
11. Place the water glass above the tip of the dinner knife.
12. Preset coffee cups to the right of the knives and spoons, with handles at 4 o’clock.

**Study Guide 5-1 Answer Key**

**MANAGEMENT BASICS**

**Effective Management**

1. Communication: With customers and staff members.
2. Time Management: Efficiency and scheduling.
4. Leadership: Employee guidance; Foodservice Management Professional (FMP) credential.

**Management Structures**

1. Employees: Largest group.
2. First-Line Managers: Supervise day-to-day operations.
3. Middle Managers: Direct activities of first-line managers.
4. Top Managers: Control the organization.

**Maintaining Profitability**

1. Managing Time: Prepare daily and weekly plans for tasks; Delegating responsibility; Limit meetings in time and involvement; Plan for emergencies.
2. Effective Record-Keeping Systems: Use computerized point-of-sales systems.
4. Profit and Loss Statements: Shows exactly how money flows in a business and how much profit is being made.
5. Purchasing Procedures: Make wise decisions to avoid wasting food and money.
6. Inspecting Food: Check quality and quantity against the purchase order and the invoice.
7. Inventory Control: Use a tracking system to ensure enough product is available.
8. Portion Control: Follow strict guidelines to guarantee customer satisfaction and to minimize waste.
Study Guide 5-2 Answer Key

MANAGING PEOPLE

The Manager’s Role
1. Problem solving.
2. Decision making.

Selecting Employees
1. Job descriptions.
2. Job applications.
3. Interviewing skills.

Supervising Employees
1. Standards of conduct.
2. Customer relations.
3. Drugs and alcohol intervention.
4. Work schedules.

Evaluating Employees
2. Evaluate work attendance and attitude.
3. Evaluate teamwork skills.
4. Identify employee’s strengths and weaknesses.
5. Provide an opportunity for employees to ask questions.

Study Guide 5-3 Answer Key

MANAGING FACILITIES

Facility Design
1. Balance between customer and food preparation needs.
2. Menu items determine the equipment and space needs.
3. Desired customer turnover rate.
4. Traffic paths.
5. Minimize bypassing.
6. Division of the production space.

<table>
<thead>
<tr>
<th>WORK AREA</th>
<th>SPACE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Receiving &amp; Storage</td>
<td>25%</td>
</tr>
<tr>
<td>Food Preparation</td>
<td>42%</td>
</tr>
<tr>
<td>Dishwashing</td>
<td>8%</td>
</tr>
<tr>
<td>Traffic Paths</td>
<td>15%</td>
</tr>
<tr>
<td>Employee Facilities</td>
<td>10%</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

Loss Prevention Factors
1. Safety.
2. Sanitation.
3. Food Handling.
4. Equipment Handling.
5. Maintenance & Repairs.
6. Insurance.

Study Guide 5-4 Answer Key

FOODSERVICE MARKETING

Types of Business Ownership
1. Independent.
2. Chain.
3. Franchise.

Marketing Strategies
1. Location.
2. Customer base.
3. Competition.

Positioning
1. Positioning: How an operation presents itself to the community.
2. Atmosphere: The “feeling” the customers receive from the facility.

Public Relations
1. Publicity: The free or low-cost efforts of a facility to improve its image.
2. Advertising: Paid forms of promotion that persuade and inform the public about what a facility has to offer.
3. Direct Marketing: A form of advertising in which letters and advertisements are mailed directly to customers.

Study Guide 6-1 Answer Key

FOODSERVICE STANDARDS & REGULATIONS

Industry Standards
1. Standards: Established models or examples used to compare quality.
2. The main goal of the foodservice industry: To provide quality food and service.

USDA Regulations
1. Regulations: Rules by which government agencies enforce minimum standards of quality.
2. Oversees: Federal, state and local governments.
3. Food Grading: Involves applying specific quality standards; some products must be graded and others are voluntary.
4. Food Inspection: Ensures that food is sanitary and labeled correctly.

FDA Regulations
1. Genetically engineered food.
2. Irradiated food.

Facilities Maintenance
1. Floors, walls, and ceilings.
2. Equipment standards (NSF, UL).
3. Facility design.

Environmental Regulations
1. Environmental Protection Agency (EPA).

OSHA Regulations
1. Personal protective equipment.
2. Material safety data sheets (MSDS).
3. Employee access to records of exposure to toxic materials.
Study Guide 6-2 Answer Key

EMPLOYMENT LAWS

Equal Employment Opportunities
1. Discrimination: Unfair treatment of people based on age, gender, race, or religion.
2. Affirmative Action: Prevents qualified people from not being hired because of their age, race, or gender.
3. Age Discrimination: Protects people 40 years of age or older from being discriminated against in employment.
4. Sexual Harassment: Title VII of the Civil Rights Act protects workers from sexual conduct that affects job performance or leads to an unfriendly workplace.
5. Americans with Disabilities Act (ADA): Protects the civil rights of the disabled.

Wage & Labor Laws
1. The Federal Government: Determines the minimum wage.
2. The Department of Labor: Allows apprentices and students to work for a lower rate.

Immigration Laws
1. Limited number of immigrants permitted.
2. It is illegal to hire illegal immigrants for low-skill, low-paying jobs, without giving them pension or insurance benefits.
3. Employment Eligibility Verification Form.
4. Only U.S. citizens and others that are authorized to work in the United States may be legally hired.

Workplace Injuries & Deaths
1. Workers’ Compensation: Ensures injured or disabled workers have an income while they are unable to work.
2. Musculoskeletal Disorders: Conditions caused by repeated trauma to muscles or bones.
3. Ergonomics: The science concerned with the efficient and safe interaction between people and things in their environment.

Study Guide 7-1 Answer Key

SAFETY KNOW-HOW

Working Safely
1. Accidents Cost the Foodservice Industry: $48 billion a year.
2. Regulations: OSHA and EPA regulations.
4. Personal Injuries: Slips and falls, cuts, burns and scalds, back injuries and strains.
5. Cleaning Equipment: Turn off machine, unplug, and follow manufacturer’s instructions.

Fire Safety
1. Fire extinguishers.
2. Hood and sprinkler systems.

Fires & Fire Extinguishers
2. Type of Extinguisher Used: Class A and Class A:B.
3. Class B Fire: Grease, oil and chemicals.
4. Type of Extinguisher Used: Class A:B and Class A:B:C.
5. Class C Fire: Electrical cords, switches and wiring.
6. Type of Extinguisher Used: Class A:C and Class B:C.
7. Class D Fire: Combustible switches, wiring, metals and iron.
8. Type of Extinguisher Used: Class D.
9. Class K Fire: Fires in cooking appliances involving combustible vegetable or animal oils and fats.
10. Type of Extinguisher Used: Class K.

Preparing for Emergencies
1. Phone numbers.
2. First Aid.
3. CPR.

Study Guide 7-2 Answer Key

SANITATION CHALLENGES

Types of Contamination
1. Direct contamination.
2. Cross-contamination.

Foodborne Illness Outbreak
1. Inform management.
2. Avoid panic.
3. Save suspected food.
4. Supervisor calls appropriate authorities.

Bacteria
1. Thrive in temperatures between 41° and 135°F.
3. Some do not need oxygen.
4. Symptoms include nausea, abdominal pain, and vomiting.

Viruses
1. Need a host or a living cell in which to multiply.
2. Can survive freezing and cooking.
3. Easily transmitted, especially through poor personal hygiene.

Parasites
1. Larger than bacteria and viruses.
2. Live on or in a host.
3. Can be eliminated by proper cooking.
4. Freezing can kill parasites.

Chemical Hazards
1. Detergents and hygiene detergents.
2. Degreasers.
3. Abrasive and acid cleaners.

Cleaning & Sanitizing
1. Should be done to a surface and tools after every use.
2. Every four hours if the surface is in continual use.

Pesticides
1. Use according to directions.
2. Store properly away from food products, and in a locked cabinet.
3. Label all pesticides.

Study Guide 8-1 Answer Key

THE SAFE FOODHANDLER

Cross-Contamination
1. Cross-contamination causes foodborne illnesses.
2. Foodhandlers: Workers who are in direct contact with food.
Grooming Habits
1. Bathe daily.
2. Wash hair regularly.
3. Wear deodorant.
4. Clean and trim fingernails.
5. Don't wear fake fingernails.
6. Don't wear nail polish.
7. Wear clean clothes.
8. Wear appropriate shoes.
9. Don't wear jewelry to work.
10. Restrain your hair.
11. Wear an apron.
12. Wear gloves.

Hand-Washing Procedure
1. Wet hands and forearms with hot water.
2. Apply enough soap to build up a good lather.
3. Rub hands and arms for at least 20 seconds.
4. Clean fingernails with a brush.
5. Rinse off soap under running hot water.
7. Dry hands with separate single-use paper towel.

When to Wash Your Hands
1. Before starting work.
2. After every break.
4. After touching your hair, face, or body.
5. After sneezing, coughing, or using tissues.
6. After using the restroom.
7. After using a cleaning product.
8. After taking out the garbage.
9. After doing the dishes.
10. After touching money, the phone, etc.

Personal Health
1. Illness: Call your employer if you are sick.
2. Wounds: Keep wounds completely covered.

The HACCP System
1. Critical Control Point: A step in the flow of food where contamination can be prevented or eliminated.
2. Common Control Points: Menu items and recipes; Receiving; Storing; Food Preparation; Cooking; Food Holding & Serving; Cooling; Reheating.

Controlling Hazards
1. Minimum Internal Temperature: The lowest temperature at which foods can be safely cooked. This temperature varies from food to food.
2. Temperature Danger Zone: 41°F to 135°F

Monitoring the System
1. Take corrective action when a potential hazard is found.
2. Verify that your HACCP System is working correctly.
3. Maintain effective records.

Study Guide 8-3 Answer Key
THE FLOW OF FOOD
Receiving & Storing Food Safely
1. Inspect foods upon delivery.
2. Store in proper location.
3. Dry Storage: 50ºF to 70ºF; Six inches off the floor and six inches away from the wall.
4. Refrigerated Storage: At or below 41ºF; Clearly labeled and dated.
5. Frozen Storage: At 0ºF or below; Clearly labeled and dated.
6. FIFO—First-In, First-Out inventory system.

General Preparation & Cooking Guidelines
1. Use clean, sanitized cutting boards, knives, and utensils.
2. Don't remove all the food product from the refrigerator at one time. Work with only as much product as you need for one hour.
3. Always prepare produce on a separate area from raw meats, poultry, eggs, or fish.
4. Clean and sanitize knives each time you prepare a different food product.
5. Don't let food sit on the counter. Prepare or cook it immediately or return what is left to storage.
6. Keep cold ingredients properly chilled in the refrigerator until you need them.
7. Fully cook protein ingredients, such as chicken, before you mix them with other food products.
8. Closely follow recipe directions when preparing foods.
9. Cook food to the proper internal temperature.
10. Don't mix leftover food with freshly prepared foods.
11. Boil leftover sauces and gravies before serving.
12. Thoroughly cook foods that have been battered or breaded.

Holding Food Safely
1. Keep covered.
2. Take internal temperature regularly.
3. Hold cooked foods at 135°F or above.
4. Hold cold food at 41°F or below.
5. Stir hot foods regularly.
6. Don't put cold food in a steam table.
7. Never mix fresh food with held food.
8. Don't store cold food directly on ice.
1. Never touch ready-to-eat food with your hands.
2. Never touch food-contact surfaces.
3. Never allow plates of food to overlap.
4. Use tongs or scoops to pick up ice.
5. Use cleaning cloths for cleaning only.

Cooling Food Safely ( NOTE There are four approved and safe methods: Blast chiller, Ice-Bath, Shallow, stainless steel pans, and Reduce portion size.)
1. Two-Stage Method: In the first stage, cooked foods are cooled down to 70ºF within two hours. The second stage involves cooling the food down below 41ºF in four hours. The two-stage method takes a total of six hours.
2. One-Stage Method: This method is also called the four-hour method. Food is cooled to less than 41ºF.

Reheating Foods Safely
1. Reheat to an internal temperature of 165°F.
2. Reheat to this temperature for 15 seconds within two hours of being removed from the refrigerator.

