

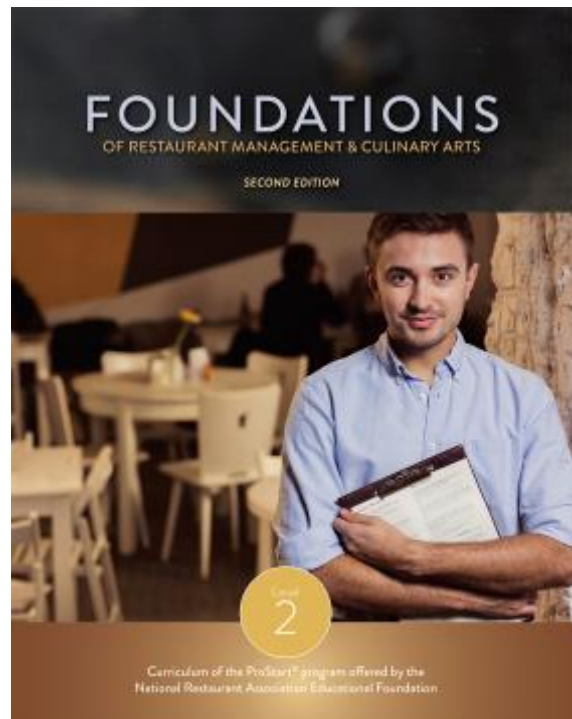
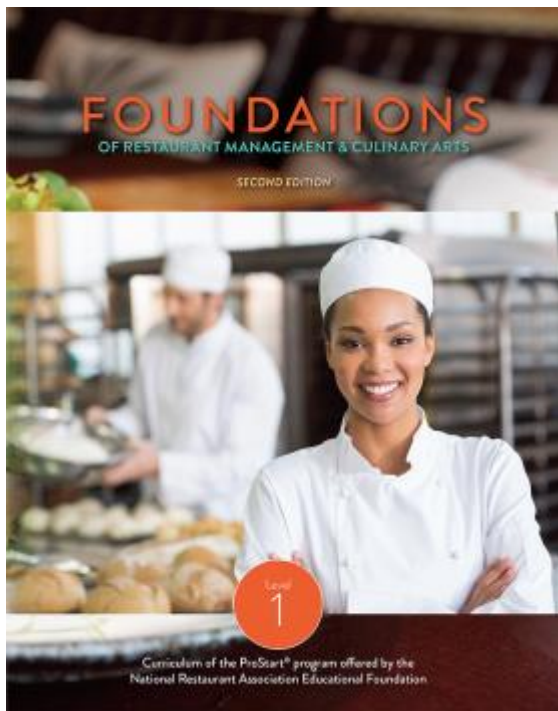
Foundations of Restaurant Management & Culinary Arts, Second Edition

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Correlation to the Pennsylvania
Institutional Food Worker Task List (Version C)
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A Correlation of

***Foundations of
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To the
Pennsylvania
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INTRODUCTION

This document demonstrates how well the National Restaurant Association’s ***Foundations of Restaurant Management & Culinary Arts, Second Edition, Levels 1 & 2 © 2018*** aligns to the Pennsylvania Institutional Food Worker Task List (Version C) and Baking and Pastry Arts Task List (Version B). Correlation page references are to the Student Edition and are cited at the page level.

The National Restaurant Association created the most comprehensive curriculum developed by industry and academic experts, ***Foundations of Restaurant Management & Culinary Arts, Second Edition***. This two-level program provides comprehensive student resources and robust teacher materials to provide an in-depth, industry-driven learning experience.

- Each Level features blended coverage of culinary arts and management topics designed to build well-rounded skills for the workplace.
- 21st Century Learning objectives are taught and reinforced throughout the program; critical thinking and problem solving; communication and collaboration; creativity and innovation; global awareness; and health literacy.
- Curriculum of the ProStart® Program

Certification

Students can earn exclusive certificates from the National Restaurant Association that meet Carl Perkins funding requirements. Upon completion of each course, Levels 1 and 2, students are eligible to take the corresponding exam. Those that pass will receive a certificate of recognition from the National Restaurant Association.

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CIP 12.0508 Institutional Food Worker Task List (Version C) <u>For High School Graduation Years 2017, 2018 and 2019</u>	<i>Foundations of Restaurant Management & Culinary Arts, Second Edition Levels 1 & 2 ©2018</i>
100 DEMONSTRATE SAFETY PROCEDURES	
101 Wear appropriate apparel in the food preparation area.	LEVEL 1 SE: 176–177, 182 LEVEL 2 SE:
102 Demonstrate safe use of cutting tools.	LEVEL 1 SE: 204–205, 212–213, 237, 238–240, 242 (activity 5) LEVEL 2 SE:
103 Demonstrate procedures for safe lifting and carrying of heavy objects.	LEVEL 1 SE: 187–188 LEVEL 2 SE:
104 List common causes of typical accidents and injuries in the food service industry.	LEVEL 1 SE: 178–182, 182–185, 186–191 LEVEL 2 SE:
105 Follow appropriate emergency procedures for kitchen and dining room injuries.	LEVEL 1 SE: 168–170, 182, 189–192 LEVEL 2 SE:
106 Describe appropriate types and use of fire extinguishers used in the food service area.	LEVEL 1 SE: 178–182 LEVEL 2 SE:
107 Pass safety tests for all equipment.	LEVEL 1 SE: 166–167, 180–182, 182–185, 186–188 LEVEL 2 SE:

