

KITCHEN AND RESTAURANT CLOSING DUTIES

**FBO301-
BDCP301-**

Perform Kitchen and Restaurant closing Duties

Competence

RQF Level: 3

Learning Hours



30

Credits: 3

Sector: Hospitality and tourism

Trade: Food and Beverage Operations

Module Type: Specific

Curriculum: HOTFBO3001- TVET Level 3 in Food and Beverage Operations

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Purpose statement	This module describes the skills, knowledge and attitude required to Perform Kitchen and Restaurant closing duties. At the end of this module, the trainees will be able to apply kitchen and restaurant closing tasks, Clean the workplace, store tools, equipment and materials under minimum supervision.					
Learning assumed to be place	Demonstrate Basics of Chemistry, Demonstrate Basic knowledge of General Biology, Demonstrate basic knowledge of mathematics.					
Delivery modality	Training delivery		100%	Assessment		Total 100%
	Theoretical content		30%	Formative assessment	30%	50%
	Practical work:		70%		70%	
	• Group project and presentation	20%				
	• Individual project /Work	50%				
			Summative Assessment		50%	

Elements of Competency and Performance Criteria

Elements of competency	Performance criteria
1. Perform kitchen closing duties	1.1.Kitchen closing duties are properly identified as per organizational SOPs.
	1.2.Kitchen closing activities are efficiently applied as per safety standards
	1.3.Kitchen clearing procedures are effectively applied as per organizational SOPs.
2. Maintain kitchen tools, equipment and materials	2.1. Status of kitchen tools, equipment and materials after use is clearly identified.
	2.2. Basic kitchen maintenance activities for tools, equipment and materials after use are efficiently performed.
	2.3. Storing procedures for kitchen tools and equipment are correctly applied as per safety standards.
3. Perform Restaurant closing duties	3.1 Restaurant closing tasks are properly identified as per organizational SOPs.
	3.2 Restaurant closing activities are efficiently applied as per organizational SOPs.
	3.3 Restaurant clearing procedures are effectively applied as per organizational SOPs.

4. Maintain Restaurant tools, equipment and materials	4.1. Status of Restaurant tools, equipment and materials after service is clearly identified.
	4.2. Basic maintenance activities for restaurant tools, equipment and materials after service are adequately performed.
	4.3. Storing procedures for restaurant tools, equipment and materials are properly applied as per safety standards.

Course content

Learning outcomes	At the end of the module the learner will be able to: 1. Perform kitchen closing duties 2. Maintain kitchen tools, equipment and materials 3. Perform Restaurant closing duties 4. Maintain Restaurant tools, equipment and materials
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Learning outcome 1: Perform kitchen closing duties	Learning hours: 10
Indicative content	
• Description of closing duties • Identification of closing duties ✓ Closing doors ✓ Kitchen and restaurant clearing ✓ Checking the status of the kitchen and restaurant premises after service/work • Implementation of key Steps in performing kitchen closing duties ✓ Identify the task and create a checklist ✓ Organize your task ✓ Assess your task basing on your checklist • Safety and healthy aspects to consider during kitchen closing duties ✓ Closing tightly doors for equipment and premises ✓ Leaving kitchen clean ✓ Disconnecting/Switching off all cookers and burners ✓ Unplugging all appliances • Application of kitchen and restaurant closing tasks ✓ Emptying ✓ Refilling/loading ✓ Plugging or unplugging ✓ Cleaning ✓ Turning lights on/off lights ✓ Inventory ✓ Set security system ✓ Counting cash ✓ Storing remaining food& beverage items	

Resources required for the learning outcome	
Equipment	Food processor, toasters blenders mixers refrigerators freezers kitchen premise storage cabinets ovens stoves deep fat fryer grillers gas cylinders blenders mixers food dispensers Food warmers Stoves, Ovens, Fridges
Materials	Cleaning agents, Didactic materials : Projector, markers, flip charts, boards, reference books, internet, computer, notebook and video recordings. Internet and flip chart.
Tools	Mixing tools and equipment, cutting tools and equipment, cookers, kitchen appliances, storage tools and equipment, cooking utensils, food presentation tools and equipment.
Facilitation techniques	Demonstration and simulation, Individual and group work, Practical exercise , Trainer guided , Group discussion
Formative assessment methods	Written assessment , Oral presentation, Performance assessment, Product based assessment