Disposal Point
1. Remove leftover food from dishes, smallwares, and equipment.
2. Wash dishes manually or in a commercial dishwasher.
3. Sanitize dishes, smallwares, and equipment.
4. Dry and store items.

Study Guide 9-1 Answer Key
THE COMMERCIAL KITCHEN
Commercial Kitchen Layout
The layout of a commercial kitchen is based on:
1. Type of foodservice establishment.
2. Amount of available space.
3. Menu items and the number of meals to be served.

Work Stations & Work Sections
1. Work Stations: A work area that contains the necessary tools and equipment to prepare certain types of foods.
2. Work Sections: Similar work stations are grouped into larger work areas called sections.

The Cooking Line
1. Single, straight-line.
2. L-shaped.
4. Parallel, back-to-back.
5. Parallel, face-to-face.
6. The cooking line determines: what equipment and storage areas can be placed above, below, or across from the equipment.

Work Flow
1. Work Flow: The orderly movement of food and staff through a kitchen.
2. Mise en place: The assembly of all the necessary ingredients, equipment, tools and serving pieces needed to prepare food.
3. Work Simplification: Performing a task efficiently using food, time, energy, and personnel.
4. Range of Motion: Using the fewest body movements without unnecessary stress or strain. This eliminates wasted time and energy.
7. Tilting skillet. 15. Salamander.

Clean-Up Equipment
1. Commercial sinks.
2. Garbage disposal.
3. Commercial dishwashers.

Study Guide 9-4 Answer Key

HOLDING & SERVICE EQUIPMENT

Holding Equipment
1. Holding equipment should: hold food at 135°F or higher until it is served.
2. Steam Table: Keeps prepared foods warm in serving lines. Foods are placed in hotel pans inside steam tables filled with steaming hot water.
3. Bain Marie: A water bath is used to keep foods warm. Foods are placed in bain-marie inserts, which are then placed into a bain marie that is filled with hot water.
4. Overhead Warmers: Used in the service area to keep foods hot until they are picked up by the serving staff and delivered to the customer.
5. Proofing/Holding Cabinet: An enclosed, air-tight metal container that can hold sheet pans of food at 140ºF or higher during service.

Service Equipment
1. Insulated carriers. 5. Scoops.
2. Chafing dishes. 6. Airpot brewing systems.

Hotel Pan Sizes
1. Eight different sizes.
2. 1⁄2, 4", or 6" deep.
3. Holds from 1.1 to 20 quarts.

Study Guide 10-1 Answer Key

KNIVES

Knife Construction
1. Blade.
2. Tang.
3. Handle.
4. Rivet.
5. Bolster.

Types of Knives
1. Chef's Knife: Also called a French Knife; all-purpose knife with a triangular 8–14 in. blade. Similar to a chef's knife but only 5–7 in. long; a utility knife is used to peel and slice vegetables.
2. Slicer: Long, thin blade; used for cutting large meats; tip may be pointed or rounded; blade may be serrated.
3. Boning Knife: A 5–7 in. thin blade; used to remove bones from meat, fish, and poultry.
4. Paring Knife: Rigid 2–4 in. blade; used to trim outer layer from fruits and vegetables.
5. Tourné Knife: Similar to paring knife with a curved blade; used to shape vegetables.
6. Fillet Knife: An 8–9 in. pointed blade; used to fillet fish; may be rigid or flexible.
7. Butcher Knife: A 6–14 in. rigid blade whose tip curves up; used to cut meat, poultry, and fish.

Knife Skills
1. Grip: You can grip the knife in several different ways; comfort and the task at hand will help determine which to use.
2. Control: To make safe, even cuts guide the knife with one hand while you hold the food firmly in place with the other hand. Use smooth, even strokes, and never force the blade through the food.

Knife Cuts

Knife Safety
1. Always use the correct knife for the task.
2. Always use a sharp knife.
3. Always cut with the blade facing away from your body.
4. Always use a cutting board.
5. Never let the knife's blade or handle hang over the edge of a cutting board or table.
6. When carrying a knife, hold it by the handle with the point of the blade straight down at your side. Make sure that the sharp edge is facing behind you.
7. Don't try to catch a falling knife. Step away and let it fall.
8. When you're passing a knife to someone, lay the knife down on the work surface or pass it by carefully holding the dull side of the blade with the handle facing out toward the other person.
9. Never use a knife to perform inappropriate tasks, such as opening a can or a bottle or prying something apart.
10. Never leave a knife in a sink filled with water.
11. Carefully wipe the blade from its dull side.
12. Always wash, sanitize, and wipe knives before putting them away.

Knife Care
1. Sharpening: Draw the blade across a sharpening stone (whetstone) at a 20° angle.
2. Trueing: After sharpening your knife, slowly draw the blade against a steel at a 20° angle. This keeps the blade straight and smooths out irregularities.
3. Sanitizing: Wipe the blade and clean with sanitizing solution after every use.
4. Storing: Place knives in a slotted knife holder, knife kit, custom-build drawer, or on a magnetized bar.

Study Guide 10-2 Answer Key

SMALLWARES

Hand Tools
1. Vegetable Peeler.
2. Apple/Fruit Corer.
3. Tomato/Fruit Corer.
5. Cutting Boards.
8. Egg Slicer.
10. Zester.
11. Melon Baller.
12. Whisks.
15. Chef’s Fork.
17. Tongs.
18. Meat Tenderizer.
20. Chinois or China Cap.
22. Food Mill.
23. Box Grater.
24. Funnel.
25. Pie Dividers.
27. Rolling Pins.
29. Food Molds.
30. Vegetable Brush.

**NSF Standards**
1. Tools, equipment, and their coatings must be nontoxic and should not affect the taste, odor, or color of food.
2. Surfaces that come into contact with food must be smooth.
3. Tools and equipment need to be easily cleaned.
4. External corners and angles must be smooth and sealed.
5. Internal corners and edges must be smooth and rounded.
6. Waste must be easily removed from tools, equipment and their coatings.
7. Coatings and exposed surfaces must resist chipping and cracking.

**Measuring Equipment**
1. Portion Scale.
2. Electronic Scale.
5. Liquid Measures.
7. Ladle.

**Cookware**
1. Stockpot.
2. Saucepot.
5. Wok.
7. Hotel Pans.
10. Stainless Steel Mixing Bowls.
15. Tart Pan.

**Heat Transfer**
1. *Heat Transfer*: How efficiently heat passes from one object to another.
2. *Gauge*: The thickness and type of material determines how well the cookware conducts heat.
4. *Stainless Steel*: Rust-free, and poor conductor of heat; sometimes a layer of aluminum or copper is added on the bottom to aid heat efficiency.

**Cleaning & Sanitizing**
1. Scrape and prerinse smallwares.
2. Wash, rinse, and sanitize smallwares.
3. Air-dry smallwares.

**Study Guide 11-1 Answer Key**

**NUTRITION BASICS**

**Carbohydrates**
1. *Carbohydrates*: The body’s main source of energy.
4. *Fiber*: A complex carbohydrate that does not provide energy.
   - It helps remove waste as it moves through the body.
5. *Soluble Fiber*: Dissolves in water.

**Proteins**
1. *Proteins*: Build, maintain, and repair body tissue.
2. *Amino Acids*: Small units that make up protein.
4. *Incomplete Proteins*: Do not contain all of the essential amino acids (plant foods).

**Fats & Cholesterol**
1. *Fats*: Regulate body functions and cushion body organs.
2. *Cholesterol*: A fat-like substance found in animal foods; Bad cholesterol is called LDL; Good cholesterol is called HDL.
3. *Saturated Fats*: Increase the amount of cholesterol in the blood; are solid at room temperature.
4. *Monounsaturated Fats*: Do not increase cholesterol levels; are liquid at room temperature.
5. *Polyunsaturated Fats*: Also do not increase cholesterol levels; are liquid at room temperature.

**Vitamins**
2. *Water-Soluble Vitamins*: Vitamins C and all the B vitamins must be consumed every day.
3. *Fat-Soluble Vitamins*: Vitamins A, D, E, and K are stored in the liver.

**Minerals**
1. *Minerals*: Helps build bones and teeth and regulate body processes, such as nerve function.

**Water**
1. Essential to sustain life; 60% of an adult’s body weight.
2. Cleans toxins from the body.
3. Cushions joints.
4. Increases the body’s ability to transport nutrients.

**Food Additives**
1. *Additives*: Substances added to foods to expand shelf life, improve flavor, texture, or appearance.
2. The FDA is responsible for regulating and approving all additives. No additive has permanent approval.
3. Thickeners and stabilizers.
5. Nutrients.
6. Coloring agents.
7. Flavoring agents.
8. Fat substitutes.

Study Guide 11-2 Answer Key
GUIDELINES FOR MEAL PLANNING

Government Guidelines
1. Recommended Dietary Allowances (RDAs).

Meeting Dietary Needs
1. Influenced by:
   a) Age.
   b) Activity level.
   c) Lifestyle.
   d) Health.
2. Pregnant Women: Need slightly more calories and nutrients.
3. Infants: Need a lot of nutrients.
4. Children: Need a wide variety of foods.
5. Teenagers: Need increased amount of nutrients.
7. Physical Activity: Requires energy and burns calories.
8. Lifestyle: Type of foods eaten and level of physical activity define your lifestyle. Vegetarians do not eat meat, for example. Athletes have an active lifestyle due to high levels of exercise.
9. Health: Diet is key in preventing and treating many health conditions.
10. Phytochemicals: Natural chemicals such as those found in plants, fruits, vegetables, grains, and dry beans. These chemicals seem to have anti-cancer properties. Eating a variety of foods containing these chemicals provides the best benefit.

Study Guide 11-3 Answer Key
CULINARY PRINCIPLES

Preventing Nutrient Loss
1. How foods are prepared, cooked, and stored is critical to their nutritional content.
2. Time: Foods lose nutrients with age.
3. Water: Nutrients such as Vitamins B and C will leach, or dissolve, in water.
4. Cooking: Avoid high temperatures and overcooking. They destroy nutrients.

Healthful Cooking Techniques
1. Steaming.
2. Grilling.
3. Poaching.
4. Stir-Frying.
5. Microwaving.

Storage
1. Temperature: Cool temperatures slow down nutrient loss.
2. Holding: Don't hold food in steam tables for long periods of time.
3. Batching: Cooking in small batches decreases the amount of food that must be kept warm.

Using Fats & Oils
1. As a Nutrient: Helps the body perform important functions.
2. As a Food: Adds taste and texture to meals.

Reducing Fat
1. Reduce total fat.
2. Reduce saturated fat.
3. Replace fat.
4. Offer plant-based foods.
5. Change cooking techniques.
6. Use seasonings and flavorings.
7. Use low-fat cooking equipment.
8. Reduce portion size.

Study Guide 12-1 Answer Key
THE MENU

Influences on the Menu
1. Target customers.
2. Price of food.
3. Type of food.
4. Equipment.
5. Employee skill level.

Types of Menus
1. Fixed: Offers the same dishes everyday.
2. Cycle: Offers a rotation of foods for a period of time.
3. À la carte: Every food and beverage item is priced separately.
4. Semi-à la carte: Appetizers and desserts are priced separately but entrée includes accompaniments.
5. Ethnic: Represents foods from a specific country.
6. Table d'hôte: Everything is included for a set price.
7. Prix fixe: Similar to table d'hôte, but the customer can choose one selection from each course offered.
8. Breakfast: Inexpensive foods that are cooked to order; may be à la carte or table d'hôte menus.
9. Lunch: Smaller portions than dinner portions; lower priced; daily specials or cycle menus used.
10. Dinner: More and larger selections than lunch; higher prices.

Study Guide 12-2 Answer Key
PLANNING MENUS

Menu Planning Principles
1. Variety.
2. Balance.
3. Truthfulness.
5. Flexibility.
6. Variety: Type of food, preparation style, and visual appeal.
7. Balance: Placement, serving size, proportion, and the number of food items on a plate.
9. **Truth-in-Menu Guidelines:**
   - Brand names must be represented accurately.
   - Dietary and nutritional claims must be accurate.
   - The preservation of food must be accurate.
   - Quantity must be accurate.
   - Location of ingredients must be accurate.
   - Quality or grade must be accurate.
   - Proper cooking techniques must be accurate.
   - Pictures must be accurate.
   - Descriptions of food products must be accurate.