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108 Complete safety checklist and demonstrate general safety procedures in a food preparation area.	<p>LEVEL 1 SE: 166–167, 176–177, 180–182, 182–185, 186–188</p> <p>LEVEL 2 SE:</p>
109 Recognize safe design and construction features of food production equipment and facilities (i.e. NSF, UL, OSHA, ADA, etc.).	<p>LEVEL 1 SE: 167</p> <p>LEVEL 2 SE:</p>
110 Review Safety Data Sheets (SDS), explain their requirements in handling hazardous materials, and describe personal protective equipment.	<p>LEVEL 1 SE: 165, 176–177</p> <p>LEVEL 2 SE:</p>
200 DEMONSTRATE SANITATION PROCEDURES	
201 Demonstrate good personal hygiene and health practices that must be followed in the food service area.	<p>LEVEL 1 SE: 122–125, 125–126</p> <p>LEVEL 2 SE:</p>
202 Demonstrate the difference between cleaning and sanitizing equipment and facilities.	<p>LEVEL 1 SE: 127–130, 135 (knowledge check), 136 (Q2)</p> <p>LEVEL 2 SE:</p>
203 Identify proper waste disposal methods and recycling.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
204 Maintain and develop schedule and procedures for sanitizing equipment and facilities.	<p>LEVEL 1 SE: 133–135, 137 (activity 4), 154, 156 (activity 5)</p> <p>LEVEL 2 SE:</p>
205 Demonstrate precautions to follow when handling blood borne pathogens (ECP).	<p>LEVEL 1 SE: 104–109, 116 (activity 2), 122</p> <p>LEVEL 2 SE:</p>

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<p>206 List reasons for and signs of food spoilage and contamination.</p>	<p>LEVEL 1 SE: 104–109, 110, 142–143, 145, 146–147</p> <p>LEVEL 2 SE:</p>
<p>207 Describe cross-contamination and acceptable procedures to follow when preparing and storing for temperature control safety (TCS) of foods.</p>	<p>LEVEL 1 SE: 142–145, 146–147, 148–150, 151–154</p> <p>LEVEL 2 SE:</p>
<p>208 Identify the Hazard Analysis Critical Control Point (HACCP) during all food handling processes as a method for minimizing the risk of food borne illness.</p>	<p>LEVEL 1 SE: 154</p> <p>LEVEL 2 SE:</p>
<p>209 Describe laws and rules of the regulatory agencies governing sanitation and safety in food service operations.</p>	<p>LEVEL 1 SE: 112, 114, 146–147, 160–173 (entire chapter)</p> <p>LEVEL 2 SE:</p>
<p>210 Describe and demonstrate ServSafe certification requirements.</p>	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
<p>300 DEMONSTRATE KNOWLEDGE OF THE FOOD INDUSTRY</p>	
<p>301 Trace growth and development of the hospitality and tourism industry.</p>	<p>LEVEL 1 SE: 10–13, 14–20, 21 (summary), 22 (activities 1 & 3), 23 (exam prep)</p> <p>LEVEL 2 SE:</p>
<p>303 Identify professional organizations (for example, ACF, NRA) and compare and contrast their purposes and benefits to the industry.</p>	<p>LEVEL 1 SE: 37</p> <p>LEVEL 2 SE:</p>

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304 Evaluate career opportunities utilizing field trips, guest speakers, and other industry resources.	<p>LEVEL 1 SE: check: 28, 29–33, 37–38, 40 (activities 1, 4, 5, & 6), 117 (career readiness activity), 218 (career readiness activity)</p> <p>LEVEL 2 SE:</p>
305 Demonstrate knowledge of the Kitchen Brigade System.	<p>LEVEL 1 SE: 248–249, 267 (Q2)</p> <p>LEVEL 2 SE:</p>
400 PURCHASING, RECEIVING AND STORAGE PROCEDURES	
401 Demonstrate proper receiving and storing of fresh, frozen, refrigerated, and staple goods	<p>LEVEL 1 SE: 146–150, 156 (activity 1)</p> <p>LEVEL 2 SE:</p>
402 Demonstrate labeling requirements for food products.	<p>LEVEL 1 SE: 148–154</p> <p>LEVEL 2 SE:</p>
404 Inventory food and non-food items kept on hand.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
405 Explain the procedures for rotation of stock and for costing and evaluating including FIFO.	<p>LEVEL 1 SE: 148</p> <p>LEVEL 2 SE:</p>
500 DEMONSTRATE SKILL IN GARDE MANGER	
501 Identify tools and equipment used in GARDE MANGER.	<p>LEVEL 1 SE: 247, 248, 317, 338–339, 437–439</p> <p>LEVEL 2 SE:</p>

