



# THEME Competence Matrix – Hospitality/Cook



COMPETENCE AREAS	STEPS OF COMPETENCE DEVELOPMENT			
<p><b>1. Purchasing, costing and stocking</b></p>	<p>He/She is able to identify basic products.</p> <p>He/She is able to check incoming products in matters of quality and store them properly.</p> <p>He/She is able to follow the hygienic standards regarding the purchase and storage of all kinds of food.</p>	<p>He/She is able to work applying the economic and environmental aspects of kitchen costs and purchasing.</p>	<p>He/She is able to purchase the respective seasonal food independently, compare different offers and identify the best offer according to price and quality.</p>	<p>He/She is able to contact the regional food suppliers and to bargain/negotiate for product quality and prices independently.</p> <p>He/She is able to plan the short and long term requirement of food for an establishment with the help of special computer programs and is able to stay within budgetary limits.</p> <p>He/She is able to instruct and manage the purchasing and costing process.</p>
<p><b>2. Composition and planning of menus</b></p>	<p>He/She is able to compose courses of a menu and present it to the mentor and/or the colleagues in the kitchen.</p>	<p>He/She is able to compose a simple menu according to the most important recipes of the local kitchen and present it to the mentor and/or the colleagues in the kitchen.</p>	<p>He/She is able to compose a complex, European and international menu and choose the suitable beverages.</p> <p>He/She is able to communicate with waiters and guests and present offers according to special occasions (buffets, events, catering...).</p>	<p>He/She is able to compose and offer menus according to various situations on the market and the needs of the guests.</p>



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<p><b>3. Production of menus</b></p>	<p>He/She is able to execute simple kinds of preparation works independently.</p> <p>He/She is able to communicate with colleagues and superiors by using the relevant technical gastronomic terms.</p> <p>He/She is able to use the basic technical professional machines and devices by considering safety and hygienic standards (food, personal, company).</p>	<p>He/She is able to prepare and decorate simple menus as well as side dishes, sauces, soups and starters according to instructions.</p> <p>He/She is able to work considering the measures to protect the environment and the rules of waste management.</p>	<p>He/She is able to plan all steps of preparing, cooking and post-processing of menus (time, quantity of food, cooperation with colleagues).</p> <p>He/She is able to deal with the stress of preparing a great number of menus within a short space of time.</p> <p>He/She is able to communicate with guests and to attend to the guests wishes.</p>	<p>He/She is able to lead the kitchen area and to coordinate the tasks of the kitchen team.</p>
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