

HMP

An Introduction to the Hospitality Industry Food Preparation & Cooking Level 1 and 2



Welcome to a world
of endless
opportunities and
career pathways



Learner Name: Wing:

Welcome to the Hospitality Industry



Working in the hospitality industry offers you a horizon of opportunities across the world that can open many doors for you.

Whether it's working in a coffee shop, restaurant, hotel, bar or even a burger van, your opportunities are endless.

If you have a passion for food, customer service, people, travel or learning new skills, then the hospitality industry is for you.

Every top chef will tell you how they started off at the bottom of their career paths and worked hard to get where they are now reaping the rewards for their hard work and determination, as well as their passion for food.

Today, there are more and more chefs coming into an industry that is very much a part of our everyday lives where they are taking food to another level.

If you want to be the next Gordon Ramsey, Michel Roux or Marco Pierre-White, then this course will give you a taste of what it's like as well as a step in the right direction.


YES
CHEF





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About this course



A level one food preparation and cooking course lasts for approximately six weeks as the course standards and requirements require you to achieve 147 guided learning hours. Here at HMP Maidstone, you will be required to attend the officers mess daily Monday to Friday from 08.30 through until 15.00 where your lunch will be provided. You must attend daily to ensure that you complete your qualification in the given time scale in order to achieve the full qualification award and certificate.

HMP Maidstone has a very well-established officers mess and offers great learning and development opportunities that go above and beyond the course expectations. Working as part of a team of up to 12 learners and peer mentors your daily tasks will include:

- Working as part of a team/helping and supporting others
- Ensuring that you work in a safe manner
- Ensuring that you are working hygienically
- Ensuring that you prepare, cook, serve and serve food safely
- Respecting other's values, beliefs, faiths and religions
- Working your way around the kitchen sections
- Participating and engaging in class activities and peer mentor support

During your time in the kitchen you will be allocated weekly job roles which will rotate over the six-week period of your course. This will include:

- Preparing and serving hot and cold sandwiches
- Preparing and cooking bread and dough products
- Helping to prepare and cook cakes
- Helping to prepare and cook main meals and mess staff meals
- Preparing and serving hot beverages
- Serving customers and clearing tables
- Cleaning a range of service areas
- Washing up

As well as working in the kitchen you will be expected to complete a multiple-choice test for each of the six units of your qualification. These will be completed in a classroom environment. You will have sufficient opportunities to carry out revision tasks that we set you, this will also involve attending the virtual campus to complete an e-learn food hygiene and safety course.

Additional support will also be given to those who require help with reading and writing.

Once you have completed your course you will receive a City & Guilds certificate that is recognised around the world.

For those wishing to progress further will be given the opportunity to move on to the level 2 food preparation and cooking qualification where you will be focussing on more advanced food preparation and cooking techniques. You can read more about this later on.



Career Pathways & Opportunities



The hospitality industry can open many opportunities for everyone as this is one of the biggest industries in the world generating millions of jobs and billions in dollars. It is said that the hospitality industry alone contributes over \$4 trillion US dollars and employs over 215 million people.

The latest example of such demand is that of the billion-dollar cruise ship that set sail in 2019 which employs nearly 3000 crew and can take on board 6000 passengers.

Given the continuous growth of the hospitality industry there will always be a demand for workers in many sectors. These can include:

- Cafes
- Restaurants
- Bars
- Hotels
- Cruise ships
- Casinos
- Shopping centres
- Office blocks
- Holiday resorts
- Holiday parks
- Leisure centres
- Special events
- Arenas
- Hospitals
- Schools
- Care homes
- Cinemas



With so many different kinds of hospitality outlets, means that there are hundreds of different job roles to be filled by people from all backgrounds across the globe, whether it's a kitchen porter, concierge, executive head chef or a sommelier!

Starting off in the hospitality industry has many starting points from a weekend wash up, college training, work-based apprenticeships or with just a passion to aspire and succeed.

Each department within the hospitality industry will give you an opportunity to learn, develop and progress.

Although it is often said that working in hospitality can be very hard work, long hours, working weekends, no social life or in some cases you don't see daylight! However, with the changes and flexibility in working conditions, this is not so much the case now!

Flexible working hours, capped working hours, job sharing etc, has given many more people the opportunity to work under their own terms.