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<p>502 Develop fundamental skills in the preparations of cold items to include soups, presentation techniques.</p>	<p>LEVEL 1 SE: salads & salad dressings: 321; 310–316, 321, 324 (Q1), 325 (activities 4 & 6); soups: 366–367, 368, 369</p> <p>LEVEL 2 SE:</p>
<p>503 Demonstrate food presentation techniques, i.e. platters, bowls, and plates.</p>	<p>LEVEL 1 SE: 339</p> <p>LEVEL 2 SE:</p>
<p>504 Demonstrate basic garnishes to produce decorative pieces to include fruit/vegetable carvings and accompaniments.</p>	<p>LEVEL 1 SE: 308, 311, 313, 314, 341, 367, 369</p> <p>LEVEL 2 SE:</p>
<p>505 Identify and prepare types of hors d'oeuvres, canapés, and appetizers.</p>	<p>LEVEL 1 SE: 340–342</p> <p>LEVEL 2 SE:</p>
<p>506 Identify and prepare types of hot and cold sandwiches.</p>	<p>LEVEL 1 SE: 340–342</p> <p>LEVEL 2 SE:</p>
<p>600 DEMONSTRATE USE AND CARE OF CUTTING TOOLS & UTENSILS</p>	
<p>601 Identify and demonstrate use and care of kitchen cutting tools and utensils.</p>	<p>LEVEL 1 SE: 234–235, 237, 238–240, 242 (activity 5)</p> <p>LEVEL 2 SE:</p>
<p>602 Demonstrate various knife cuts used in industry.</p>	<p>LEVEL 1 SE: 238–240, 242 (activity 5)</p> <p>LEVEL 2 SE:</p>

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700 DEMONSTRATE USE AND CARE OF MECHANICAL FOOD PREPARATION EQUIPMENT	
701 Identify various types and uses of kitchen equipment.	<p>LEVEL 1 SE: 202–203, 204–206, 207–211, 212, 214–216, 222–228, 229–232, 234–235</p> <p>LEVEL 2 SE:</p>
702 Define and understand general safety requirements and procedures for kitchen equipment.	<p>LEVEL 1 SE: 166–167, 176–177, 178, 183–185, 204–205, 212–213, 237–240</p> <p>LEVEL 2 SE:</p>
703 Operate and clean food preparation equipment.	<p>LEVEL 1 SE: 131–134, 135, 178, 183–185, 204–212, 213, 236</p> <p>LEVEL 2 SE:</p>
800 DEMONSTRATE HOW TO PREPARE STANDARDIZED RECIPES	
801 Demonstrate how to read and follow a standardized recipes within industry time limits.	<p>LEVEL 1 SE: 276–277, 282</p> <p>LEVEL 2 SE:</p>
802 Demonstrate knowledge of measuring and portioning, in order to adjust quantities of ingredients, to produce varying yields with a recipe.	<p>LEVEL 1 SE: 278–279, 280–282, 282–285, 292 (knowledge check), 293 (activity 2), 294 (activities 1 & 2), 295 (exam prep)</p> <p>LEVEL 2 SE:</p>
803 Describe components of the recipes, such as yield, time, and nutrition fact.	<p>LEVEL 1 SE: 276–277, 282 (knowledge check Q1)</p> <p>LEVEL 2 SE:</p>
900 DEMONSTRATE KNOWLEDGE OF NUTRITION BASICS	
902 Discuss current dietary guidelines and recommended dietary allowances.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>

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903 Interpret food labels in terms of the portion size, ingredients, and nutritional value.	<p>LEVEL 1 SE: 264–265</p> <p>LEVEL 2 SE:</p>
904 Describe primary functions and major food sources of major nutrients.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
906 Discuss and demonstrate cooking techniques and storage principles for maximum retention of nutrients.	<p>LEVEL 1 SE: 382, 384, 390, 391</p> <p>LEVEL 2 SE:</p>
907 Discuss various contemporary nutritional concerns such as allergies, vegetarianism, heart healthy menus, and religious dietary laws.	<p>LEVEL 1 SE: 111–113, 114 (Q1)</p> <p>LEVEL 2 SE:</p>
1000 PREPARE BREAKFAST FOODS	
1001 Identify common breakfast foods and condiments.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1002 Prepare various egg cookery methods	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1003 Prepare breakfast potatoes.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1004 Prepare breakfast meats.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>

