

Competence Matrix Cook*

Areas of Competence	Needed Steps of Competence Development				
Purchasing, costing and stocking	<p>He/she knows the foods he/she works with, their characteristics, qualities and their range of use.</p> <p>He/she knows the rules of purchasing, is able to check incoming products in matters of quality, and knows how to store them.</p> <p>He/she is able to implement the hygienic standards regarding the purchase, the storage (of fresh and conserved food) and the processing of foods.</p>	<p>He/she has an overview of the respective seasonal offers of food, knows the regional and international foods.</p> <p>He/she knows about the different production conditions of vegetal and animal food and is able to choose the required food according to economical and quality criteria.</p>	<p>He/she knows the regional food suppliers and is able to bargain independently for product quality and prices.</p> <p>He/she is able to calculate simple commercial kitchen costs, is able to evaluate single menus according to the recipe instructions, and to estimate the adequate need of the necessary quantity of foods.</p> <p>He/she is able to compose simple written orders and to carry out the purchase.</p>	<p>He/she is able to order the short and long term need of food for an establishment for a certain period with the help of a computer and special programmes and is able to stay within budgetary limits.</p>	<p>He/she controls the relation between quality and costs of the products, knows the different work areas of the establishment, and leads the kitchen space in coordination with the other departments and according to the needs of the other departments of the establishment, respecting economic criteria as well as the specific criteria for the target groups.</p>
Composition and planning of menus	<p>He/she knows the rules of composing a menu as well as the most important recipes of the local kitchen and is able to compose a simple menu.</p>	<p>According to the seasonal offer and the situation in the market.</p> <p>He/she is able to create new recipes and new offers and therefore reach new target groups.</p>	<p>He/she is able to compose a bill of fares and menus for the establishment, which are specified for the respective target groups.</p> <p>He/she is able to design menus and forms of presentation not only according to special occasions but also for common occasions and to plan efficient work processes (buffets, events, catering...).</p> <p>He/she knows the essential European and international menus, is able to compose menus and choose the suitable beverages.</p>		

				He/she takes nutritional information and knowledge into consideration (nutritive value of food, energy demand), and also the different forms of diets such as raw vegetarian food, light forms of diet, whole foods and dietary foods.
Production of menus	<p>He/she is able to cook simple menus according to instructions, as well as side dishes, sauces, soups and starters.</p> <p>He/she is able to execute all kinds of preparation works independently by using the right cutting techniques, to prepare the raw food for roasting and cooking, to cook and decorate small menus as well as simple side dishes, as well as to assist to finish the products and to communicate with the colleagues and superiors by using the relevant gastronomic technical terms.</p> <p>He/she is able to use the specific technical professional machines and devices, to maintain them, and to keep the work place and the devices clean, as well as to respect the standards of personal hygiene.</p> <p>He/she can choose - under supervision- amongst the respective products, quantities, utensils and devices and implement the adequate cooking process (particularly baking, roasting,</p>	<p>With the help of recipe instructions, he/she is able to independently prepare main dishes, sophisticated starters and desserts and to decorate them appealingly and to search inspiration on the internet.</p> <p>He/she is able to efficiently operate the preparation and production of menus in coordination with other participating colleagues.</p> <p>He/she can professionally prepare and joint meat, fish, poultry and game.</p> <p>He/she works under the consideration of measures of environment protection and obeying the rules of waste management.</p>	<p>He/she can deal with the stress of preparing a great number of menus within a short space of time, has planned all steps of preparing, cooking and post-processing of menus (time, quantity of food, cooperation with colleagues).</p> <p>He/she is able to give his/her attention to the clients, to advise them and recommend special menus, and can deal with customer complaints.</p>	<p>He/she leads the kitchen area, controlling the goods in stock and the equipment, plans the order of menu, organizes the roster, and coordinates the tasks of the kitchen team.</p> <p>He/she can deal with unexpected situations and motivate his/her team and guarantee the compliance with quality standards.</p> <p>He/she is responsible for the budget planning and the efficient deployment of staff and resources.</p> <p>He/she calculates the respective profit margin of single offers in coordination with the management.</p>

Transfer of VET innovation in the field of gastronomy and hotel management

	stewing, barbecuing, toasting, sautéing, braising, cooking, and boiling).			
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** This competence matrix was developed on the basis of competence matrix in the ECVET Tour project and modified according to comments of workshop participants (Slovakia)*