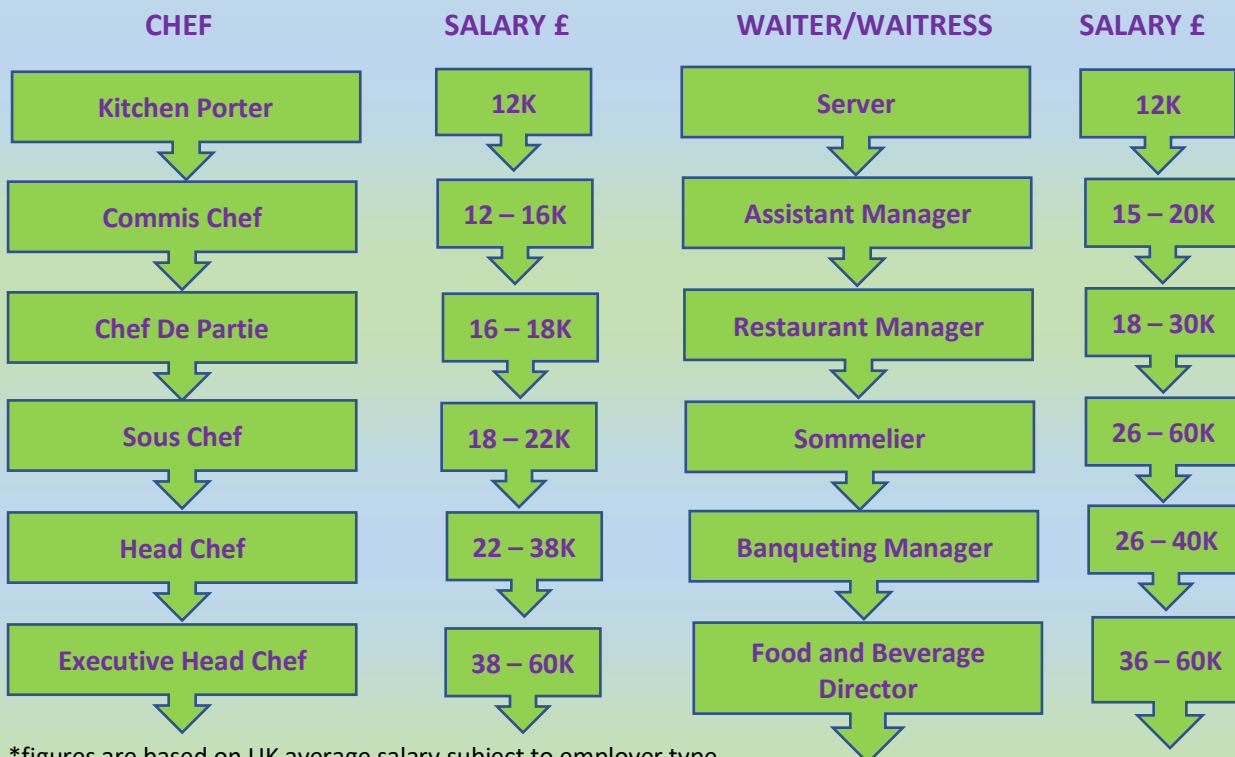


Career Pathways & Opportunities



Continued:

Here are some examples of career pathways that can lead to job satisfaction, large salaries, as well as the opportunity to meet different people and see the world.



*figures are based on UK average salary subject to employer type.

As you can see some of the salaries look very appealing depending on the level of hospitality you can work in. The high-end figures shown is what you could be earning in a top London restaurant or hotel.

A typical restaurant would employ around 15 – 30 people which may consist of the following job roles:

Restaurant manager – assistant manager – head waiter – waiter/waitress – bar person – head chef – sous chef – chef de Partie – commis chef – kitchen porter – cleaner.

Can you list 25 hospitality related job roles that can be found on a cruise ship? (excludes the captain and other related crew)



Answers:

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Date completed Assessed by Date



Career Pathways & Opportunities



Continued:

Today, many chefs are fast tracking their careers by leaving school and going straight in to kitchen jobs where they are able to learn on the job and before you know it they are working in high-end/ Michelin star restaurants and hotels; some have even opened their own restaurant by the age of twenty four and already making a name for themselves!

Other chefs choose the route of going to college for two to three years where they learn at a slower pace but at the same time, gain more knowledge and skills used in the culinary world. Such skills are well sort after as they enable you to walk into a kitchen with an excellent understanding of cookery.

Today in The United Kingdom there are several ways that you can pursue a career and gives young people the option as to what best suits them!