10. **Nutrition:** Nutritious, appealing, and well-prepared meals.

11. **Flexibility:** Changes due to cost, additional choices, and seasonal foods.

### Writing Menu Descriptions

1. Use appealing language.
2. Use short descriptions.

### Study Guide 12-3 Answer Key

#### MENU DESIGN & ORGANIZATION

##### Menu Style & Design

1. Target customers.
2. Price of food.
3. Type of food.
4. Equipment.
5. Employee skill level.

##### Types of Menus

1. Printed menus.
2. Menu boards.
3. Spoken menus.

##### Menu Categories

1. Appetizers. *(Examples will vary.)*
2. Soups. *(Examples will vary.)*
3. Salads. *(Examples will vary.)*
4. Cold entrées. *(Examples will vary.)*
5. Hot entrées. *(Examples will vary.)*
6. Sandwiches. *(Examples will vary.)*
7. Accompaniments. *(Examples will vary.)*
8. Desserts. *(Examples will vary.)*
9. Cheeses and fruits. *(Examples will vary.)*
10. Beverages. *(Examples will vary.)*

### Study Guide 12-4 Answer Key

#### PRICING MENU ITEMS

##### What Influences Menu Pricing

1. Labor.
2. Competition.
5. Location.

##### Pricing Methods

1. **Factor Method:** Determine what food cost percent should be, divide that number into 100% and multiply that by the cost of the menu item. For examples, see page 293.
2. **Markup-on-Cost Method:** Take cost of the item and divide it by desired food cost percent. For examples, see page 293.
3. **Competitors’ Pricing Method:** Find out what your competitors charge and adjust your selling price accordingly. For examples, see pages 294–295.

4. **Psychological Pricing Method:** Based on how customers react to prices. Used after a menu price is determined to make it sound attractive to customers. For examples, see pages 294–295.

### Study Guide 13-1 Answer Key

#### WHY USE STANDARDIZED RECIPES?

##### Standardized Recipes

1. **Standardized Recipe:** Written instructions used to consistently prepare a known quantity and quality of food.

2. **Benefits of Using Standardized Recipes:**
   - Consistency in quality and quantity each time a recipe is made.
   - Control of portion size and cost.
   - Increased efficiency because of clear, concise instructions.
   - Elimination of errors in food orders.
   - Elimination of waste due to not overproducing food.
   - Meeting customers’ expectations each time the food item is prepared.

##### Parts of a Recipe

1. Product name.
2. Yield.
3. Portion size.
4. Ingredient quantity.
5. Preparation procedures.
6. Cooking temperatures.
7. Cooking time.

##### Formula or Recipe

**Formulas:**

1. Ingredients listed in decreasing weight, often as percentages in relation to the weight of flour.
2. Weight measurements need to be precise.
3. May not always include preparation instructions.

**Recipes:**

1. Ingredients listed in order of use.
2. Ingredients listed as weight or volume.
3. Always includes preparation instructions.

### Study Guide 13-2 Answer Key

#### RECIPE MEASUREMENT & CONVERSION

##### Standardized Recipe Measurements

1. **Weight:** Measures how heavy something is.
2. **Scales for Weighing:**
   - Balance scale.
   - Portion scale.
   - Electronic, or digital scale.
3. **Volume:** Amount of space an ingredient occupies. Cups, quarts, gallons, and fluid ounces. Teaspoon/teaspoon.
4. **Count:** Number of individual items used.

##### Converting Recipes

1. **Total Yield Conversion Method:** Is used to increase or decrease a recipe.
   - Find conversion factor—the number that results from dividing the desired yield by the existing yield in a recipe.
   - Multiply the existing quantities by the conversion factor.

2. **Converting Portion Size:**
   - To determine total existing yield: multiply the number of existing portions by the existing portion size.
   - To determine new yield: multiply the desired portion by the desired portion size.
c) Divide the new yield by the existing yield to get the conversion factor.

d) Multiply each ingredient by the conversion factor to get the new ingredient yield.

Factors That Impact Conversion
1. Equipment.
2. Mixing and cooking time.
3. Cooking temperatures.
4. Shrinkage.
5. Recipe errors.

Study Guide 14-1 Answer Key
CALCULATING FOOD COSTS

Portion Control
1. Purchase items according to standard specifications.
2. Follow standardized recipes.
3. Use standardized portioning tools and equipment.

Portioning Tools & Equipment
1. Different-size ladles.
2. Numbered scoops.
4. Balance and portion scales.

Calculating Costs
1. As-Purchased (AP) Price: Bulk price.
2. Unit Cost: The cost of each individual item.
5. EP (edible portion): The consumable food product that remains after preparation.
6. Yield Percentages: The ratios of edible portions to the amount of food purchased.
7. Raw Yield Tests: Used on products that don’t have leftover parts or by-products.
8. Trim Loss: Unusable waste that is trimmed from the purchased product.
9. Cooking Loss Test: Used to determine the total weight served vs. the net weight of the raw product.
10. Shrinkage: The difference between the AP weight and the AS weight.

Costing Recipes
1. Recipe Costing Form: helps manage food purchasing and preparation.
   a) Recipe name.
   b) Portion size.
   c) Yield.
   d) Menu category.
   e) Ingredients.
   f) Edible portion (EP).
   g) As-purchased (AP) amount.
   h) Unit purchase price.
   i) Cost per unit.
   j) Ingredient cost.
   k) Ingredient cost total.
   l) Q factor.
   m) Total recipe cost.
   n) Portion cost.
2. Cost Per Portion: is the cost of the portion served to the customer.

Study Guide 14-2 Answer Key
MANAGING FOOD COST FACTORS

Menu Factors
1. Space and equipment.
2. Ingredient availability.
3. Food costs.
4. Employee skills.

Purchasing Goods
1. Develop: Written specifications for all items.
2. Determine: The quantity of products needed.
3. Assess: Inventory stock levels.
4. Establish: How much of each item to buy based on inventory and projected needs.

Types of Products Purchased
1. Perishables.
2. Semiperishables.
3. Nonperishables.

Food Specifications
1. Specification: Also called “spec,” is a written, detailed description of products.
2. Specifications include:
   a) Name of supplier.
   b) Package size, quantity, or item count.
   c) Form of the item to purchase.
   d) Costs and quality limitations.

Common Purchasing Practices
1. Open-Market Buying: Most common form used, buyer gets price quotes from several vendors, and then chooses which to buy from.
2. Single-Source Buying: Purchase everything from one vendor, may be able to negotiate a discount.

Receiving Goods
1. Use proper tools and equipment.
2. Compare the purchase order and invoice.
3. Inspect products.

Inventory Control
1. Physical Inventory: A list of everything on hand.
2. Perpetual Inventory: A continuously updated record of what is on hand of each item.
3. Parstock: The amount of stock needed to cover a facility from one delivery to the next.
4. Periodic-Ordering: Based on adding parstock to the production need amount and then subtracting the stock on hand to determine the order amount.

Storeroom Controls
1. Label, date, and store items in designated areas.
2. Rotate stock using FIFO.
3. Pest management.
4. Use requisitions.

Minimizing Kitchen Waste
1. Menu that allows chefs to use leftovers.
2. Daily Production Report Form: Shows how much food product was used, how much was sold, and how much was unused, or left over.
Customer Service
1. Table condiments.
2. Paper goods.

Study Guide 15-1 Answer Key
HOW COOKING ALTERS FOOD

Cooking Techniques
1. Dry Cooking Techniques: Use a metal and the radiation of hot air, oil, or fat to transfer heat. No moisture is used in this cooking process. Any moisture that comes from the food evaporates in the air.
2. Moist Cooking Techniques: Use liquid instead of oil to create the heat energy needed to cook the food.
3. Combination Cooking Techniques: Use both moist and dry cooking techniques in a two-step process. You start cooking using one technique and finish with the other.

How Cooking Alters Food
1. Nutritive Value: Determined by the length of time food is cooked and the cooking technique used.
2. Texture: When heat is applied, the proteins in food coagulate, or change from a liquid or semiliquid state to a drier, solid state.
3. Color: Changes due to cooking process, certain ingredients, and temperatures.
4. Aroma: Pleasing smell created by cooking techniques that use fat as an ingredient or as a way to transfer heat. Caramelization is what creates these pleasing smells.
5. Flavor: Dry-heat methods taste rich because of the caramelization process. Moist cooking techniques bring out a food’s natural flavor. Overcooking can ruin flavor.

Study Guide 15-2 Answer Key
DRY COOKING TECHNIQUES

Baking & Roasting
1. Baking: Dry heat in a closed environment; no fat or liquid is used; food is cooked uncovered.
2. Carryover Cooking: The cooking that takes place after something is removed from the heat source.
3. Roasting: Food placed on top of a rack in a pan; requires longer cooking time; may first sear the outside of product.
4. Searing: Quickly browned on the rangetop or in the oven.

Sautéing & Stir-Frying
1. Sautéing: Quick, dry cooking technique that uses a small amount of fat or oil and high heat.
   a) Preheat a pan on high heat.
   b) Add fat or oil.
   c) Add the food when the fat or oil is nearly smoking.
   d) Turn food occasionally.
2. To stir-fry:
   a) Place a wok over high heat.
   b) Add a small amount of fat.
   c) Add small pieces of food.
   d) Stir food constantly as it cooks.

Pan-Frying & Deep-Frying
1. Dredging: To coat food with flour or finely ground crumbs.
2. Breading: To coat food with eggs and crumbs.

Grilling & Broiling
1. Grilling: Used for tender foods that cook quickly; Can add different woods to add new flavors.
2. Crosshatch Markings: Made on foods cooked on a grill.
3. Using a Griddle: A flat, solid plate of metal with a gas or electric heat source that can be used to cook foods such as eggs, pancakes, and grilled cheese sandwiches.
4. Broiling: To cook food directly under a primary heat source. The temperature is controlled by how close the food is to the heat source.

Study Guide 15-3 Answer Key
MOIST COOKING TECHNIQUES

Moist Cooking Techniques
1. Boiling: Bring liquid to 212°F (at sea level) and add ingredients; quick-cooking method; can toughen some products and make others fall apart.
2. Blanching: Partially cooks food to change the flavor and keep the color.
3. Parboiling: Like blanching only the product cooks for a longer time.
4. Simmering: Similar to boiling only it cooks in a slightly cooler liquid that’s heated from 185°–200°F.
5. Poaching: To cook food in a flavorful liquid between 150°–185°F
6. Steaming: Cooking in a closed environment with steam, such as in a pot with a tight-fitting lid.

Combination Cooking Techniques
1. Braising: A long, slow cooking process that can produce very flavorful results.
2. The Braising Process:
   a) Sear the food in a frying pan or roasting pan.
   b) Remove the food from the pan and deglaze the pan.
   c) Return the seared food to the deglazed pan and add liquid, such as stock or sauce.
   d) Place the pan in a 350ºF oven, and cook the food slowly until it is fork tender. Turn the food every 20–30 minutes.
3. Stewing: Foods are completely covered with liquid during cooking.
4. The Stewing Process:
   a) Sear the food product in a pan over high heat.
   b) Completely cover the food with liquid.
   c) Bring the stew to a simmer and cook until tender.
   d) Vegetables can be added during the cooking process.

Study Guide 16-1 Answer Key
ENHANCING FOOD

Seasonings & Flavorings
1. Seasonings: Ingredients that enhance, without changing the natural flavor of food, such as salt and pepper.
2. Flavor Enhancers: Increase the way you perceive the food’s flavor without changing the actual flavor, such as Monosodium glutamate (MSG).
3. Flavorings: Ingredients that change the natural flavor of foods, such as extracts.
4. Extracts: Concentrated flavorings, such as lemon and vanilla.
5. Salt: Most commonly used seasoning; heightens flavor of foods.
   a) Table salt.
   b) Rock salt.
   c) Sea salt.
   d) Kosher salt.
6. Pepper: Most widely used spice; forms used are ground, whole, and cracked.
   a) Black pepper.
   b) White pepper.
   c) Green peppercorns.
   d) Red pepper.
   e) Hot pepper.
7. Onions: Scallions, leeks, shallots, chives, and garlic.
8. Lemon: Lemon juice and zest are used; pith (white part) is not used due to bitterness.
9. Monosodium Glutamate: Comes from seaweed; intensifies the natural flavor of food; some customers may have an allergic reaction or be sensitive to it.
10. Herbs: Parts of plants used to enhance flavor of foods. Dried herbs are twice as strong as fresh herbs.
11. Spices: Obtained from the bark, buds, fruits, roots, seeds, or stems of plants and trees.