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1005 Prepare and cook pancakes and waffles.	LEVEL 1 SE: n/a
	LEVEL 2 SE:
1006 Prepare hot breakfast cereals.	LEVEL 1 SE: n/a
	LEVEL 2 SE:
1007 Prepare crepes.	LEVEL 1 SE: n/a
	LEVEL 2 SE:
1100 DEMONSTRATE KNOWLEDGE OF BEVERAGES	
1101 Match terms related to beverages with their correct definitions.	LEVEL 1 SE: n/a
	LEVEL 2 SE:
1200 PREPARE VEGETABLES	
1201 Identify market forms of vegetables.	LEVEL 1 SE: n/a
	LEVEL 2 SE:
1202 Demonstrate 3 methods to prepare vegetables.	LEVEL 1 SE: n/a
	LEVEL 2 SE:
1203 List the factors to consider when preparing vegetables.	LEVEL 1 SE: n/a
	LEVEL 2 SE:
1204 Explain and describe the standards of quality for cooked vegetables.	LEVEL 1 SE: n/a
	LEVEL 2 SE:

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1300 PREPARE PASTA AND RICE	
1301 Identify and prepare market forms of pasta and rice using various cooking methods.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1304 List the standards of quality for cooked pasta and rice.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1400 PREPARE CHEESE	
1401 Identify and categorize, based on texture, various classes of cheese.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1404 Identify and prepare foods using cheese as main ingredient such as dressings, platters, spreads, and fillings.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1405 Slice, grate, and cube cheese.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1500 PREPARE SALADS, FRUITS, AND SALAD DRESSINGS	
1501 Identify and prepare types of salads.	<p>LEVEL 1 SE: 304–309, 310–316, 317 (knowledge check Q1), 324 (Q1), 325 (activities 4 & 6)</p> <p>LEVEL 2 SE:</p>
1502 Identify basic parts of a salad.	<p>LEVEL 1 SE: 304, 308, 317 (knowledge check Q2)</p> <p>LEVEL 2 SE:</p>

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1506 Prepare various types of dressings, temporary, permanent and cooked.	<p>LEVEL 1 SE: 321</p> <p>LEVEL 2 SE:</p>
1507 Peel, cut and zest fruits.	<p>LEVEL 1 SE: 316</p> <p>LEVEL 2 SE:</p>
1508 Describe/set-up/maintain/breakdown salad bars properly.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1600 PROPERLY ADD SEASONINGS TO FOODS	
1601 List market forms in which herbs, spices and seasonings may be available.	<p>LEVEL 1 SE: 252–258</p> <p>LEVEL 2 SE:</p>
1602 Analyze the quality and storage techniques of herbs and spices.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1603 Explain techniques for seasoning uncooked foods.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1604 Use and identify seasonings, herbs and condiments.	<p>LEVEL 1 SE: 252–258, 320–321, 322, 337, 342, 346 (exam prep), 353–359, 362–365, 366</p> <p>LEVEL 2 SE:</p>
1605 Test foods for proper seasoning by taste, smell, texture, and sight.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>

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1700 PREPARE STOCKS, SOUPS AND SAUCES	
1701 Identify, prepare and evaluate a variety of stocks.	<p>LEVEL 1 SE: 352–359, 368, 370 (Q1 & Q2), 372 (exam prep)</p> <p>LEVEL 2 SE:</p>
1702 Identify, prepare and evaluate a variety of mother and small sauces.	<p>LEVEL 1 SE: 359–365, 371 (activities 4, 5, & 6), 372 (exam prep)</p> <p>LEVEL 2 SE:</p>
1703 Prepare and evaluate types of soups.	<p>LEVEL 1 SE: 365–367, 368–369</p> <p>LEVEL 2 SE:</p>
1705 Identify and prepare thickening agents for sauces.	<p>LEVEL 1 SE: 362–365, 371 (activity 2), 372 (exam prep)</p> <p>LEVEL 2 SE:</p>
1800 IDENTIFY, PREPARE, AND COOK MEATS, POULTRY, AND SEAFOOD	
1801 Identify primal, sub-primal and retail cuts and their sources.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1803 Identify factors affecting the cooking of beef, veal, pork, poultry, and seafood.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
1804 Prepare meat, poultry, and seafood recipes using dry, moist, and combination cooking techniques.	<p>LEVEL 1 SE: 380–387, 388–391, 391–392, 396 (activities 2 & 4)</p> <p>LEVEL 2 SE:</p>
1805 Demonstrate methods for checking degrees of doneness.	<p>LEVEL 1 SE: 394, 396 (activity 3), 397 (exam prep)</p> <p>LEVEL 2 SE:</p>