Schools – Many schools now offer vocational learning such as City & Guilds accredited qualifications for those who maybe are less academic and more practical with their learning.

Apprenticeships – many people are now leaving school and starting apprenticeships where they go straight into the workplace where they have opportunity to learn whilst they earn. Apprenticeships are supported by colleges and training providers who ensure that they are receiving the right learning support and development. At the end of the apprenticeship, the learner will receive an accredited certificate with the opportunity of further employment.

Colleges – This route enables school leavers to study and learn at a steadier pace and cover more aspects of their chosen career path. Those who have chosen this route tend to go on to much bigger things due to the colleges having links with many reputable employers.

Earn whilst
you learn

Knowledge
is wealth

Skills are
the key



Career Pathways & Opportunities



Continued:

Over to you:

Having given example of learning routes in the UK, can you describe what learning options you may have in your home country.



Answers:

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Date completed Assessed by Date



Did You Know?



Here are some interesting facts that you may not know about famous people in the hospitality industry.

- *Gordon Ramsey started his career as a professional footballer for Rangers FC, but an early injury cut his playing career short!*
- *Two college friends who studied medicine together decided to take a \$5 ice cream making course and with \$200 between them set up a factory in a garden shed making ice cream. Before they knew it, Ben and Jerrys Ice cream was the talk of the United States!*
- *Thomasina Miers who won amateur master chef in 2007 now has 25 Wahaca Restaurants across the UK*
- *Delia Smith one of the UK's most love cooks is the chairperson of Norwich City FC!*
- *The first pizza delivery was delivered to the king and queen of Italy in 1889!*
- *McDonalds was started by two brothers selling hot dogs in 1940; unfortunately, they were duped into a franchise by a milk-shake seller who reaped all the benefits leaving the brothers with only the hot dog restaurant they started with!*
- *Gordon Ramsey has achieved 16 Michelin stars to his name!*
- *McDonald's open a new restaurant every 15 hours and serve 70 million customers every day!*
- *Saffron is said to be more expensive than gold!*



Course Contents & Requirements



During your six-week course you will be working to a set of awarding body standards that will involve you being observed and assessed in the officers' mess.

The majority of the standards will be done through practical assessments on a daily basis and the remaining standards will be assessed through questions and answers.

The assessment process will involve being assessed by your tutor on the following qualification standards:

Unit 101 – Maintain a safe & hygienic workplace

- ✓ Wearing the correct PPE
- ✓ Ensuring that you are working safely at all times including the safe use of equipment and knives
- ✓ Following security procedures
- ✓ Preventing and dealing with hazards
- ✓ Following emergency procedures
- ✓ Reporting unsafe practices, illnesses and injuries

Unit 104 – Contribute to effective teamwork

- ✓ Making sure that you understand the requirements of your daily duties and tasks
- ✓ Being organised and producing work on time
- ✓ Communicating with colleagues, tutors and customers
- ✓ Working as part of a team and helping others
- ✓ Passing on important information
- ✓ Identifying and reviewing learning and development needs

Unit 203 – Maintain food safety when preparing, cooking and storing food

- ✓ Ensuring basic personal hygiene procedures
- ✓ Ensuring safe food preparation, cooking and storing procedures
- ✓ Maintaining a clean and hygienic workplace
- ✓ Disposing of waste safely
- ✓ Preventing and monitoring food safety hazards
- ✓ Following stock control and rotation

Unit 117 – Prepare and serve hot and cold sandwiches

- ✓ Checking foods are fit for consumption
- ✓ Using the correct tools and equipment
- ✓ Keeping your work area safe and hygienic
- ✓ Following instructions
- ✓ Keeping foods safe at all times





Course Contents & Requirements



Continued:

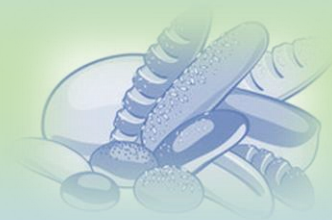
Unit 120 – Prepare and cook meat and poultry dishes

- ✓ Checking foods are fit for consumption
- ✓ Using the correct tools and equipment
- ✓ Keeping your work area safe and hygienic
- ✓ Following instructions
- ✓ Keeping foods safe at all times



Unit 126 – Cook and finish simple bread and dough products

- ✓ Checking foods are fit for consumption
- ✓ Using the correct tools and equipment
- ✓ Keeping your work area safe and hygienic
- ✓ Following instructions
- ✓ Keeping foods safe at all times



During your six-week course you will be preparing and cooking basic food items such as: Chicken – bacon – sausages – vegetables – omelettes – burgers – baguettes – flat breads – jacket potatoes – cakes – curries – sausage rolls – soups etc.