Learning outcome 2: Maintain kitchen tools, equipment and materials	Learning hours: 10
Indicative content	
• Description of benefits for maintaining tools, equipment and materials after use • Identification of status for used tools, equipment and materials ✓ Damage ✓ Sharpness ✓ Dirty • Application of basic maintenance activities ✓ Disassembling ✓ Degrease ✓ Cleaning ✓ Wiping ✓ Sanitizing and disinfecting ✓ Sharpening ✓ Storage • Application of storage procedures for kitchen tools and equipment ✓ Deep fat fryers ✓ Pots and pans ✓ Blenders	

✓ Cutting machines ✓ Peeling machines ✓ Cutting tools ✓ Cooking utensils ✓ Sinks ✓ Uniform ✓ Dish washing machine	
Resources required for the indicative content	
Equipment	Food processor, toasters blenders mixers refrigerators freezers kitchen premise storage cabinets ovens stoves deep fat fryer grillers gas cylinders blenders mixers food dispensers Food warmers Stoves, Ovens, Fridges
Materials	Cleaning agents, Didactic materials: Projector, markers, flip charts, boards, reference books, internet, computer, notebook and video recordings. Internet and flip chart.
Tools	Mixing tools and equipment, cutting tools and equipment, cookers, kitchen appliances, storage tools and equipment, cooking utensils, food presentation tools and equipment.
Facilitation techniques	Research, Brainstorming, Demonstration and simulation, Individual and group work, Practical exercise, Individualized, Group discussion
Formative assessment methods	Written assessment, Oral presentation, Performance assessment, Product based assessment, Project based assessment

Learning outcome 3: Perform Restaurant closing duties	Learning hours: 5
Indicative content	
• Description of restaurant closing duties • Perform Restaurant closing activities • Safety and healthy aspects to consider during Restaurant closing duties ✓ Closing tightly doors for equipment and premises ✓ Leaving Restaurant clean ✓ Disconnecting/Switching off all lights and hot surfaces ✓ Unplugging all appliances • Implementation of Restaurant closing tasks ✓ Turning lights on/off lights ✓ Emptying bins ✓ Refilling/Replenishing ✓ Cleaning ✓ Clearing and crumbing down ✓ Sanitizing ✓ Inventory	

- ✓ Set security system
- ✓ Counting cash
- ✓ Storing remaining food& beverage items

Resources required for the indicative content

Equipment	Food processor, toasters blenders mixers refrigerators freezers kitchen premise storage cabinets ovens stoves deep fat fryer grillers gas cylinders blenders mixers food dispensers Food Warmers Stoves, Ovens, Fridges.
Materials	Cleaning agents, Didactic materials: Projector, markers, flip charts, boards, reference books, internet, computer, notebook and video recordings. Internet and flip chart.
Tools	Mixing tools and equipment, cutting tools and equipment, cookers, kitchen appliances, storage tools and equipment, cooking utensils, food presentation tools and equipment.
Facilitation techniques	Research , Brainstorming , Demonstration and simulation, Individual and group work, Practical exercise , Individualized , Group discussion
Formative assessment methods	Written assessment , Oral presentation , Performance assessment ,Product based assessment

Learning outcome 4: Maintain Restaurant Tools, Equipment and Materials		Learning hours: 5
Indicative content		
• Description of benefits for maintaining Restaurant tools, equipment and materials after use • Identification of status for used tools, equipment and materials ✓ Damage ✓ Sharpness ✓ Dirty • Application of basic maintenance activities ✓ Disassembling ✓ Degrease ✓ Cleaning ✓ Wiping ✓ Sanitizing and disinfecting ✓ Sharpening ✓ Storage • Application of storage procedures for Restaurant tools and equipment ✓ Buffet tools, equipment and facilities ✓ Guest tables ✓ Restaurant appliances ✓ Cutting tools ✓ Trolleys ✓ Sinks ✓ Uniform ✓ Side station		
Resources required for the indicative content		
Equipment	Buffet equipment, guest tables, trolleys, sinks and uniform, Side station, storage shelves and cabinets.	
Materials	Kitchen uniform, restaurant linen and cleaning agents, Didactic materials: Projector, markers, flip charts, boards, reference books, internet, computer, notebook and video recordings. Internet and flip chart.	
Tools	Restaurant appliances, cutting tools, tableware, linen, cutlery, crockery, flatware and glassware.	
Facilitation techniques	Research ,Brainstorming, Demonstration and simulation, Individual and group work, Practical exercise ,Individualized ,Group discussion	

Formative assessment methods	Written assessment ,Oral presentation ,Performance assessment ,Product based assessment
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Integrated/Summative assessment (For specific module)

Integrated situation

Safari Park Hotel caters for 50 people on a daily basis for lunch. After lunch service as a commis chef, you are requested to perform the restaurant and kitchen closing activities. The assigned task should be performed within 3 three hours as per the establishment standards operating procedures.

