



**HORECA  
ACADEMY**

CULINARY  
ARTS

# **PROFESSIONAL EUROPEAN CHEF OFFICIAL TASK BOOK**



## PROFESSIONAL EUROPEAN CHEF LEVEL 1 - STAGE 5 TRAINEESHIP

### Introduction

You will be working at a work placement establishment during stage 5 of the Professional European Chef study. At your work placement establishment you will be practicing what you've learned so far. The Horeca Academy will guide you in your learning by providing you a Task Book. The following study topics will be part of this stage:

- **Employee Skills**
- **Stock Control**
- **Hygiene**
- **Preparations**
- **Food Knowledge**

The chef of your work placement establishment will assess if you have mastered the skills which belong to these study topics. When you haven't mastered them yet, he or she will be giving you advice on how to master them.

You have to work a minimum of 320 hours (or more) and we advise to check the task book after 160 hours and after 320 hours. Before and in between these "sign moments" you have to practise and study. If your chef can't sign all of your tasks because you are not able to master them yet, we recommend to work more hours, until you've completed the task book and master all the skills.

This task book should be completed and filled in by the end of your study. You will have to bring the signed task book to stage 6 if you continue this study and working your way to that diploma!

**NOTE:** We advise you to bring this task book to your chef on your first day and going through all tasks first before you start your traineeship. Plan two conversations ahead in your agenda's to review the tasks. Together you can decide which tasks are suitable for you and which tasks are impossible to accomplish. Remember that the more tasks you can accomplish, the easier it is to find a job in the future.





# PROFESSIONAL EUROPEAN CHEF OFFICIAL TASK BOOK

Student name \_\_\_\_\_

Chef Name \_\_\_\_\_

Name of restaurant / hotel \_\_\_\_\_

Type of kitchen (e.g. French / Italian) \_\_\_\_\_

Country \_\_\_\_\_

## Employee skills tasks:

Skills	+	+/-	-	*
<b>Laws and regulations</b>				
- follows business guidelines				
- follows business procedures				
- follows operating rules				
<b>Communicates with colleagues</b>				
- during the mise en place				
- during the service				
- to adjust the cooking process				

- + the student masters the skill
- +/- the student masters the skill moderate
- the student does not master the skill
- \* the student hasn't done these skill







## Stock control tasks:

Skills	+	+/-	-	*
<b>Contributes to the logistic processes</b>				
- fills in an orderform according to the ordersystem				
- places orders with suppliers				
- checks delivered orders				
- returns deviant products				
- stores delivered orders				
<b>Checking the stock</b>				
- can determine which products are lacking				
- checks storage conditions				
- checks the products (amount, quality and expiration date)				
- does stock inventory				

- + the student masters the skill
- +/- the student masters the skill moderate
- the student does not master the skill
- \* the student hasn't done these skill

## Stock control after 160 hours:

Date conversation \_\_\_\_\_

Give a brief explanation of your assessment.

What's the plan during the next period.

Signature Chef:

Signature Student:

\_\_\_\_\_

\_\_\_\_\_



## Stock control after 320 hours:

Date conversation \_\_\_\_\_

Give a brief explanation of your assessment.

What's the plan during the next period.

Signature Chef:

Signature Student:

\_\_\_\_\_

\_\_\_\_\_





## Hygiene tasks:

Skills	+	+/-	-	*
<b>Regulations</b>				
- follows the requirements from HACCP				
- applies proper hand hygiene				
<b>Works clean and tidy</b>				
- keeps own work space clean				
- cleans tools after usage				
- stores tools in the right place				
- checks if there are any defects on the tools				
- cleans according schedule				

+ the student masters the skill

+/- the student masters the skill moderate

- the student does not master the skill

\* the student hasn't done these skill

**HACCP** is a management system in which food safety is addressed through the analysis and control of biological, chemical, and physical hazards from raw material production, procurement and handling, to manufacturing, distribution and consumption of the finished product.

## Hygiene after 160 hours:

Date conversation \_\_\_\_\_

Give a brief explanation of your assessment.

What's the plan during the next period.

Signature Chef:

Signature Student:

\_\_\_\_\_

\_\_\_\_\_



## Hygiene after 320 hours:

Date conversation \_\_\_\_\_

Give a brief explanation of your assessment.

What's the plan during the next period.

Signature Chef:

Signature Student:

\_\_\_\_\_

\_\_\_\_\_



## Preparation tasks:

Skills	+	+/-	-	*
Applies differend cooking techniques				
parboil				
poaching				
glazing				
pureeing				
steaming				
baking				
braising				
sous-vide				
stir-frying				
stewing				
roasting				
grilling				
deep-frying				
scalloping				
Applies different cutting techniques				
en brunoise				
touring				
chopping				
en julienne				
embossing				
slice with a cutting machine				
en chinoise				
carving				

- + the student masters the skill
- +/- the student masters the skill moderate
- the student does not master the skill
- \* the student hasn't done these skill





## Food knowledge (& preparations) tasks:

Skills	+	+/-	-	*
<b>Herbs &amp; spices</b>				
- adds herbs in different ways to dishes				
- adds spices in different ways to dishes				
<b>Fruit</b>				
- adds fruit to different dishes				
- prepares fruit based sauces				
<b>Potatoes, rice and pasta</b>				
- prepares different dishes with potatoes				
- prepares different dishes with rice				
- prepares different dishes with pasta				
<b>(shell)fish</b>				
- fillets flatfish and round fish				
- cleans shellfish				
- prepares sauces which suit (shell)fish				
<b>Vegetables</b>				
- cleans different kinds of vegetables				
- prepares vegetables in different ways				
<b>(wild) meat and poultry</b>				
- prepares meat in different ways				
- prepares wild meat in different ways				
- prepares sauces which suit meatdishes				

+ the student masters the skill

+/- the student masters the skill moderate

- the student does not master the skill

\* the student hasn't done these skill







Additional feedback and comments

We hope that you learn a lot during your traineeship, but most of all, we hope that you enjoy! In case there is anything unclear or you prefer to get some help from us, please contact us by email: [info@horecaacademy.eu](mailto:info@horecaacademy.eu) (expect a reply within 2 working days)

## Ready for stage 6?

Go to [www.horecaacademy.eu](http://www.horecaacademy.eu) and check out “**STAGE 6 – PRACTICAL**” to apply for your final stage and cook together with our European Chefs at one of our locations worldwide! Our professionals will personally help you to master all skills that are required to work in a European Kitchen.

We hope to see you soon!

Kind regards,



Antoine Defesche,

Director of The Horeca Academy