When to Season & Add Flavor
1. Added at different times depending on the dish.
2. Remember to taste foods before adding seasonings or flavorings.

Study Guide 16-2 Answer Key
HERBS & SPICES

Herbs
1. Leaves and stems of plants grown in mild climates.
2. Used: Fresh or dried.

Spices
1. Obtained from bark, buds, fruit, roots, seeds, or stems of plants and trees.
2. Used: In dried form.
3. Available: Whole or ground.

Using Herbs
1. Cold Foods: Add several hours before serving.
2. Hot Foods: Add fresh herbs at the end of cooking time; add dried herbs at the beginning of cooking time.
3. Sachet: Place herbs in cheesecloth, tie with twine and attach to pot handle.

Storing Herbs
1. Fresh: Wrap loosely in a damp cloth and refrigerate.
2. Dried: Airtight containers in a cool, dark, dry place.

Using Spices
1. Whole Spices: need more cooking time than ground spices.
2. Cold Food: Add any form to cold food several hours before serving.

Storing Spices
1. Store in airtight containers away from direct sunlight.
2. Store in a cool, dry place at temperatures of 50º–70ºF.

Study Guide 16-3 Answer Key
CONDIMENTS, NUTS & SEEDS

Varieties of Condiments
1. Condiments: Flavored sauces traditionally served as accompaniments to food; sweet and tart; hot and spicy; sour; combination of above.
2. Varieties include:
   a) Salsa.
   b) Ketchup.
   c) Steak sauce.
   d) Prepared mustards.
   e) Pickles.
   f) Relishes.
   g) Vinegars.
   h) Flavored oils.

Storing Condiments
1. Unopened: Store in a cool, dry area between 50º–70ºF.
2. Opened: Store in the refrigerator.

Nuts & Seeds
1. Nuts can be used:
   a) In natural form.
   b) Blanched.
   c) Toasted.
   d) Roasted.
2. Seeds can be used:
   a) As spices during cooking.
   b) In baked goods.
3. Nuts & Seeds add:
   a) Flavor.
   b) Color.
   c) Texture.
4. Nuts & Seeds provide: Nutritional content to foods they complement.

Storing Nuts & Seeds
1. Store in an airtight container in a cool, dry area.
2. Can be refrigerated or frozen in airtight containers.

Study Guide 16-4 Answer Key
SENSORY PERCEPTION

Sensory Properties of Food
1. Sensory properties:
   a) Color.
   b) Appearance.
   c) Flavor.
   d) Texture.
2. Sense organs that detect sensory properties:
   a) Taste buds.
   b) Nose.
   c) Skin.
   d) Eyes.
3. Receptors: Groups of cells that detect stimuli that signal the brain.
4. Basic tastes:
   a) Sweet.
   b) Salty.
   c) Sour.
   d) Bitter.
   e) Savory.

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Sensory Evaluation
2. Factors influencing the characteristics of a food product:
   a) Type of ingredients.
   b) Product temperature.
   c) Product consistency.
   d) Presence of other factors.
   e) Flavor enhancers.
   f) Amount of oil and water.
3. Plate composition presents contrasts in:
   a) Color and appearance.
   b) Height.
   c) Shape.
   d) Texture.
   e) Flavor.
   f) Temperature.
   g) Garnishing.

Study Guide 17-1 Answer Key
BREAKFAST FOOD BASICS
Types of Meats
1. Ham.
2. Bacon.
3. Canadian Bacon.
4. Sausage.

Egg Composition
1. Shell: Porous, allowing moisture out and odors in; protects egg's contents.
2. Yolk: ⅓ of the weight of the egg; contains fat, protein, vitamins, and iron; all the cholesterol found here.
3. White: ⅔ of the weight of the egg; high in protein and riboflavin.

Egg Grades & Quality
1. USDA: Grades eggs to designate quality.
2. Grades: Grade AA, Grade A, and Grade B.
3. Size: Determined by weight per dozen; Jumbo, extra large, large, medium, small, and peewee.

Forms of Eggs
1. Fresh.
2. Frozen.
3. Dried.

Breakfast Breads & Cereals
2. Hot Cereals: Grits, farina, oatmeal.
3. Cold Cereals: Granola, boxed cereals.

Study Guide 17-2 Answer Key
MEAT & EGG PREPARATION
Cooking Breakfast Meats
1. Ham: Precooked slices are warmed for service.
2. Bacon: 70% fat; usually baked at low heat then finished on a griddle to limit shrinkage.
3. Sausage: Links and patties need to be cooked to an internal temperature of 165°F.

Cooking Eggs
1. Protein Coagulation: The temperature at which egg protein becomes solid; the white coagulates quicker than the yolk.
2. Curdling: When egg solids separate due to overcooking.
3. Fried Eggs: Must be cooked to order and served immediately.

<table>
<thead>
<tr>
<th>TYPE OF FRIED EGG</th>
<th>COOKING METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sunny-side up</td>
<td>Make sure you do not break the yolk when cracking the egg into the pan. Cook on medium heat for about 4 minutes until the white is firm.</td>
</tr>
<tr>
<td>Basted</td>
<td>Egg is cooked in butter over low heat. The butter is spooned over the egg as it continues to cook, “basting' it. Variation: Instead of basting with butter, add 1–2 tsp. of water and cover the pan so the steam cooks the top of the egg.</td>
</tr>
<tr>
<td>Over-easy</td>
<td>Cook about 3 minutes on the first side over medium heat, then turn it and cook about 2 minutes on the other side.</td>
</tr>
<tr>
<td>Over-medium</td>
<td>Cook a little longer than for over-easy</td>
</tr>
<tr>
<td>Over-hard</td>
<td>Cook until the yolk is completely firm but not overcooked and rubbery.</td>
</tr>
</tbody>
</table>

4. Poached Eggs: Fresh eggs hold their shape best when the yolks and whites are firm. Add each egg to simmering water that contains an acid such as vinegar. This will cause the egg to coagulate quickly.
5. Scrambled Eggs: Whisk eggs before putting them in the pan. Shift portions with a spatula of the egg mixture as it coagulates.
6. French Omelets: The pan is shaken and the eggs are stirred simultaneously.
7. American Omelets: After coagulation starts lift the edges to allow the uncooked portion to run underneath.
8. Soufflé Omelets: Three parts of a soufflé omelet include the base, filling, and beaten egg whites.
9. Frittatas: Flat open faced omelet that is not folded.
10. Quiche: Baked custard pie; pie crust filled with a custard (a mixture of eggs and cream) and any array of fillings.
11. Shirred Eggs: Eggs baked in ramekins that are often lined with spinach or ham. May be topped with cheese, fresh herbs, cream, and bread crumbs.
12. Simmered Eggs: Soft-, medium-, and hard-cooked eggs are all cooked in the shell in hot water.
Plating Eggs
1. Served on a plate or in individual baking dishes.
2. Simple garnish added to plate or dish.

Study Guide 17-3 Answer Key

BREAKFAST BREADS & CEREALS

Ready-made Breads
1. Pastries: Made with dough containing yeast and sugar.
2. Doughnuts: Sweetened, deep-fried pastries; cake or raised.
3. Quick Breads: Made with a quick-acting leavening agent (baking powder); examples are biscuits, muffins, and scones.

Preparing Pancakes & Waffles
1. Both pancakes and waffles are made from batters that can be mixed ahead of time and refrigerated.
2. Wet and dry ingredients are mixed separately. The wet ingredients are then added to the dry ingredients and stirred until well moistened.
3. For waffles, beat the egg whites into soft peaks, add sugar, and beat until the peaks are stiff. Fold the egg whites into the batter.
4. Stir all ingredients until well moistened.
5. Do not overmix.

Preparing French Toast
1. Slightly beat the eggs.
2. Add milk, sugar, cinnamon, nutmeg, and vanilla to the eggs and stir well.
3. Dip each slice of bread into the batter, being sure to thoroughly coat each side. For crunchy French toast, dip in crushed cereal after battering.
4. Brown each side of the bread slices on the griddle to preferred doneness.

Preparing Hot Cereals
1. Measure water in a cooking pot and bring it to a boil. Milk or cream can be used instead, but it is much more expensive.
2. Add a measured amount of cereal carefully, stirring it constantly.
3. As soon as it thickens, stop stirring. If you continue, the cereal will become gummy.
4. Cover, reduce the heat, and cook until done.
5. Keep the cereal covered until ready to serve.

Preparing Cold Cereals
2. Cold cereals are served with milk or cream, fruit, nuts, or sugar and are often accompanied by toast or quick breads.

Study Guide 18-1 Answer Key

WHAT IS GARDE MANGER?

Garde Manger
1. Garde Manger: Also known as the pantry chef; is responsible for the planning, preparation, and artistic presentation of cold foods.
2. Garde Manger Foods:
   a) Cold hors d’oeuvres.
   b) Salads.
   c) Canapés.
   d) Fancy sandwiches.
   e) Fruit, cheese, meat, relish and combination trays.
   f) Garnishes for all types of dishes.
3. Brigade: A team of people managed by the garde manger. Each member of the brigade specializes in a particular type of cold food preparation.
4. The Garde manger brigade considers:
   a) The cost of ingredients and the time required to prepare foods.
   b) The use of many foods for an interesting menu complimentary to the meal that follows.
   c) The use of different colors and textures throughout the meal; varied to please the eye and taste buds.
   d) The appeal of the food to the customer and the ability of the brigade to prepare it.

Garnishes
1. Garnish: To decorate or furnish; to use food as an attractive decoration.
2. A garnish is used: to complement the flavors and textures of the meal.
3. A garnish should: add real value to the dish by increasing its nutritional value and visual appeal.
4. Garnishing Tools:
   a) Vegetable peeler.
   b) Butter cutter.
   c) Zester.
   d) Melon baller.
   e) Tournée knife.
   f) Channel knife.
   g) Decorating spatula.
   h) Paring knife.
   i) Fluting knife.

Study Guide 18-2 Answer Key

SALADS & SALAD DRESSINGS

Types of Salad Greens
1. Traditional Greens: Have a mild flavor; can be used by themselves or combined with other greens.
2. Flavor-Adding Greens: Classified as greens although they may be red, yellow, brown, or white.

Herbs and Other Specialty Items
1. Radicchio: A cabbagelike plant with a slightly bitter, red leaf; adds color and flavor to fresh salads.
2. Mesclun: A popular mix of baby leaves of lettuces and other more flavorful greens.
3. Edible Flowers: Add unusual flavors, dashes of bright color, and interesting textures to salads.

Preparing Greens
1. Separate the leaves and submerge them in cold water several times to rinse off all dirt and grit.
2. Lift greens out of the water and dry the leaves thoroughly with paper towels.
3. Cut or tear the greens into bite-size pieces.
4. Storing Greens: Keep greens in their original packaging; store greens three to four degrees above freezing; keep greens away from ripening fruits.
Types of Salads
1. Appetizer. 4. Separate-Course.
2. Accompaniment. 5. Dessert.
3. Main-Course.

Salad Dressings
1. Vinaigrette. 3. Cooked.
2. Fatty. 4. Fruit.

Salad Structure
1. Foundation. 3. Garnish.
2. Body. 4. Dressing.

Study Guide 18-3 Answer Key

CHEESE

Types of Cheeses
1. Hard Cheeses. (Examples will vary.) 
2. Firm Cheeses. (Examples will vary.) 
3. Semisoft Cheeses. (Examples will vary.)
4. Soft Cheeses. (Examples will vary.)
5. Specialty Cheeses. (Examples will vary.)