Tasks:

1. Apply kitchen and restaurant clearing procedures
2. Perform basic kitchen and restaurant maintenance activities for tools, equipment and materials after use.
3. Apply storing procedures for kitchen and restaurant tools and equipment as per safety standards

Resources

Tools	Restaurant appliances, cutting tools, tableware, linen, cutlery, crockery, flatware and glassware, service tools, storage tools
Equipment	Trolleys, dishwashing machines, buffet trolleys, tables, shairs,
Materials/ Consumables	Cleaning agents

Assessable outcomes	Assessment criteria (Based on performance criteria)	Indicator	Observation		Marks allocation
			Yes	No	
Learning outcome 1 Perform kitchen closing duties (30%)	1.1Kitchen closing duties are properly identified as per organizational SOPs.	Ind1. Kitchen tools are well identified			4
		Ind2. kitchen equipment are well identified			4
	1.2 kitchen closing activities are efficiently applied as per safety standards	Ind1. Procedures for kitchen closing activities are well applied			6
		Indicator:2 Implementation of key Steps in performing			6

		kitchen closing duties is well done			
		Ind3.Safety and healthy aspects are well applied during kitchen closing duties as per HACCP			5
		Ind4 Kitchen clearing guidelines are well maintained as per establishment standard.			5
Learning outcome 2: Maintain kitchen tools, equipment and materials (20%)	2.1 Status of kitchen tools, equipment and materials after use is clearly identified.	Ind1 Benefits of maintenance of tools, equipment and materials after use are demonstrated.			2
		Ind2 Status of used tools, equipment and materials is identified as per manufacturer's instructions			4
	2.2 Basic kitchen maintenance activities for tools, equipment and materials after use are efficiently performed.	Ind1 Basic maintenance activities are properly performed as per standard.			3
		Ind2 Procedures for basic kitchen maintenance activities are well applied			4
	2.3 Storing procedures for kitchen tools and equipment are correctly applied as per safety standards.	Ind1 Benefits of Storage techniques for kitchen tools and equipment			3
		Ind2 Storage procedures for kitchen tools and equipment are applied			4
	3.1 Restaurant closing tasks are properly identified as per organizational SOPs.				
		Ind 1 Benefits of performing Restaurant closing duties are demonstrated			4
Learning outcome 3: Perform Restaurant closing duties (30%)		Ind2 Safety and healthy aspects to consider			4

		during Restaurant closing duties are maintained			
	3.2 Restaurant closing activities are efficiently applied as per organizational SOPs.	Ind3 Procedures for Restaurant closing activities are well applied			6
		Ind4 Key Steps in performing Restaurant closing duties are implemented as per standard.			6
	3.4 Restaurant clearing procedures are effectively applied as per organizational SOPs.	Ind5 Restaurant clearing tasks are well applied			5
		Ind 6 Restaurant clearing tasks are well performed			5
Learning outcome 4: Maintain Restaurant tools, equipment and materials (20%)	4.1Status of Restaurant tools, equipment and materials after service is clearly identified.	Ind1 Benefits of maintaining tools, equipment and materials after use are well identified			2
		Ind2 Status of tools, equipment and materials are well identified			3
	4.2Basic maintenance activities for restaurant tools, equipment and materials after service are adequately performed.	Ind1 Basic maintenance activities for restaurant tools is well done			4
		Ind2Procedures for basic maintenance activities for restaurant tools and equipment			4
	4.3 Storing procedures for restaurant tools, equipment and materials are properly applied as per safety standards	Ind1 Storage techniques for Restaurant tools and equipment are well applied			2
		Ind2 Storage procedures restaurant tools and equipment			2
		Ind3 Storage guidelines for restaurant tools and equipment are well maintained			3

Total marks		100			
Percentage Weightage		100%			
Minimum Passing line % (Aggregate): 70%					

Reference

1. Amy Brown, Understanding Food, 2nd Edition, Thomson Woodworth
2. June Payne, Palacio, Monica Theis, INTRODUCTION TO FOOD SERVICE, 128-130