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1806 Identify types of poultry and their market forms.	LEVEL 1 SE: n/a
	LEVEL 2 SE:
1807 Identify types of seafood and their market forms.	LEVEL 1 SE: n/a
	LEVEL 2 SE:
1900 DEMONSTRATE BAKING & PASTRY SKILLS	
1901 Define vocabulary terms used in baking.	LEVEL 1 SE: 400–405, 406–409, 411 (activity 5), 412 (exam prep)
	LEVEL 2 SE:
1902 Identify and demonstrate equipment and utensils used in baking and discuss proper use and care.	LEVEL 1 SE: 212–216, 224–231, 285, 405
	LEVEL 2 SE:
1903 List and describe the factors influencing the quality of baked products.	LEVEL 1 SE: 400–403, 411 (activities 4 & 6)
	LEVEL 2 SE:
1905 Identify and prepare a variety of quick breads.	LEVEL 1 SE: 407–409
	LEVEL 2 SE:
1906 Identify and prepare a variety of pies and tarts.	LEVEL 1 SE: n/a
	LEVEL 2 SE:
1907 Identify and prepare a variety of fillings and toppings for pastries and baked goods.	LEVEL 1 SE: n/a
	LEVEL 2 SE:

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<p>1908 Identify and prepare a variety of yeast products, such as bread, rolls and sweet rolls.</p>	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
<p>1909 Match bread ingredients with their functions.</p>	<p>LEVEL 1 SE: 400–403, 405, 412 (exam prep)</p> <p>LEVEL 2 SE:</p>
<p>1910 Identify and prepare baking powder biscuits.</p>	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
<p>1912 Identify and prepare standards of quality cakes.</p>	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
<p>1913 Identify, prepare, and apply various types of icings.</p>	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
<p>1914 Identify and prepare various types of cookies and bar cookies.</p>	<p>LEVEL 1 SE: 406, 411 (activity 1)</p> <p>LEVEL 2 SE:</p>
<p>1916 Prepare pate a choux.</p>	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
<p>1917 Identify and prepare a variety of custards and puddings</p>	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>

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2000 PLAN AND COST MENUS	
2001 Plan and design a menu based upon customer and management needs.	LEVEL 1 SE: n/a LEVEL 2 SE:
2002 List the methods to use for giving variety to a menu.	LEVEL 1 SE: n/a LEVEL 2 SE:
2003 List the reasons for costing recipes.	LEVEL 1 SE: 289–292 LEVEL 2 SE:
2004 Plan, prepare, produce, and serve a complete menu based on customer and management needs.	LEVEL 1 SE: n/a LEVEL 2 SE:
2100 DEMONSTRATE BASIC INDUSTRY POSITIONS	
2102 Set up, operate, and clean a dish room during restaurant service.	LEVEL 1 SE: n/a LEVEL 2 SE:
2103 Set up, operate, and clean various prep stations in the restaurant kitchen.	LEVEL 1 SE: n/a LEVEL 2 SE:
2104 Demonstrate opening and closing procedures for restaurant operations.	LEVEL 1 SE: n/a LEVEL 2 SE:
2105 Perform duties as a cook.	LEVEL 1 SE: n/a LEVEL 2 SE:

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2106 Perform duties as a cook's helper.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
2107 Perform duties as an expeditor.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
2108 Perform duties as a dessert person.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
2109 Perform duties as a line server and beverage person.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
2200 PERFORM "FRONT- OF- THE- HOUSE" OPERATIONS	
2201 Identify and describe various types of service used in restaurants.	<p>LEVEL 1 SE: 446–447, 454 (knowledge check), 462 (activity 6)</p> <p>LEVEL 2 SE:</p>
2203 Describe duties of a host/hostess.	<p>LEVEL 1 SE: 27, 437, 440–441</p> <p>LEVEL 2 SE:</p>
2204 Describe duties of a beverage person.	<p>LEVEL 1 SE: 443–445, 455–458, 460 (Q1)</p> <p>LEVEL 2 SE:</p>
2205 Describe duties as a cashier to include register operations, record keeping and reconcile cash accounts.	<p>LEVEL 1 SE: 437, 459–460</p> <p>LEVEL 2 SE:</p>

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2206 Describe duties of a salad bar attendant.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
2207 Describe duties of a bus person and food runner.	<p>LEVEL 1 SE: 437, 438</p> <p>LEVEL 2 SE:</p>
2208 Describe sidework duties.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
2210 Handle a compliment and complaint.	<p>LEVEL 1 SE: 428, 429–430</p> <p>LEVEL 2 SE:</p>
2211 Define hospitality and the importance of quality customer service within the hospitality industry.	<p>LEVEL 1 SE: 422–424, 432 (activities 3, 4, & 6)</p> <p>LEVEL 2 SE:</p>
2300 PERFORM DINING ROOM SERVICE	
2301 Describe the rules and responsibilities of personnel for dining service.	<p>LEVEL 1 SE: 248–249, 436–441, 443–445, 455–458, 459–460</p> <p>LEVEL 2 SE:</p>
2302 Describe the general rules of table settings and service.	<p>LEVEL 1 SE: 438, 446–447, 454 (knowledge check), 460 (case study Q1), 462 (activity 4)</p> <p>LEVEL 2 SE:</p>
2303 Discuss sales techniques for service personnel including menu knowledge and suggestive selling.	<p>LEVEL 1 SE: 442–443, 445 (Q1), 460 (case study Q2), 462 (activity 1)</p> <p>LEVEL 2 SE:</p>