Storing Cheese
1. Should be well wrapped and stored in the refrigerator.
2. Loosely wrap soft cheeses with grease proof or waxed paper.

Serving Cheese
1. Ripened Cheeses: Serve at room temperature; To bring out full flavor, take out of the refrigerator 30–60 minutes before serving.
2. Unripened, Fresh Cheeses: Always refrigerate until just before serving.
3. Preparing Cheese Boards or Trays:
   • Brand names must be represented accurately.
   • Select cheeses with contrasting shapes and colors so the tray will look appealing.
   • Choose cheeses that are easy to cut, such as the firm cheeses, the semisoft cheeses, and the ripened soft cheeses.
   • Include a different knife with each type of cheese.
   • Do not preslice the cheese. It will dry out and lose its special texture.
   • Provide bread rounds, crackers, or sliced fruit with the cheese tray.

Study Guide 18-4 Answer Key

COLD PLATTERS

Cold Hors d’oeuvres
2. Hors d’oeuvre Variés: A combination of plated items for one person (usually 10).

Canapés
1. Canapés are tiny, open-face sandwiches.
2. Base, or platform.
3. Topping, or nourishing element.
4. Spread.
5. Liner.

Fancy Sandwiches
1. Consider breads and fillings that match the event.
2. Consider how to cut and present sandwiches.

Preparing Cold Platters
1. Centerpiece.
2. Serving Portions.

Types of Cold Platters
1. Fruit & Cheese Trays. 3. Combination Trays.

Cold Hors d’ Oeuvre Platters
1. Season each hors d’oeuvre carefully.
2. Slice, shape, and portion the items carefully.
3. Consider the overall color, shape, and look of the platter.
4. Include the proper sauces and utensils.

Study Guide 19-1 Answer Key

SANDWICH MAKING BASICS

Sandwich Types
2. Open-Face. 5. Wraps.
3. Triple-Decker.

Breads, Spreads & Sandwich Fillings
1. Guidelines for choosing breads:
   a) Choose breads that aren't too hard or crusty.
   b) Select breads that don't overpower the filling.
   c) Choose breads that are thick enough to hold the filling without tearing.
2. Types of Spreads:
   a) Butter.
   b) Mayonnaise.
   c) Vegetable Purées.
3. Sandwich Fillings include: meats; poultry; beef; pork; eggs; tuna; cheese is sometimes added to closed sandwiches or melted on open-face.

Sandwich Accompaniments
1. Whole vegetables.
2. Sticks of carrots, celery, or summer squash.
3. Lettuce leaves or baby spinach leaves.
4. Sliced cucumbers or tomatoes.
5. Grilled, marinated vegetables.
6. Pickle spears or green or black olives.
7. Sliced fruits.

Sandwich Utensils
1. Sharp knives. 4. Toaster.
2. Serving spoons or scoops. 5. Tongs.

Study Guide 19-2 Answer Key

PREPARING HOT & COLD SANDWICHES

Types of Hot Sandwiches
1. Basic Closed. (Examples will vary.)
2. Open-Face. (Examples will vary.)
Preparing & Plating Hot Sandwiches
1. Make sure all hot meat fillings are thoroughly cooked before grilling them.
2. Completely assemble sandwiches before grilling.
3. Make sure that cold fillings are crisp and cold.
4. Cold fillings can be placed on the side.
5. Don’t overload hot wraps. It can break the wrap or cause everything to fall out.
6. Make sure that hot sandwiches are served on warm plates.

Preparing & Plating Cold Sandwiches
1. Use the freshest bread possible. If the bread is toasted, you can use day-old bread.
2. Do not prepare salad sandwiches in advance.
3. Make sure that cold sandwiches are served on cold plates.
4. Cold sandwiches are usually cut into halves, thirds, or quarters. Each section is often held together with a frilled toothpick.

Study Guide 20-1 Answer Key
STOCKS

What Are Stocks?
1. Stock: A liquid that forms the foundation of sauces and soups.
2. Base: A powdered or concentrated form of a stock.

Stock Composition
1. Nourishing Element: 50%; Fresh bones, meat trimmings, fish trimmings, or vegetables.
2. Mirepoix: 10%; A mix of coarsely chopped vegetables.
3. Bouquet Garni: One; A combination of herbs and vegetables that are tied in a bundle and simmered in the stock and then removed.
4. Liquid: 100%; Usually water.

Types of Stocks
1. White Stock: Made from chicken, beef, veal, or fish bones.
2. For the best flavor, simmer stock:

<table>
<thead>
<tr>
<th>FISH BONES</th>
<th>30–45 MINUTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>CHICKEN BONES</td>
<td>3–4 HOURS</td>
</tr>
<tr>
<td>BEEF OR VEAL BONES</td>
<td>6–8 HOURS</td>
</tr>
</tbody>
</table>

3. Brown Stock: Made from roasted beef, veal, chicken, or game bones.
4. Fish Stock: Made from fish bones.
5. Fumet: A fish stock that has had lemon juice or another acid added and then been reduced by 50%.
6. Vegetable Stock: Flavor changes depending on the vegetables used.

Glazes
2. Reduction: The process of evaporating part of a stock's water by simmering or boiling.

Cooling & Storing Stocks
1. Rapid Kool™ method.
2. Shallow pan method.
3. Vented water bath method.
4. Refrigerated storage: Store cooled stock in walk-in or reach-in refrigerators for several days.
5. Remove fat layer: Fat rises to the surface when cooled. Remove, or “skim,” fat off stock surface before reheating.

Study Guide 20-2 Answer Key
SAUCES

What Are Sauces?
1. Sauce: A flavored, thickened liquid formed by adding seasonings, flavorings, and a thickening agent to a stock.
2. Liquid Ingredients: Serves as the base of the sauce.
3. Seasonings & Flavorings: Add the finishing touches to sauces.
4. Thickening Agents: Usually a form of starch.

Mother Sauces
1. Sauce Espagnole: Thickened brown stock with a tomato product added.
2. Tomato Sauce: Tomato product with flavorings and stock or another liquid added.
3. Béchamel Sauce: Milk and roux; Roux is a cooked mixture made from equal parts of fat and flour by weight.
5. Hollandaise Sauce: An emulsification of egg yolks and butter.

Other Sauces
2. Relishes. 5. Independent Sauces.

Preparing Roux
1. Heat fat in a heavy saucepan.
2. Add the flour and stir until a paste forms.
3. Cook over medium heat until it is the consistency of sand.
4. Stir constantly to keep the roux from burning.
6. Method B: Dissolve cold roux in warm or hot liquid and whisk into hot stock or other liquid.

Roux Tips
1. Do not use aluminum cookware.
2. Do not cook with very high or very low temperatures.
3. Use 1 lb. of roux per gallon of sauce for medium consistency.
4. Roux can be made ahead of time and used as needed.

Study Guide 21-1 Answer Key
MAKING SOUPS

Types of Soups
1. Clear.
2. Thick.
Clear Soups
1. Not thickened; Made from clear stock or broth. Broth is made from simmered meat and vegetables.
2. Consommé: A concentrated, clear soup made from rich broth.

Thick Soups
1. Purée Soups: Made by grinding the main ingredients in a food processor.

Specialty Soups
1. Bisques: Made from shellfish and contain cream.
2. Chowders: Made from fish, seafood, or vegetables. Milk and potatoes are often added.
3. Cold Soups: Cooked or uncooked soups that are chilled. Yogurt, cream, or puréed fruit is used as the thickener.
4. International Soups: Linked to different nations or cultures, like Borscht and gazpacho.

Making Clear Soups
1. Brown meats and sweat vegetables.
2. Add stock.
4. Skim off impurities and fats.
5. Season to taste.

Making Thick Soups
1. Sweat vegetables.
2. Add simmered liquid.
3. Add starchy or dried vegetables.
4. Simmer until vegetables are cooked.
5. Purée the soup.
6. Simmer again to achieve thickness desired.
7. Add thickener or liquid to adjust thickness.
8. Season to taste.

Making Cream Soups
1. Sweat hard vegetables.
2. Add flour and make roux.
3. Add hot stock or milk and simmer.
4. Add seasonings and soft vegetables.
5. Skin to remove impurities and fat.
6. Purée the soup (optional).
7. Add hot cream or Béchamel sauce.
8. Season to taste just before serving.

Presenting Soups
1. Type and size of cup or bowl determined by type of soup.
2. An appetizer portion should be 6–8 oz.
3. A main course portion should be 10–12 oz.
4. Serve cold soups at 41°F or below.
5. Serve hot soups at 165°F or above.

Garnishing Soups
1. Garnishes should be attractively arranged.
2. Vegetable or meat garnishes should be cut about the same size and shape.
3. The flavor and texture of the garnish should complement the soup.
4. Cook vegetable garnishes separately so they will not cloud the soup.
5. Do not overcook garnishes.

Study Guide 21-2 Answer Key
HOT APPETIZERS

Hot Appetizers
1. Served after or instead of soup.
2. Must be visually appealing.
3. Served hot and fresh.

Types of Hot Appetizers
1. Brochettes. 4. Rumaki.
2. Filled pastry shells. 5. Stuffed potato skins.

Plating & Serving Hot Appetizers
1. Table Service: Make each plate or bowl a special presentation.
2. Buffet Service: Arrange appetizers so they flow toward customers. Always garnish each tray of appetizers.
3. Butler Service: Allow space on the plate. Each should be small enough to be eaten with one or two bites without flatware.

Study Guide 22-1 Answer Key
FISH BASICS

Structure of Fish
1. Fish is composed of protein, fat, water, vitamins, and minerals.
2. Fish has a backbone, skeleton of cartilage and bone, gills, and fins.
3. Fish has very little connective tissue. It is a tender, quick-cooking meat.

Categories of Fish
1. Flat Fish: Backbone running through the center of the fish, has 2 fillets.
2. Round Fish: Backbone on the upper edge of the body, has four fillets.
3. Boneless Fish: Cartilage replaces bones.

Market Forms of Fresh Fish
1. Whole. 5. Butterflied.
3. Dressed. 7. Cubes.

Quality Tests for Fresh Fish
1. Look: If the meat separates when the fillet is bent the fish is deteriorating.
2. Look: Fish should be moist and free of blood.
3. Look: Fresh fish will have red gills.
4. Look: Fresh fish generally have round, clear eyes.
5. Feel: Fish should be firm. If a dent is visible after the fish is pressed, the fish has begun to decay.
6. Feel: Slime can be a good sign in whole fish, but a bad sign in fillets.
7. **Smell:** Fresh fish should smell like seaweed or the ocean. If the fish smells like ammonia, it has gone bad and should not be used.

**Study Guide 22-2 Answer Key**

### SHELLFISH BASICS

**Inspection of Fish & Shellfish**
1. **Type 1 Inspection:** Covers processing plants and their methods; PUFI mark given.
2. **Type 2 Inspection:** Covers labeling, weight, and packaging.
3. **Type 3 Inspection:** Covers sanitary conditions only.

**Grading of Fish & Shellfish**
1. Fish are graded on standards for flavor and appearance.
2. **Grade A:** Highest quality; no defects.
3. **Grade B:** Good quality.
4. **Grade C:** Fairly good quality.

**Structure of Shellfish**
1. No bones; Hard shells cover their bodies.
2. Two types—mollusks and crustaceans.
3. Composed of water, vitamins, minerals, protein, and fat.

**Mollusks**
1. **Univalves:** Have a single shell (e.g., conch).
2. **Bivalves:** Have two shells hinged together (e.g., oysters, clams, mussels, scallops).
3. **Cephalopods:** Have a thin internal shell and tentacles, or false legs, attached to the head (e.g., octopus).

**Crustaceans**
1. Hard outer shell and jointed skeleton (e.g., lobsters, shrimp, crabs, crayfish).
2. Expensive due to the amount of work needed to produce a small amount of meat.

**Types of Crab**
1. Blue.
2. Soft-shell.
3. Alaskan King.
4. Alaskan Snow.
5. Dungeness.

**Other Seafood**
1. Squid.
2. Frog Legs.
3. Escargot.
4. Surimi.
5. Eel.

**Study Guide 22-3 Answer Key**

### COOKING FISH & SHELLFISH

**Fish & Shellfish Cookery**
1. Cooks quickly.
2. Low in fat.
3. Dries out quickly when overcooked.
4. Flakes when it is done.
5. Moist cooking methods are often used.

