THHHBCC10B: Plan and prepare food for buffets

Description

This unit deals with the skills and knowledge required to plan and prepare foods for buffet situations. There is a close relationship between this unit, which covers the planning, preparation and cooking of food items for buffets, and THHADCC02B Plan, prepare and display a buffet, which is a more advanced unit and focuses on the overall planning, design and display of buffets.

Associated Units

THHGHS01B - Follow workplace hygiene procedures
THHBKA01B - Organise and prepare food
THHBKA02B - Present food
THHBCC01B - Use basic methods of cookery

Unit Sector

Commercial Cookery

Performance criteria

<table>
<thead>
<tr>
<th>Element</th>
<th>Performance criteria</th>
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</table>
| 1. Plan the buffet | 1.1 Plan the buffet, including food items and display, according to enterprise and/or customer requirements, in consultation with relevant others.  
1.2 Select appropriate food items according to season, budget, occasion and customer requirements. |
| 2. Prepare, produce and present foods for buffets | 1.3 Calculate the buffet cost in accordance with budget and reporting requirements.  
1.4 Plan the layout and display of the buffet, taking into consideration the type of food, occasion and desired theme.  
1.5 Where required, design, and organise or produce a variety of appropriate buffet centrepieces and decorations.  
2.1 Use appropriate methods of cookery to prepare meats, poultry, seafood and other foods for buffets.  
2.2 Where required, glaze buffet items with aspic or gelatine preparations to acceptable enterprise standards.  
2.3 Produce sauces and garnishes suitable for buffet food items.  
2.4 Curve and serve meats according to enterprise standards.  
2.5 Serve and present hot and cold foods according to health and hygiene regulations.  
2.6 Apply portion control to minimise wastage and maximise profit.  
2.7 Arrange and present food items attractively and tastefully to maximise appeal. |
| 3. Produce desserts for buffets | 3.1 Prepare and produce desserts suitable for buffet presentation using standard and/or enterprise recipes. |
| 4. Store buffet items | 4.1 Store buffet items hygienically and correctly before and after the buffet service time, at a safe temperature. |

Key competencies
Key competencies are an integral part of all workplace competencies. The table below describes those applicable to this unit. Trainers and assessors should ensure that they are addressed in training and assessment. Level 1 = Perform Level 2 = Administer and Manage Level 3 = Design and Evaluate

<table>
<thead>
<tr>
<th>Key Competency</th>
<th>Example of Application</th>
<th>Performance Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Communicating ideas and information</td>
<td>Reading recipes, menus and instructions, orders</td>
<td>1</td>
</tr>
<tr>
<td>Communicating with other members of the</td>
<td>communicating with other members of the kitchen team</td>
<td></td>
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<tr>
<td>kitchen team and food service staff</td>
<td></td>
<td></td>
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<tr>
<td>Collecting analysing and organising</td>
<td>Assessing buffet requirements Prioritising tasks</td>
<td>2</td>
</tr>
<tr>
<td>information</td>
<td>Analysing menus, recipes and task sheets</td>
<td></td>
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<tr>
<td>Planning and organising activities</td>
<td>Co-ordinating buffet display and set-up</td>
<td>1</td>
</tr>
<tr>
<td>Working with others and in teams</td>
<td>Working co-operatively with other members of the kitchen</td>
<td>1</td>
</tr>
<tr>
<td>team</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Using mathematical ideas and techniques</td>
<td>Calculating portions, weighing and measuring</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>quantities of ingredients Costing a buffet</td>
<td></td>
</tr>
<tr>
<td>Solving problems</td>
<td>Dealing with minor problems such as food not</td>
<td>1</td>
</tr>
<tr>
<td></td>
<td>being ready on time, shortages of particular items</td>
<td></td>
</tr>
<tr>
<td>Using technology</td>
<td>Using kitchen equipment</td>
<td>1</td>
</tr>
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**Range statement**

This unit applies to all hospitality and catering enterprises where food is prepared and served such as restaurants, hotels and other catering operations. The following explanations identify how this unit may be applied in different workplaces, sectors and circumstances. Buffets may be associated with functions, special occasions and celebrations, breakfast, lunch or dinner service. Food items for buffets may be derived from classical or contemporary recipes and from varying ethnic origins. Buffet items may be selected to meet the requirements of particular cultural groups, or a particular cultural theme.

- selection of hot and cold dishes
- glazed foods, galantines, forcemeats
- meats, poultry, fish, smallgoods, salads, cheeses
- dessert and pastry (hot and cold) items.
- floral arrangements
- fruit and vegetable displays
- special theme items
- candles
- special occasion cakes
- glassware and serviceware
- ice, fruit or vegetable, chocolate, salt or margarine carvings.

**Evidence guide**

The evidence guide provides advice on assessment and must be read in conjunction with the Performance Criteria, Required Skills and Knowledge, the Range Statement and the Assessment Guidelines for the Training Package.

The following skills and knowledge must be assessed as part of this unit:

- suitable types of foods and dishes for buffets to meet enterprise, customer, nutritional and cultural requirements
- characteristics of food items suitable for buffets and appropriate service conditions and temperatures to maintain optimum quality
Essential Knowledge and Skills to be Assessed

- a range of cookery skills for varieties of food items
- nutrition, in particular, the effects of cooking on the nutritional value of food, and ensuring a nutritional balance in buffet menus
- culinary and technical terms commonly used in the industry associated with buffets
- principles and practices of hygiene, particularly related to issues surrounding buffet service
- legislation on food safety related to service of food for buffets
- logical and time efficient work flow
- presentation techniques for food items that make-up a buffet
- waste minimisation techniques and environmental considerations in specific relation to buffets.

This unit must be assessed with or after the following units. These units describe skills and knowledge that are essential to this unit of competence:

- THHGHS01B Follow workplace hygiene procedures
- THHBKA01B Organise and prepare food
- THHBKA02B Present food

Linkages to Other Units

- THHBCC01B Use basic methods of cookery

This unit also has linkages to the following units and combined training and assessment is recommended:

- THHBKA03B Receive and store kitchen supplies
- THHBKA04B Clean and maintain kitchen premises
- THHADCC02B Plan, prepare and display a buffet

Evidence of the following is critical:

- a detailed understanding of the different nature and handling requirements for buffet food items
- safe and hygienic practices in the preparation and service of buffets.

Assessment must ensure:

- demonstration of skills within a fully equipped operational commercial kitchen (including industry-current equipment) using real ingredients
- preparation of dishes suitable for buffets
- industry-realistic ratios of kitchen staff to customers
- preparation of dishes within typical workplace time constraints.

Critical Aspects of Assessment

Context of Assessment and Resource Implications

Assessment methods must be chosen to ensure that the planning and preparation of food items for buffets can be practically demonstrated. Methods must include assessment of knowledge as well as assessment of practical skills.

The following examples are appropriate for this unit:

- direct observation of the candidate preparing food for buffets
- sampling of buffet items prepared by the candidate
- evaluation of a complete buffet planned and co-ordinated by the candidate
- written or oral questions to test knowledge about suitable items for buffets, food safety issues
- review of portfolios of evidence and third party workplace reports of on-the-job performance by the candidate.