Level 2 Food Preparation & Cooking



Once you have completed your level one course you may have the opportunity to progress onto the level 2.

However, this will be subject to the college being satisfied that you meet the following criteria:

- ✓ You have successfully completed your level one course
- ✓ You have shown a willingness to learn new skills and knowledge
- ✓ You have sufficient time left on your sentence
- ✓ You have not incurred any breaches of your security level
- ✓ You have not incurred any negative IEP's
- ✓ There are no other issues of concern

If successful you will be able to develop your skills and knowledge to a new level. You will have the opportunity to prepare and cook far more advanced dishes, breads, cakes, pastry and sauces.

Your level 2 qualification will last for three months where you will have to complete 9 units based around food preparation and cooking, and like the level 1 each unit will have a multiple-choice knowledge test to complete.

Further opportunities could also lead to becoming a peer mentor in the officer's mess subject to assessment of your ability to support new learners!



Over to You



Now that you have read about what the course involves, we would like to know more about you so that we can assess your ability to complete the course.

In order to carry out this assessment we would like you to complete the following tasks:

Tell us why you think that you are an ideal candidate for this course.



Answer:

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Tell us about any previous industry experience that you might have, as well as any qualifications that you may have achieved. This can be prior to, or during prison.



Answer:

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Over to You



Continued:

What makes you a team worker?



Answer:

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Can you give an example of when you have been an important part of a team?



Answer:

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Over to You



continued:

Upon release, what are you plans for employment?



Answer:

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Scenario – You are placing an order in your favourite burger restaurant

Can you make a sentence with the following words?

BURGER – CHEESE – BUN – LETTUCE – KETCHUP – WITHOUT – LARGE – FRIES



Answer:

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Date completed Assessed by Date



Over to You



Continued:

Can you complete the following words?



BAC_ERIA _ERM_ _RIDGE C__K__G B_K_N_ S__P
T_M_T_ ON__N _ILK CH__S_ CA_E _UTT_R __L
LE__N CL__N__G S_F_TY _RANG_ F__H G_RL_C
_ERBS _H_CK_N _P_PLE W_N_ S_L_ P_PP_R

Some of the following words have been spelt incorrectly. Circle which ones that you think are wrong.



TOMATOS EGGS PINAPPLE LETTUCE ORANG CHEESE CELARY
SOOP BRED POTATO MAYONNAISE RESTARANT WAITER CHILLI
MELAN FRIES FISH CURRIE MUSHROOM SOURCE SPICEY
BUTTER MANGO BANNANA CHOCOLATE CRUMBS HERBS

Complete the following calculations:



$$\begin{array}{r} 15 \\ \times 3 \\ \hline \\ \hline \end{array}$$

$$\begin{array}{r} 155 \\ + 186 \\ \hline \\ \hline \end{array}$$

$$\begin{array}{r} 85 \\ - 42 \\ \hline \\ \hline \end{array}$$

$$\begin{array}{r} 125 \\ \div 5 \\ \hline \\ \hline \end{array}$$

Date completed Assessed by Date



Over to You



Continued:

How many hazards can you spot?
Put a circle around each one you find.



Warning Signs

Can you identify the following warning signs?
Place your answers in the green boxes



Date completed Assessed by Date



Over to You



Continued:

Looking at the chef below there are 7 arrows pointing to an item of clothing. In each box can you briefly describe how it protects the chef of the food hazards?



Date completed Assessed by Date



Further Reference



Here is some further information that you might find useful when working in a commercial kitchen:

Kitchens use a range of key words when preparing, cooking and serving food, many of the terms used today are normally taught at catering schools and colleges in French. For example, preparation of foods for service is commonly known as ***Mise en Place!***

Here is a list of more commonly known terms used:

A la carte – A term used for individually priced dishes on a menu

A la minute – A term used to cook foods to order, usually foods that only take a few minutes

Au gratin – A term used when sprinkling cheese or breadcrumbs on a dish and placing under the grill

Aromats – A term used for fragrant herbs and spices

Bain-marie – A container used to keep food warm which usually contains hot water

Basting – A term used to coat joints of roasted meats in its own juices, fats or oils