**Baking Fish & Shellfish**
1. Combination cooking methods such as sautéing and baking are used.
2. **Baste with:** oil or butter to keep it from drying out.
3. **Bake between:** 350°F and 400°F until the thickest part is 145°F or above.
4. **Moist Baking:** Adding vegetables and liquid with the fish.
5. **En Papillote:** Wrapping the fish or shellfish and some vegetables, herbs, and sauces or butter in parchment paper and steaming it.

**Broiling & Grilling Guidelines**
1. Broil thin pieces on one side only. Turn thicker cuts once.
2. Coat with butter, oil, or a vegetable oil spray.
3. Use small steaks or fillets for broiling.
4. Avoid overcooking.

**Sautéing & Pan-Frying**
1. Heat the pan and the cooking fat before adding fish or shellfish.
2. To sauté use just enough fat to cover the bottom of the pan.
3. To pan-fry use flour or breading to form a crust.
4. Turn fish or shellfish only once to prevent it from breaking apart.

**Deep-Frying**
1. Coat with batter or breading.
2. Don't thaw frozen fish before deep-frying.
3. Lean fish, scallops, oysters, shrimp, and clams fry well.

**Determining Doneness**
1. Fish starts flaking.
2. Flesh pulls away from the bones or shell easily.
3. Flesh springs back when pressed.
4. Flesh becomes opaque.
5. Baked fish reaches internal temperature of 145°F for 15 seconds.

**Plating Fish & Shellfish**
1. Color is a must in side dishes because seafood is pale in color.
2. Colorful sauces and well-garnished rice, pasta, or potatoes are good side dishes.
3. Cocktail or tartar sauce and lemon are common accompaniments.

**Study Guide 23-1 Answer Key**

### POULTRY BASICS

**What Is Poultry?**
1. **Kinds:** Chicken, turkey, duck, goose, guinea, and pigeon.
3. The older the bird, the tougher it will be. Birds with more connective tissue will be tougher.
4. **Light Meat:** has less fat and cooks faster than dark meat.
5. **Dark Meat:** has more connective tissue and muscle; takes longer to cook.

**Purchasing Poultry**
1. **Market Forms:** Fresh, frozen, fully cooked.
2. **Class:** Age and gender.
3. **Style:** Refers to amount of fabrication.
4. **RTC:** Ready-to-cook poultry has been prepared and packaged.
5. **Which poultry you buy is determined by the:**
   a) Menu.
   b) Skill level of the staff.
   c) Preparation schedules.
   d) Storage facilities.
Judging Quality
1. **Color**: Should be between cream and yellow—not purple or green.
2. **Odor**: Should not have a strong odor.
3. **Stamps**: Should have the appropriate USDA Inspection Stamps.

Inspection & Grading
1. USDA Inspection Stamp of Approval is mandatory.
2. Free of visible disease when inspected.
3. Grading of poultry is voluntary.
4. Grade A is used by foodservice establishments.
5. **Grade A Poultry**:
   a) Is plump and meaty.
   b) Has clear skin—without blemishes, tears, cuts, or bruises.
   c) Has no broken bones.
   d) Has no feathers, including pinfeathers.
6. **Grades B and C**: are lower-quality birds used for processed poultry products such as chicken fingers.

Handling & Storage
1. Highly perishable.
2. Freeze poultry if it won't be used in 2–3 days.
3. Repackage poultry immediately upon receipt.
4. Thaw frozen poultry in the refrigerator. Don't refreeze it.
5. Salmonella and campylobacter jejuni are serious health threats from raw or undercooked poultry.

Cutting Up Poultry
1. Place the bird on its breast, and grasp the chicken firmly. Cut through the skin and straight down the left or right side of the backbone.
2. Split the bird open and lay it flat on the cutting board.
3. Cut the ribs that connect the backbone to the breast and remove the backbone.
4. Bend the sides of the bird backward to break the breastbone; then remove the bone.
5. Cut the bird completely in half.
6. Cut the legs off each half of the bird by cutting through the skin between the thigh and the breast.
7. Cut off the drumstick portion of the leg from the thigh at the joint.
8. Separate the breast and wing into two parts by cutting at the joint.

Study Guide 23-2 Answer Key

**COOKING POULTRY**

Roasting & Baking Poultry
1. Start cooking on a high temperature to seal in juices or sear the poultry first.
2. Lower temperature to complete the cooking process.
3. Baste poultry every 15–20 minutes while it is roasting.

Carving Poultry
1. Place the cooked poultry on a clean and sanitary cutting surface. Allow the poultry to stand for 20 minutes.
2. Remove the legs and thighs. To do this, pull the leg away from the body with a fork. Use a boning knife to cut through the joint.
3. Separate the thigh from the leg and cut through the joint.
4. Slice the meat off the thigh parallel to the bone.
5. Carve the bird along one side of its breastbone to remove a breast.
6. Cut the breast meat into slices at an angle across the grain of the flesh.
7. The breast can also be carved without removing it from the bird. Make a horizontal cut just above the wing toward the rib bones.
8. Slice the breast meat at an angle.

Broiling & Grilling Poultry
1. Preheat the broiler or grill.
2. Prepare the poultry. It can be marinated, seasoned, or simply brushed lightly with oil.
3. Place the poultry presentation side down on a grill or rack in a broiler.
4. Turn the poultry 90º midway through cooking to create grill marks.
5. Periodically brush the poultry with oil or marinade to help keep it moist.
6. Carefully turn the poultry over using tongs to cook it on the opposite side.
7. Poultry is done when it reaches an internal temperature of 165ºF or above for 15 seconds.

Frying Poultry
1. **Pan-Frying**: The poultry is dipped in a batter or seasoned flour mixture that will turn golden brown and crispy when the food is done. The fat or oil should be under the smoking point.
2. **Deep-Frying**: The poultry pieces are coated with batter, flour, egg, and cracker or cereal crumbs prior to frying. Cook at 325ºF–350ºF in one layer at a time.
3. **Pressure-Frying**: Makes foods that are extra crispy on the outside, with their natural juices sealed on the inside. Pressure-fried foods are less greasy than other fried foods.

Sautéing
1. Prepare the poultry by cutting it into thin slices.
2. Heat a small amount of fat in a pan. Make sure the fat is hot before adding the poultry.
3. Dredge the poultry in seasoned flour and lay it in the hot fat, presentation side down.
4. Cook until the presentation side is golden brown. Then turn the poultry over and cook until the product is fully cooked. Check the internal temperature.
5. Finish some sautéed dishes by deglazing the pan with liquid to make a flavorful pan juice or sauce.

Simmering & Poaching Poultry
1. **Simmering**: Cut older, tougher poultry into pieces before cooking.
2. **Poaching**: Used to cook young tender birds.
3. Cover the poultry completely with liquid.

Braising Poultry
1. Brown and sear the poultry in a small amount of fat.
2. Add liquid to cover two-thirds of the poultry and bring to a simmer.
3. Cover the pan and continue to simmer until the poultry is done. Use a fork to see that the meat is tender and cuts easily without falling apart. The meat must hold an internal temperature of 165°F for at least 15 seconds.

**Study Guide 24-1 Answer Key**

**MEAT BASICS**

**Nutritional Composition of Meat**
1. Water = 75% of the muscle.
2. Protein = 20% of the muscle.
3. Fat = 5% of the muscle.
4. Shrinkage: Occurs when meat loses water as it cooks.
5. Marbling: Fat within muscle tissue.
6. Fat Cap: Fat that surrounds muscle tissue.
8. Larding: Inserting fat or vegetables into lean meat.

**Structure of Meat**
1. Muscle Fibers: The smaller the muscle fibers are the more tender the meat.
2. Connective Tissue: Connects muscles to bones; very tough.
3. Collagen: Soft white tissue that breaks down.
4. Elastin: Hard yellow tissue that doesn’t break down.
5. Bones: Older animals have whiter bones; younger animals have redder bones.

**Purchasing Forms**
1. Primal Cuts: Also called wholesale cuts; easy to handle and divide.
2. Fabricated Cuts: Menu-sized portions.

**Meat Inspection & Grading**
1. Inspection: Mandatory USDA Stamp of Approval.
3. Yield Grades: Numbers 1-5 indicate the amount of useable meat on beef and lamb.

**Meat Handling & Storage**
1. Fresh Meat: Refrigeration; 41°F or below.
2. Frozen Meat: Freezer; 0°F or below.

**Study Guide 24-2 Answer Key**

**MEAT CUTS**

**Primal Cuts of Pork**
1. Loin.
2. Shoulder Butt.
4. Ham.

**Primal Cuts of Lamb**
1. Shoulder.
2. Shank/ Breast.
3. Rack.
4. Loin.
5. Leg.

**Primal Cuts of Veal**
1. Shoulder.
2. Shank/ Breast.
3. Rack.
4. Loin.
5. Leg.

**Primal Cuts of Beef**
1. Chuck.
2. Brisket/ Plate/ Flank.
3. Rib.
4. Loin.
5. Round.

**Processing Pork & Beef**
1. Curing: Preserving meat with salt, sugar, spices, flavoring, and nitrites.
2. Smoking (pork): Exposing meat to the smoke of fragrant hardwoods such as hickory.
3. Aging (beef): Increases tenderness and enhances flavor.
4. Irradiation: Exposing meat to medium doses of radiation to delay spoilage.

**Study Guide 24-3 Answer Key**

**PRINCIPLES OF COOKING MEAT**

**High-Heat & Low-Heat Cooking**
1. High-Heat: Used for tender cuts. **Warning**—It can toughen and dry out meat over extended periods of time.
2. Low-Heat: Used for large, tougher cuts. **Warning**—Pay close attention to how much fat is in the cut of meat. Adding too much additional fat can make the final product greasy.

**Determining Doneness**
1. Cooking method.
2. Type of meat.
3. Internal temperature.
5. Size of the piece.
6. Amount of time cooked.

**Taking Internal Temperature**
1. Insert the thermometer at an angle, into the thickest part of the meat.
2. Avoid taking the temperature in fatty areas.
3. Avoid touching or getting near bone.
4. Meat is done when it reaches its proper internal temperature for at least 15 seconds.

**Color of Cooked Meat**
1. Rare: Browned on the surface, with a red center; A thin outer layer of cooked meat appears gray.
2. Medium-Rare: Browned on the surface with a thicker outer layer of gray.
3. Medium: Browned on the surface with an even thicker outer layer of gray and a pink center.
4. Medium-Well: Browned on the surface with a thick outer layer of gray and a center that is barely pink.
5. Well-Done: Browned on the surface and gray on the inside.

**Roasting Meats**
1. Roasting: Hot, dry air is used to cook food.
2. Do not add liquids or cover the meat during cooking.
3. Baste meat in natural juices or a seasoned stock.
4. Place meat fat side up when cooking it.
5. Barding: Wrapping meat with fat prior to cooking; Tie it with twine; Remove fat and twine a few minutes before meat is done to allow browning.
6. Seasoning:
   a) Trim heavy fat coverings down to a thin layer.
   b) Season meat several hours prior to roasting.
   c) Season meat again after it is done.
   d) Season the meat’s juices and serve with the meat.
7. Sauces and Gravies: Deglaze the pan and combine the drippings with a thickening agent and a demi glace (a concentrated brown stock that has been reduced).
Broiling & Grilling Meats
1. The shorter the cooking time, the higher the heat needed.
2. The thicker the cut, the longer the cooking time needed.
3. Vary the cooking temperature by moving the meat to different areas of the grill.
4. When grilling red meats, make sure the heat is high enough to brown the surface.
5. To create cross-hatch marks, place the presentation side of the meat down and cook long enough for the grill lines to show. Then rotate the meat 90° to form additional lines.

Sautéing & Pan-Frying Meats
1. Heat the pan before adding the fat.
2. Use the correct amount of fat.
3. Never overcrowd the pan.
4. Turn or move the meat as little as possible.