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2304 Explain inter-relationships and work flow between dining room and kitchen operations.	<p>LEVEL 1 SE: 26–28, 40 (activity 4), 246–249, 436–441</p> <p>LEVEL 2 SE:</p>
2306 Demonstrate an understanding of guest service and customer relations, including handling of difficult situations and accommodations for the disabled.	<p>LEVEL 1 SE: 422–426, 428, 429–430, 431 (Q1 & Q2), 432 (Q5)</p> <p>LEVEL 2 SE:</p>
2307 Discuss various procedures for processing guest checks.	<p>LEVEL 1 SE: 459–460</p> <p>LEVEL 2 SE:</p>
2400 DEMONSTRATE SKILL IN FOODSERVICE INFORMATION TECHNOLOGY	
2402 Describe proper use of industry standard software, such as Point of Sale systems (P.O.S.).	<p>LEVEL 1 SE: 459–460</p> <p>LEVEL 2 SE:</p>
2403 Describe use of industry computer accessories and peripherals such as scanners, touch screens and printers,	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
2404 Describe use of current industry communication and research technology, including e-mail usage and hand-held equipment.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>

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CIP 12.0501 Baking and Pastry Arts/Baker/Pastry Chef Task List (Version B) For High School Graduation Years 2016, 2017 and 2018	<i>Foundations of Restaurant Management & Culinary Arts, Second Edition Levels 1 & 2 © 2018</i>
100 INTRODUCTION TO THE HOSPITALITY AND BAKING INDUSTRY	
101 Define hospitality and the importance of quality customer service within the baking and pastry industry.	LEVEL 1 SE: n/a LEVEL 2 SE:
102 Discuss the growth and development of the baking and pastry industry.	LEVEL 1 SE: n/a LEVEL 2 SE:
103 Describe various cuisines and their relationship to history and cultural development.	LEVEL 1 SE: n/a LEVEL 2 SE:
104 Outline the structure and functional areas in various organizations. (retail/wholesale/baking and distribution).	LEVEL 1 SE: n/a LEVEL 2 SE:
105 Identify career opportunities and the personal traits for a variety of jobs in the baking industry.	LEVEL 1 SE: n/a LEVEL 2 SE:
106 Identify professional organizations and industry trade periodicals and explain their purposes and benefits to the industry.	LEVEL 1 SE: 37–38 LEVEL 2 SE:
107 Describe industry trends and anticipate the future of the industry.	LEVEL 1 SE: 10–16, 17, 18–20 LEVEL 2 SE:

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200 SANITATION AND SAFETY	
201 Identify microorganisms which are related to food spoilage and food borne illnesses; describe their requirements and methods for growth, symptoms and prevention.	<p>LEVEL 1 SE: 104–109, 110, 142–143, 145, 146–147</p> <p>LEVEL 2 SE:</p>
202 Describe cross-contamination and use of acceptable procedures when preparing and storing potentially hazardous foods.	<p>LEVEL 1 SE: 142–145, 146–147, 148–150, 151–154</p> <p>LEVEL 2 SE:</p>
203 Demonstrate proper hygiene, health habits, and industry standard apparel.	<p>LEVEL 1 SE: 122–125, 125–126, 176–177, 182</p> <p>LEVEL 2 SE:</p>
204 Outline the requirements for proper receiving and storage of raw and prepared foods, reasons for, and signs of food spoilage and contamination (i.e. FIFO).	<p>LEVEL 1 SE: 146–149, 150, 156 (activity 1)</p> <p>LEVEL 2 SE:</p>
205 Explain the difference between cleaning, sanitizing, and the proper use of chemicals.	<p>LEVEL 1 SE: 127–130, 135 (knowledge check), 136 (Q2)</p> <p>LEVEL 2 SE:</p>
206 Describe the proper storage and use of cleaners and sanitizers and develop a cleaning schedule.	<p>LEVEL 1 SE: 109, 127–131, 132, 133–134, 135, 137 (activity 4), 165</p> <p>LEVEL 2 SE:</p>
207 Identify methods of waste disposal, recycling, and sustainability.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
208 Describe appropriate measures for the control of insects, rodents and pests.	<p>LEVEL 1 SE: 134–135, 137 (activity 5)</p> <p>LEVEL 2 SE:</p>