Batten out – A term used to flatten a piece of meat or poultry

Blanch/Blanching – A term commonly used to partially cook vegetables

Blitz – A term used to rapidly puree foods to a smooth consistency such as a soup or sauce

Bone out – A term used to remove bones from a joint of meat or poultry

Bruniose – A particular cut of vegetable usually cutting into tiny diced pieces

Creaming – A term used when mixing sugar and butter to gain a smooth and pale mix

Casserole – A method of cooking using a pot with a lid and usually cooked in an oven

Chiffonade – To finely shred foods such as lettuce, cabbage or herb leaves

Concasse – A method commonly used to prepare a tomato which has its skin removed using the blanching method

Confit – A term used to slowly cook something to a desired texture or consistency which is usually carried out using fat or oil

Cross-Contamination – A term used in food safety when something becomes contaminated by another source which is usually Chemical, Allergenic, Biological or Physical. This will spoil the food and will have to be disposed of

Danger Zone – A term used when preparing, cooking, holding or cooling foods. This refers to a range of food temperatures when the food can be safe or unsafe during procedures. The main danger zone is when foods are subjected to a temperature range of 5 to 63°C which means bacteria is most likely to grow

Duxelle – A term usually used for finely chopping a delicate mixture of food items such as mushrooms

Egg wash – A term used brush something with egg which gives the foods a nice golden colour when cooked

Folding – A term used when carefully mixing ingredients together, usually to stop the loss of air when cake making

Food Bourne – A term used when bacteria is present on food items

Frappe – A term used to chill or freeze food items that can be blitzed to an icy consistency

Freezer burn – A term used when foods become unfit for consumption through being in a freezer for too long or store un-covered

Garnish – A term used to finish a dish using specific ingredients to finish and present a dish

Glaze – A term used to give foods a shiny or glossy finish

Jardiniere – A term used to cut vegetables into batons usually about 2 inches long

Julienne – A term used to cut vegetables into very fine strips

Knocking Back – A term used in bread making which is usually done after the first prove. This involves taking the air out and kneading for a second time before proving again

Liaison – A term used to combine and thicken sauces, glazes and soups. This often involves the use of an egg yolk which enhances the colour, texture and taste

Lining – A term used to line a cake tin which is usually lightly greased with butter or oil

Macedoine – A term used to cut vegetables into different shapes and sizes

Marinade – A term used to infuse flavours into foods such as meats. This is where meat is placed into liquid made up with intense flavours such as oil, garlic, spices and herbs. This also can make the meat tender

Mirapoix – A term used when roughly cutting vegetables used for stocks, sauces and soups

Nutrients – A term used for the main components of a dish such as proteins, fats, carbohydrates etc

Pane – A term used to coat food items in flour, egg and breadcrumbs

Paysanne – A term used to cut vegetables into small shapes used for salads, soups, sauces and garnishing

Piquant – A term used for foods such as dressings and sauces that have a sharp taste

Prove – A term used when making bread and dough products. This is when you leave the mixture to rise

Reduce - A term used when making sauces when you want to intensify the flavour and consistency

Refresh – A term used to cool foods under cold running water such as vegetables

Roux – A mixture of fat and flour used as a thickening agent for sauces and soups

Rubbing in – A term used when making pastry products. This is done by rubbing the fat into the flour to form a fine crumb

Sifting – A term used when putting flour through a sieve

Saute – A term used to cook foods quickly in hot oil using a frying pan

Seal – A term used when you are frying meat to seal in the flavours and juices

Stock Rotation – An important action used when new stock arrives by placing the new stock behind the old stock

Sweat – A term used to cook without colour such as onions in oil which you want to soften but not colour

Table d' hote - A term used by restaurants who have a fixed price menu. This is most commonly used in France

Vegan – A term used for someone that does not eat any animal related products

Veloute – A term used when making sauces or soups which are made using stock and flour which gives a silky-smooth consistency



Thank You



If you have enjoyed finding out about the food preparation and course and would like to apply, complete this booklet and fill in your application form and submit it to activities.

If you would like to know more about the course you can ask to speak to one of the catering tutors who would be more than happy to come and talk to you.

We look forward to meeting you.





Learner Feedback



To be completed by the catering tutor only

To be ticked if the learner is competent:

- ☐ Spelling
- ☐ Punctuation
- ☐ Grammar
- ☐ Sentence structure
- ☐ Numeracy

Feed back and development

Signed by learner Date

Signed by tutor Date