Braising & Stewing Meats
1. Pat the meat dry prior to browning, especially if it has been marinated.
2. Dredge the meat in flour just before cooking to improve browning.
3. Do not use more liquid than is necessary.
4. When meat is done, it should be fork tender.

Study Guide 25-1 Answer Key
PASTA
Types of Pasta
1. Over 100 varieties.
2. Different shapes, sizes, and flavors.
3. Color reflects flavor.
4. Fresh or dried.

Quality Characteristics of Pasta
1. Flour: High-protein semolina flour should be used.
2. Freshness: Pasta should be hard and brittle. It should snap cleanly.

Purchasing Pasta
1. Dried: Tube, flat, and shaped pasta available in bags and boxes. It should be brittle.
2. Fresh: Labor-intensive to make. Can be purchased from a pasta supplier or in frozen form.

Storing Pasta
1. Dried: Store in a dry place between 50°F–70°F.
2. Fresh: Wrap tightly and keep in the refrigerator.

Boiling Pasta
1. Use at least one gallon of water for each pound of pasta in a large enough stockpot for the pasta to move around freely.
2. Add about 1 oz. of salt per gallon of water.
3. Bring the water to a full boil and add the pasta.
4. Stir the pasta occasionally as it continues to boil for the indicated time.
5. Test the pasta for doneness. If it cuts easily with a fork the pasta is done.
6. Drain it into a colander.
7. If serving immediately, just plate the pasta and serve it. If serving the pasta later, rinse it with cold, running tap water to halt the cooking process.

Study Guide 26-1 Answer Key
FRUITS
Fresh Fruit
2. Melons.
4. Drupes.
5. Pomes.
7. Tropical Fruits.
9. Fruit is composed of carbohydrates, water, vitamins, minerals, and fiber.

Purchasing Fruit
1. USDA grading is voluntary.
5. U.S. No. 3—Low.

Cooking Rice & Other Grains
1. Boiling Grains: Add grains to slightly salted boiling water and simmer until tender.
2. Steaming Grains: Add the appropriate amount of boiling liquid to the grain. Cover and cook until the liquid is completely absorbed by the grain.
3. Pilaf Method: Involves sautéing the grain in oil or butter before adding the liquid. Onions, garlic, and seasonings may be added during the sautéing process. Once the grain is sautéed, a seasoned liquid is added. The grain is then usually cooked on the range or baked in the oven.
4. Risotto Method: First, the grain is sautéed, and then a small amount of hot liquid—often a soup stock—is added. The grain is stirred until all the liquid is absorbed. This process of adding liquid and stirring the grain is continued until the grain is completely cooked. Seasonings can be added to risotto after the sautéing stage. Risotto should be served immediately to maintain its texture and creamy consistency. Butter, olive oil, or cheese are often stirred in just before serving.
6. Sold ripe or unripe.
7. By count or weight.
8. In flats, lugs, or cartons.
9. Fresh, frozen, canned, or dried form.
10. **Canned Fruit:** Packed in heavy or light syrup, water, fruit juices, or “solid pack.”
11. **Frozen Fruit:** Available IQF; Grades A–Premium, B–Choice, C–Standard quality.
12. **Dried Fruit:** Used in compotes and chutneys; Must be rehydrated before use.

**Preparation of Fruit**
1. Wash fruit in cold water. Drain well. Remove any stems and skins.
2. Cut fruit in halves, quarters, slices, or chunks.
3. Remove seeds, pits, or cores.
4. Dip fruit in citrus juice to prevent browning.

**Cooking Fruit**
1. Broiled.
2. Grilled.
3. Baked.
4. Sautéed.
6. Fondue.
7. Poached.
8. Simmered.

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**Study Guide 26-2 Answer Key**

**VEGETABLES**

**Classifying Vegetables**
1. The squash family.
2. Roots and tubers.
4. The cabbage family.
5. Stems, stalks, and shoots.
6. The onion family.
7. Fruit-vegetables.
8. Leafy greens.

**Grading Vegetables**
1. **USDA Grades are based on:** the appearance, quality, and condition of vegetables when they arrive on the market.
2. **Vegetables are graded as:**
   a) U.S. Extra Fancy.
   b) U.S. Fancy.
   c) U.S. Extra No. 1.
   d) U.S. No. 1.

**Storing Vegetables**
1. **Starchy Vegetables:** Store in a dry location between 60ºF–70ºF.
2. **Other Vegetables:** Store at refrigerator temperatures of 41ºF or below. Store vegetables away from fruits that emit ethylene gas. The gas will cause continued ripening and possible decay.

**Purchasing & Storing Potatoes**
1. **Purchase Potatoes:** In 50-lb. cartons or bags.
2. **Store Potatoes:** In a dry, dark area between 60ºF–70ºF. Do not refrigerate.

**Types of Potatoes**
1. Mealy.
2. Waxy.
3. Russet.
4. Red.
5. Yukon.

**Quality Characteristics of Potatoes**
1. All varieties of potatoes should be heavy and firm, without soft spots, green color, or sprouting eyes.
2. Sweet potatoes should have dry-looking, orange and golden-orange skins. Avoid sweet potatoes with softened ends. This marks the beginning of spoilage.
3. Other potatoes should have dry, tight skins, without wrinkles.

**Market Forms of Potatoes**
1. Fresh.
2. Canned.
3. Frozen.
4. Dehydrated.

**Preserving Vegetables**
1. Canned.
2. Frozen.
3. Dried.

**Cooking Vegetables**
1. **To Determine Doneness:** Most vegetables should be fork tender.
2. **Pre-preparation involves:** Washing, peeling, cutting, and shaping.
3. **Cooking with Dry Heat:** Preserves flavors and nutrients; methods include broiling and grilling, baking, sautéing, deep-frying, and fondue.
4. **Cooking with Moist Heat:** To retain nutrients, cook vegetables for the minimum amount of time needed and in a small amount of liquid. Methods include blanching, parboiling, steaming, simmering, poaching, and braising.
Study Guide 27-1 Answer Key
BAKESHOP FORMULAS & EQUIPMENT

Bakeshop Formulas & Measurements
1. **Formula**: A recipe that includes the precise amount of ingredients.
2. **Ingredients are measured by**: weight.
3. **Bakers refer to weighing as**: scaling.

Using Math Skills
1. **Baker’s Percentage**: means that each ingredient is a certain percentage of the weight of the total flour in the formula.
2. **To determine the percentage**: All ingredients must be expressed in the same unit (pounds).

### Baker’s Percentage Formula:
\[
\text{Weight of ingredient} \times \frac{100}{\text{Weight of flour}} = \% \text{ of ingredient}
\]

Large Bakeshop Equipment
1. **Mixers**: Used to mix, knead, or whip batters and dough.
2. **Sheeter**: Rolls out large pieces of dough.
3. **Proofing Cabinet**: Freestanding metal box on wheels that is temperature and humidity controlled.
4. **Deck Oven**: Also called a stack oven, in which each shelf has a separate door and temperature control; used to bake a variety of items at once.
5. **Convection Oven**: Has a fan that circulates heated air; cooks in 30% less time at temperatures 25°–35°F lower than a conventional oven.
6. **Reel Oven**: Shelves rotate like a Ferris wheel to expose items to the same temperature and humidity.

Bakeshop Smallwares
1. **Pans**: Choose the correct size, shape, and thickness.
2. **Molds**: Pans with a distinctive shape.
3. **Rings**: Pans without a bottom used to produce round or square baked products.

Baking & Pastry Tools
1. **Pastry bags**.
2. **Pastry brushes and pattern cutters**.
3. **Bench scraper**.
4. **Rolling pins**.

Study Guide 27-2 Answer Key
BAKESHOP INGREDIENTS

Wheat Flour
1. **Wheat Flour**: The main ingredient in making baked goods.
2. **Gluten**: A firm, elastic substance that affects the texture of baked products.
3. **Bread Flour**: High in protein; produces a chewy, firm texture and a fine crumb.
4. **Cake Flour**: Lowest in protein; produces a soft, tender product and a fine, white crumb.
5. **Pastry Flour**: Moderate protein; used in pie dough, cookies, and quick breads.

Liquids
1. **Water**: Most common liquid; necessary for gluten development; adjusts temperature of products.
2. **Milk and Cream**: Protein, fat, and sugar of milk improve flavor and texture of baked goods; dried milk solids are sometimes used.
3. **Buttermilk, Yogurt, and Sour Cream**: Contain live bacteria that convert milk sugar into acid.
4. **Heavy Cream**: High fat content; used to tenderize baked goods.

Fats
1. **Fats**: Tenderize the baked product and add flavor, moisture, browning, flakiness, and leavening.
2. **Shortening**: A solid fat.
3. **Hydrogenation**: The process of making oils solid by the addition of hydrogen.
4. **Vegetable Shortening**: Purified oils that have been hydrogenated; less likely to become rancid.
5. **Emulsified Shortening**: Shortening that contains emulsifiers; also called high-ratio shortening because a high ratio of water and sugar can be added.
6. **Oil**: Fats extracted from plants; liquid at room temperature; neutral in flavor; blend easily and can coat more strands of gluten causing products to be more tender.
7. **Butter**: Use unsalted butter; butter is only 80% fat, so the product is less tender.
8. **Margarine**: Lower in saturated fat but less flavorful than butter.

Sugars & Sweeteners
1. Creates a golden-brown color.
2. Stabilizes mixtures.
3. Provides food for yeast.
4. Retains moisture for longer shelf life.
5. Tenderizes baked products.
6. Serves as a base for making icings.

Refined Sugars & Sweeteners
2. Brown Sugar. 7. Superfine Sugar.
5. Granulated Sugar. 10. Honey.

Eggs
1. **Eggs**: Second most important ingredient in baked products.
2. **Shell Eggs**: Fresh eggs are purchased in flats of 30 eggs.
3. **Egg Products**: Liquid frozen eggs, dried eggs, and liquid refrigerated eggs; can be purchased as whole eggs, egg whites, or egg yolks.
4. **Functions of Eggs**:
   a) Structure.
   b) Emulsification.
   c) Aeration.
   d) Flavor.
   e) Color.

Leavening Agents
1. A substance that causes baked goods to rise by introducing carbon dioxide or other gases into the mixture.
2. Air.
3. Steam.
Mixing Batters & Doughs

1. Additives: Used to color, thicken, provide texture, and replace fat in baked products.
2. Nuts: Used to provide flavor, texture, and color in baked products.

Additives & Nuts

1. Additives: Used to color, thicken, provide texture, and replace fat in baked products.
2. Nuts: Used to provide flavor, texture, and color in baked products.

Chocolate & Cocoa

1. Add body, bulk, and a unique color and flavor.
2. Unsweetened Chocolate.
4. Liquid Chocolate.
5. Cocoa Powder.

Flavorings

1. Extracts: Liquid flavorings that contain alcohol.
2. Spices: Adds flavor, color, and aroma.

Yeast Dough Preparation

1. Scaling Ingredients. 7. Shaping Dough.
5. Rounding Dough. 11. Cooling Dough.

Mixing Methods

1. Straight-Dough Method: Used to make most basic breads. All ingredients are mixed together in a single step.
2. Modified Straight-Dough Method: Used to make rich doughs. Allows for more even distribution of fats and sugars by mixing ingredients in steps.
3. Sponge Method: Used to make hearth breads or sweet doughs. Allows yeast to develop separately, yielding a more intense flavor and lighter, airy texture.

 Scaling Ingredients

1. Accurate Measurement: is critical. Too much or too little of an ingredient will effect yeast activity, gluten formation, and product quality.
2. Use a Baker’s Scale: to weigh all ingredients denser than milk or water.