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<p>209 Recognize sanitary, safety design, and construction features of food production equipment and facilities (i.e. NSF, UL, OSHA, ADA, etc.).</p>	<p>LEVEL 1 SE: 167</p> <p>LEVEL 2 SE:</p>
<p>210 Explain Safety Data Sheets (SDS) and the requirements for handling hazardous materials.</p>	<p>LEVEL 1 SE: 165, 176–177</p> <p>LEVEL 2 SE:</p>
<p>211 Conduct a sanitation self-inspection and identify modifications necessary for compliance with standards.</p>	<p>LEVEL 1 SE: 133–134, 135, 137 (activity 4)</p> <p>LEVEL 2 SE:</p>
<p>212 Identify the critical control points and the Temperature Danger Zone during all food handling processes as a method for minimizing the risk of food borne illness (HACCP system).</p>	<p>LEVEL 1 SE: 142–145, 146–147, 148–150, 151–154</p> <p>LEVEL 2 SE:</p>
<p>213 List common causes of typical accidents and injuries in the foodservice industry and outline a safety management program and emergency policies.</p>	<p>LEVEL 1 SE: 166–167, 168, 170 (knowledge check Q1), 178–182, 182–185, 186–191</p> <p>LEVEL 2 SE:</p>
<p>214 Identify appropriate types, uses, and location of fire extinguishers in the foodservice area.</p>	<p>LEVEL 1 SE: 178–182</p> <p>LEVEL 2 SE:</p>
<p>215 Describe the role of regulatory agencies governing sanitation and food safety.</p>	<p>LEVEL 1 SE: 112, 114, 146–147, 160–173 (entire chapter)</p> <p>LEVEL 2 SE:</p>
<p>216 Demonstrate the knowledge of industry sanitation through certification (i.e. ServSafe).</p>	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>

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300 BUSINESS AND MATH SKILLS	
301 Perform basic math functions using the baker's percentage (%) and friction factor.	<p>LEVEL 1 SE: 404–405, 411 (activity 3), 412 (exam prep)</p> <p>LEVEL 2 SE:</p>
302 Calculate labor cost.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
303 Calculate the cost of recipes/formulas including: As Purchased, Edible Portion, and factors affecting yield percentage.	<p>LEVEL 1 SE: 286–288, 289–292, 293 (activity 3)</p> <p>LEVEL 2 SE:</p>
304 Calculate the selling price of bakery items.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
305 Complete a sales transaction using related industry standards including cash handling and current technology (i.e. guest checks, computers, calculators, etc.).	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
306 Perform basic math functions using decimal, percentages, fractions, conversions and measurements as related to the baking and pastry industry.	<p>LEVEL 1 SE: 278–282, 282–285, 404–405, 411 (activity 3)</p> <p>LEVEL 2 SE:</p>
307 Perform equivalent measures associated with weight and volume including metric and English units.	<p>LEVEL 1 SE: 280–281, 282–285, 293 (activity 2)</p> <p>LEVEL 2 SE:</p>

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400 BAKING PREPARATION	
400 Define baking terms.	<p>LEVEL 1 SE: 400–405, 406–409, 411 (activity 5), 412 (exam prep)</p> <p>LEVEL 2 SE:</p>
401 Identify ingredients used in baking, describe their properties, and list the functions of various ingredients (including but not limited to: flours, sugars, fats, egg products and dairy).	<p>LEVEL 1 SE: 400–403, 405, 412 (exam prep)</p> <p>LEVEL 2 SE:</p>
402 Demonstrate knife skills and classic cuts while practicing safety techniques.	<p>LEVEL 1 SE: 238–240 (knowledge check), 242 (activity 5)</p> <p>LEVEL 2 SE:</p>
403 Identify equipment and hand tools used in baking and discuss proper use and care.	<p>LEVEL 1 SE: 212–216, 224–231, 285, 405</p> <p>LEVEL 2 SE:</p>
404 Describe and utilize various baking mixing methods and make-up techniques.	<p>LEVEL 1 SE: 407, 408–409</p> <p>LEVEL 2 SE:</p>
405 Prepare and fill a pastry bag and utilize a variety of tips to demonstrate proper use (i.e. cake decorating and pastry products).	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
406 Identify and demonstrate proper and safe use of food processing, cooking and baking equipment.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
407 Read and follow a standard recipe/formula.	<p>LEVEL 1 SE: 276–277, 282, 411 (activity 4)</p> <p>LEVEL 2 SE:</p>

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408 Identify a variety of cooking methods (i.e. baking, frying, deep frying, boiling, blanching, poaching and steaming).	<p>LEVEL 1 SE: 380–387, 388–391, 391–392, 393, (395 (knowledge check), 397 (exam prep)</p> <p>LEVEL 2 SE:</p>
409 Identify and use herbs, spices and flavor extracts.	<p>LEVEL 1 SE: 252–258, 320–321, 322, 337, 342, 346 (exam prep), 353–359, 362–365, 366</p> <p>LEVEL 2 SE:</p>
410 Demonstrate food presentation techniques.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
411 Write written food requisitions for production requirements.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
500 BAKING FUNDAMENTALS	
501 Demonstrate proper scaling and measurement techniques used in baking.	<p>LEVEL 1 SE: 282–285, 404–405</p> <p>LEVEL 2 SE:</p>
502 Identify and prepare various yeast products (i.e. hard and soft breads and rolls).	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
503 Identify and prepare various enriched yeast dough products including laminated dough and sweet dough.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
504 Identify and prepare various quick-breads.	<p>LEVEL 1 SE: 407–409, 411 (activity 4)</p> <p>LEVEL 2 SE:</p>