Study Guide 28-1 Answer Key

YEAST DOUGH BASICS

Leavening

1. Leavens: Causes dough to rise as it fills with CO₂ bubbles. This process is called fermentation.

Study Guide 28-2 Answer Key

YEAST DOUGH PRODUCTION

1. Hard Lean Doughs: Whole-grain; Rye; Sourdoughs.
   a) Contains 0–1% fat and sugar.
   b) It is made solely from flour, water, salt, and yeast.
   c) Yields a dry, chewy crumb and a hard crust.
2. Soft Medium Dough: Pullman; Cloverleaf and Parker House rolls.
   a) Content of fat and sugar contains 6–9% and has a soft crumb crust.
   b) Elastic and tears easily.
3. Sweet Rich Dough: Coffee cakes; Cinnamon buns; Doughnuts.
   a) Has up to 25% of both fat and sugar.
   b) Structure is soft, heavy, and moist.
4. Rolled-In Fat Yeast Dough: Croissants; Danish pastries.
   a) Combines 10–50% fat into dough through a rolling and folding action.
   b) Rich, flaky texture with many thin layers.
Fermentation
1. **Fermentation**: Yeast converts dough sugars into alcohol and carbon dioxide, trapping gases in the gluten and causing the dough to rise.
2. Punch Dough.
3. Divide Dough.
4. Round Dough.
5. Bench Dough.
6. Shape Dough.
7. Pan Dough.

Final Proofing
1. After dough has been shaped and panned, place in proofer at 85°–95°F and 80–90% humidity.
2. Length of time depends on type of dough; should be slightly less than double in size.

Washing, Slashing & Docking
1. **Washing**: Applying a thin glaze of liquid before baking.
2. **Slashing**: Making shallow cuts in the surface to help gases escape.
3. **Docking**: Making small holes in surface of rich dough to allow steam to escape.

Baking Yeast Dough
1. **Oven Temperatures and Baking Times** are determined by dough type and:
   a) Dough richness.
   b) Portion size.
   c) Desired color.
   d) Weather.
2. **Baking with Steam**:
   a) Gives thin crust.
   b) Keeps crumb soft.
   c) Adds glossy shine.
3. **Stages of Baking**:
   a) Oven spring.
   b) Structure develops.
   c) Crust forms.
   d) Finished product.
4. **Test for Doneness**:
   a) Tap the top of the loaf—a hollow sound means the product is done.
   b) If the crust is evenly brown on the top and bottom it is done.

Cooling & Storing Yeast Products
1. **After Baking**: Remove from pan immediately and place on cooling rack.
2. **Cool**: Completely before slicing or wrapping.
3. **Glaze**: Brush with melted butter, shortening, or a glaze.
4. **Staling Prevention**: Add ingredients or chemicals to dough; Adequate proofing; Avoid refrigeration.
5. **Proper Packaging Storage**: Do not keep breads for more than one day; if you must, wrap and freeze.

Study Guide 29-1 Answer Key

**Quick Bread Basics**

Quick Breads
1. **Quick Breads**: Products that have a bread- or cake-like texture but do not contain yeast.
2. **Examples**: Pancakes; Biscuits; Muffins; Scones; Waffles; Soda breads.
3. **Ingredients**:
   a) Flour.
   b) Eggs.
   c) Fat.
   d) Sugar.
   e) Salt.
   f) Leavening Agent.
   g) Liquid.
4. **Biscuit Method**: Cut fat into dry ingredients then add liquid.
5. **Blending Method**: Combine liquid, sugar, fat, and eggs then add dry ingredients.
6. **Creaming Method**: Mix sugar and shortening, then add eggs, and finally add the dry and liquid ingredients alternately.
7. **Soft Doughs**: Thick consistency that can be rolled and cut.
8. **Batters**: Pour batters; Drop batters.

Loaf Breads
1. Uniform texture.
2. Lightly browned crust.
3. Tender and moist crumb.
4. Rounded tops with a split down the center.
5. **Mixing**: Undermixing yields lumpy batter; Overmixing yields tunnels in the final product.
6. **Flavor**: Adding nuts or fruit to a basic quick bread will alter the bread’s flavor.

Leavening Quick Breads
1. **Leavening**: Double-acting baking powder or baking soda.
2. **Purchase & Store**: The smallest unit possible and store air-tight containers in a cool, dry place.

Study Guide 29-2 Answer Key

**Making Biscuits**

The Biscuit Method
1. Gather and assemble all ingredients, utensils, and smallwares.
2. Prepare the sheet pan.
3. Scale, or measure, the ingredients.
4. Sift all the dry ingredients into the mixing bowl.
5. Cut the shortening into the dry ingredients.
6. Whisk the eggs and milk together in a separate stainless steel bowl.
7. Add the combined liquid ingredients to the flour mixture.
8. Place the dough on a pre-floured bench. Dust the top of the dough with bread flour.
9. Knead the dough.
10. Allow the dough to rest 15 minutes before rolling.

Quality Biscuits
1. **Appearance**: Biscuits should all be the same size. They should have flat tops, and straight sides.
2. **Color**: Biscuits should have a golden brown crust. The crumb should be creamy or flaky, depending on the type of biscuit.
3. **Texture**: Biscuits should be light, tender, and flaky. Flaky biscuits should easily separate into layers when broken apart.
4. **Flavor**: Biscuits should have a pleasing, delicate flavor.
Study Guide 29-3 Answer Key

MAKING MUFFINS

The Blending Method
1. Sift the dry ingredients into a separate mixing bowl. Add sifted, dry ingredients to the liquid and sugar mixture.
2. Blend the liquid ingredients with the sugar until smooth.
3. Mix together until the dry ingredients are moistened. Do not overmix.

The Creaming Method
1. Gather and assemble all ingredients, utensils, and smallwares.
2. Scale the ingredients.
3. Sift the dry ingredients into a separate mixing bowl and set aside.
4. Combine the solid fat and the sugar in the mixing bowl until smooth, fluffy, and creamy.
5. Add the eggs one at a time. Blend well after each addition.
6. Add the flour and liquid ingredients alternately in approximately three parts. Continue to mix until the batter is smooth.

Quality Muffins
1. **Appearance:** Muffins should have dome-shaped tops and be uniform in size.
2. **Color:** Muffins should have a golden brown surface.
3. **Texture:** The grain should be even and without tunnels. The muffin should be tender and moist.
4. **Flavor:** The flavor should be sweet and pleasant with no bitter aftertaste.

Study Guide 30-1 Answer Key

COOKIES

Crisp Cookies
1. Low moisture and high in sugar.
2. Spread during cooking.

Soft Cookies
1. Low in fat and sugar.
2. High ratio of liquids.

Chewy Cookies
1. High ratio of eggs, sugar, and liquid
2. Low amount of fat

Cookie Spread

*Spread is determined by:*
1. Flour type.
2. Sugar type.
3. Amount of liquid.
5. Type of fat.

Mixing Cookies
1. **One-Stage Method:** Mix all ingredients together at one time.
2. **Creaming Method:** Mix sugar and fat first. Add eggs in stages to mix well. Then add the sifted dry ingredients.

Cookie Types
1. Drop.
2. Rolled.
3. Icebox.

Baking Cookies
1. **Underbake:** Due to carryover cooking.
2. **Double Pan:** To avoid burning.

Storing Cookies
1. Keep in airtight containers away from moisture; do not refrigerate.
2. Wrap carefully before freezing.

Study Guide 30-2 Answer Key

CAKES

Types of Layer Cakes
1. **Pound:** Contain one pound each of butter, flour, sugar, and eggs.
2. **Sponge or Foam:** Airy, light texture due to the amount of air whipped into the eggs.
3. **Angel Food:** Air is whipped into egg whites leavens the cake.
4. **Chiffon:** Egg yolks and sugar are whipped, then flour is added. Egg whites are whipped and folded in to lighten the mixture.
5. **High-Ratio Layer:** Contains high ratio of liquids and sugar yielding a moist and tender texture.

Cake Mixing Methods
1. Creaming.
2. Blending (also called Two-Stage).
3. Sponge or Foam.
4. Angel Food.
5. Chiffon.

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Panning & Scaling Cakes
1. Coat pan with fat and flour or line with parchment paper.
2. Fill pans ½ to ¾ full, spreading the batter evenly.
3. Scale batter to make cakes a consistent size.

Baking Cakes
1. Preheat oven to correct temperature.
2. Make sure oven shelves are level.
3. Make sure pans do not touch.
4. **Determining Doneness:**
   a) Cake tester comes out clean.
   b) Center springs back when pressed.
   c) Pulls away from sides of pan.
5. **Cool:** at least 15 minutes before removing from pan.

Icing & Buttercreams
1. **Icing:** Provides a protective layer that seals in moisture; adds flavor.
2. **Types of Buttercream:** Simple; French; Italian; German; Swiss.
Icing Cakes
1. Match icing type to cake.
2. Tap off loose crumbs
3. Ice top layer from the center out.
4. Spread icing down the sides.
5. Smooth surface before decorating.

Storing Cakes
1. Store cakes in air-tight containers or plastic wrap in the refrigerator until needed.
2. Undecorated cakes can be frozen up to a month.
3. Cover frosted cakes and store in refrigerator until they are served.

PIES
Pie Dough Basics
1. Pastry Flour. 3. Water.
2. Vegetable Shortening. 4. Salt.
5. Sometimes called 3-2-1 dough. Ratio of 3 parts flour, 2 parts fat, 1 part water.

Types of Pie Dough
1. Flaky: Flour is not completely blended with fat; Fat is cut into the size of walnuts (long-flake) or peas (short-flake).
2. Mealy: Texture resembles coarse cornmeal; Fat is blended into the flour more completely; Requires less liquid than flaky dough.

Mixing Pie Dough
1. Sift flour with salt.
2. Cut fat into flour.
3. Add cold liquid and mix.

Shaping Pie Dough
1. Scale Dough: For 9" top crust use 7 oz.; For 9" bottom crust use 8 oz.; Add 1 oz. to top and 2 oz. to bottom crust for each additional inch.
2. Dust: the bench and rolling pin with flour; Do not over dust.
3. Roll Out the Dough: Roll to 1/8" thickness, from the center out; Make sure it does not stick.
4. Pan Dough: Roll dough tightly around pin, lift, unroll into pan, and press into sides.
5. Flute Single-Crust Pies: Decorate the crust by making uniform folds around the edge of the pie.
6. Seal & Flute Two-Crust Pies: Use water or egg wash to moisten edges and seal crusts together. Flute crust and apply egg wash or glaze if desired.

Baking Pie Shells
2. Pierce pie dough.
3. Put empty pie pan over dough.
4. Bake upside down.

Pie Fillings
1. Ready-made fillings.
2. Cooked fruit fillings.

3. Starches: Used to thicken pie fillings; Must be mixed with sugar or a cold liquid to avoid lumping. Examples: Cornstarch; Modified starch; Tapioca; Pregelatinized starch.
4. Cream Pie Fillings: Flavored pastry cream (thickened egg custard); May be topped with meringue.
5. Custards: Fillings made with eggs, which firms up as it cooks.
7. Chiffon Pies: Cooked fruit or cream filling that is stabilized with gelatin. A meringue is folded in.

Baking Pies
1. Bake at: 400°–425°F for first 10 minutes to set bottom crust.
2. For Custard Pies: Lower to 325°–350°F after first 10 minutes.
3. Determine Doneness: Insert knife into center. If it comes out clean, the pie is done.

SPECIALTY DESSERTS
Frozen Desserts
1. Ice Cream. 3. Sherbet.
2. Frozen Yogurt. 4. Sorbet.

Custards & Pudding
1. Custard: Desserts made from eggs, milk or cream, flavorings, and sweeteners.
2. Pudding: Desserts made from milk, sugar, eggs, flavorings, and cornstarch or cream.
3. Stirred Custards: Cooked on the range in a double boiler or saucepan; must be stirred constantly; does not set firmly.
4. Baked Custards: Baked in a water bath; Remove from oven when the center is slightly fluid; Firmly set when done.

Puddings
1. Starch-thickened: Boiled in a saucepan and poured into molds.
2. Baked: Add large amount of bread or a custard to make bread pudding or rice to make rice pudding. Bake.

Bavarians, Chiffons & Mousses
2. Chiffons: Made of meringue, gelatin, and flavored custard sauce.
3. Mousse: A light and airy dessert made with meringue and whipped cream; Fresh fruit or chocolate often serves as the base.

Storing & Serving Dessert
1. Any dessert with eggs or cream should be: refrigerated or frozen.
2. Ice cream and sherbet should be: stored at 0°F or lower.
3. Before serving frozen desserts: hold them between 8°F–15°F for 14 hours so they will be soft enough to serve.