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505 Identify and prepare various pies and tarts.	LEVEL 1 SE: n/a LEVEL 2 SE:
506 Identify and prepare various cookies.	LEVEL 1 SE: 406, 411 (activity 1) LEVEL 2 SE:
507 Identify and prepare various creams, mousses, custards and related sauces.	LEVEL 1 SE: n/a LEVEL 2 SE:
508 Identify and prepare various cakes.	LEVEL 1 SE: n/a LEVEL 2 SE:
509 Identify and prepare various icings and glazes.	LEVEL 1 SE: n/a LEVEL 2 SE:
510 Perform various cake decorating techniques.	LEVEL 1 SE: n/a LEVEL 2 SE:
511 Identify and practice cake decorating techniques including: royal icing, rolled fondant, gum paste, air brush designs and discuss edible images.	LEVEL 1 SE: n/a LEVEL 2 SE:
512 Discuss the applicability of convenience, value added, further processed or par-baked food items.	LEVEL 1 SE: n/a LEVEL 2 SE:

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513 Prepare various fillings and toppings for pastries and baked goods.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
514 Prepare pastry element products from pate choux, phyllo, puff pastry and crepes.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
515 Identify and prepare French, Italian and Swiss meringues.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
516 Identify and prepare doughnuts.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
517 Identify and prepare various frozen desserts.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
518 Identify and prepare a variety of breakfast items/sandwiches.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
519 Label and store finished bakery products appropriately to prevent or reduce spoilage and staling.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
600 PURCHASING, RECEIVING, INVENTORY AND STORAGE	
601 List factors that affect food prices and quality, which may include market fluctuation and product cost.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>

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602 Describe purchasing methods (i.e. bids, purchase orders, phone, sales quotes, online, etc.).	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
603 Identify regulations for inspecting and grading of bakery ingredients (i.e. flour, sugar, eggs, dairy products and fruits).	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
604 Identify various inventory systems including perpetual and physical inventories and requisition systems for controlling costs (i.e. computerized systems).	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
700 NUTRITION	
701 List food groups and recommended servings in USDA Food Guide Charts.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
702 Discuss dietary guidelines and recommended dietary allowances for a nutritious diet.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
703 Define energy nutrients and non-energy nutrients and how they are metabolized by the human body.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
704 Calculate your individual dietary intakes by using the RDA dietary guidelines.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
706 Interpret food labels in terms of the portion size, ingredients, nutritional value, and nutritional claims.	<p>LEVEL 1 SE: 264–265</p> <p>LEVEL 2 SE:</p>

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707 Describe the six classes of nutrients (carbohydrates, fats/lipids, protein, vitamins, minerals and water).	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
708 Discuss the functions, sources, and effects of the six classes of nutrients on a healthy lifestyle.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
709 Discuss various diets and health concerns related to: alternative dieting, vegetarianism, poor nutrition and food allergies.	<p>LEVEL 1 SE: 111–113, 114 (Q1)</p> <p>LEVEL 2 SE:</p>
711 Apply principles of nutrition and nutrient preservation while preparing bakery goods and menu items.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
716 Describe the impact of nutrition during different life stages (i.e. pregnancy, infant and early childhood, adulthood, senior citizens, etc.).	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
800 BAKING PLANNING	
801 List basic production planning principles.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
802 Create menu item descriptions for bakery goods.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
803 Develop an understanding of basic baking facilities and planning and layout principles.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>

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804 Describe the importance of proper planning and time management to the overall operation of the baking facility.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
805 Identify methods of promoting baked goods, display techniques, and seasonal merchandising.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
900 HUMAN RELATIONS SKILLS	
901 Practice working as a member of a diverse team as it relates to the baking industry.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
902 Identify the benefits of a positive work environment by motivating employees, reducing stress and resolving conflict.	<p>LEVEL 1 SE: 168–169, 170, 471, 475</p> <p>LEVEL 2 SE:</p>
903 Demonstrate the use of information technology communications when dealing with customers (i.e. emails, internet searches, e-letters, social networking, etc.).	<p>LEVEL 1 SE: 427–428, 429–430</p> <p>LEVEL 2 SE:</p>
904 Identify the baker’s role in decision making, problem solving, and delegation of duties.	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>
905 Identify current federal and state employment laws (i.e. Equal Opportunity, Harassment, Affirmative Action, Wage and Hour, etc.).	<p>LEVEL 1 SE: n/a</p> <p>LEVEL 2 SE:</p>