

### Data base for filling out respective modules of section 5a

Based on the vocation: professional caterer in the Polish Educational System divided into basic and higher education

<p><b>Program basis and examination standard</b></p> <p><b>Element of Section 5a</b></p>	<p><b>Profession:</b> technician of an organization of gastronomy service - code 341[07]  <b>Education cycle:</b></p> <ul style="list-style-type: none"> <li>- technical high school after junior high school - 4 years</li> <li>- school education after secondary school (after grammar school, profiled secondary school, complementary technical high school or complementary grammar school) – 2 years</li> </ul>	<p><b>Component:</b> technician of an organization of gastronomy service at the university level, based on an example of College of Tourism and Hotel Trade in Gdansk - 3 years</p> <p>1. duration of apprenticeship: 9 weeks ; flexible treated towards a program, but recommended to undergo it in the modern gastronomic companies</p> <p>2. Gastronomic company divided in 3 traditional sections depending on provided activities: 1. administration and economic section, 2. production section (typical kitchen and restaurant room), 3. trade section.</p> <p>Gastronomic company divided in 2 sections according the professional literature: managing section and functional section.</p>
<p>Carried out activities</p>	<ul style="list-style-type: none"> <li>- preparing an offer of gastronomic services and managing of marketing activities ,</li> <li>- planning and organizing of gastronomic services for the events and casual receptions</li> <li>- organizing and realization of gastronomic catering services</li> <li>- calculation and setting accounts of costs of gastronomic services</li> <li>- valuation of quality towards to raw materials and culinary products,</li> <li>- using the principles of sound nutrition</li> <li>- preparing the basic assortment of dishes and drinks</li> <li>- interior decoration and fitting of consumer rooms and other places where are offered the gastronomic services</li> <li>- complying with the quality protection of health food</li> <li>- consumer service</li> </ul>	<ul style="list-style-type: none"> <li>- Menu and provision planning according to daylong cards, special cards, occasional cards, seasonality</li> <li>- Provision: type of company (small gastronomy, gastronomic company)</li> <li>- Choosing of raw materials assortment: fresh articles, frozen articles, semi-finished products, dry articles</li> <li>- Preparing of dishes</li> <li>- Decoration of dishes</li> <li>- Arrangements of table and serving of dishes</li> <li>- Activities towards organizing parties and events</li> <li>- Receiving complaints and returns, and correcting the proposals</li> <li>- Servicing of modern equipment of gastronomic companies</li> <li>- Store activities</li> <li>- Components towards to managing gastronomic company</li> <li>- Cooperation by organization of activities In the consumer room</li> <li>- Serving dishes and making table arrangements</li> <li>- Use of diplomatic protocol</li> </ul>
<p>Acquired skills and competencies</p>	<ul style="list-style-type: none"> <li>- he/she prepares an offer, organizes promotion and advertisement of gastronomic services;</li> <li>- he/she analyzes the client order and the offer and price list offered by restaurant or catering company;</li> <li>- he/she recipes and registers the orders for gastronomic services;</li> <li>- he/ she plans and organizes the services of casual receptions and gastronomic services of events;</li> <li>- he/she organizes nutrition in various types of gastronomic entities;</li> <li>- he/ she organizes and implements catering services;</li> <li>- he/ she uses the machines, installations and other equipment used for realization of gastronomic services;</li> <li>- he/she makes interior arrangements, fits the consumer room, and other places where gastronomic services are offered;</li> <li>- he/she calculates and settles accounts of cost for gastronomic services;</li> <li>- he/she serves the clients using various methods;</li> <li>- he/she evaluates the foodstuffs regarding the product research rules and defines its usage;</li> <li>- he/she prepares the basic assortment of dishes and</li> </ul>	<ul style="list-style-type: none"> <li>- he/she defines the structure of section activity: he/she divides in 3 traditional sections: administration and economics section, production section, trade section.</li> <li>- he/she analyses key parameters for following management posts based on particular case of gastronomic company : <ul style="list-style-type: none"> <li>- manager of gastronomic company, his deputy - responsible for administration and economic team</li> <li>- production manager , his deputy, chef (kitchen) - responsible for production team</li> <li>- manager of restaurant room, main waiter, bar manager, main barman - responsible for production team</li> </ul> </li> <li>- he/she identifies documentation of concrete gastronomic company –for example invoices, reports – depending on small gastronomy or gastronomy company</li> <li>- he/she attends the operating system procedure, typical for concrete department – for example GAM, GAH, Kaliw, Micros – programs for gastronomy and user version for operating of</li> </ul>

	<p>drinks;</p> <ul style="list-style-type: none"> <li>– he/she uses the principles of sound nutrition;</li> <li>– he/she negotiates and cooperates with contractors and co-workers;</li> <li>– he/she complies with the health rules;</li> <li>– he/she applies law rules concerning the provided occupational activities.</li> </ul>	<p>cash register</p> <ul style="list-style-type: none"> <li>– he/she uses the methodology of "food &amp; beverage cost" i.e. the cost analysis / settling of kitchen accounts as permanent check-up of kitchen and accounting and receipts generated by selling of food products and drinks</li> <li>– he/she chooses menu</li> <li>– he/she chooses the system of provision regarding raw materials for the company</li> <li>– he/she defines the quantity of indispensable raw materials</li> <li>– he/she uses various types of preparing, arrangements and decoration of meals,</li> <li>– he/she offers current trends towards to organization of parties and events,</li> <li>– he/she analyses the claims and returns of dishes</li> <li>– he/she uses modern equipment of gastronomic company</li> <li>– he/she analyses the organization of work in the store</li> <li>– he/she analyses the range of work organization in customer room</li> <li>– he/she plans menu: dishes, desserts, wine, drinks and alcohol</li> <li>– he/she shows the ways of table arrangement</li> <li>– he/she uses the components of diplomatic protocol (principle of reciprocity, precedence).</li> </ul>
Acquired language skills and competences (if not included in "vocational skills and competences")	<ul style="list-style-type: none"> <li>– he/she uses foreign language in the scope that is indispensable for providing vocational activities;</li> <li>– he/she uses names, concepts and definitions linked to the gastronomic services expressed in the language used within the apprenticeship;</li> <li>– he/she works out the project of activities for travel agencies linked to comprehensive client service and using the language used within the apprenticeship;</li> <li>– he/she fixes documents for the preparation, realization and for sale of tourist services and comprehensive client service (he/she works out the projects of tourist products for clients – in accordance with an order, and written in language used within the apprenticeship);</li> <li>– he/she prepares the calculation of tourist event regarding the standard of services, number of participants, time of realization etc – using language used within his apprenticeship;</li> <li>– he/she works out the programs of tourist events regarding the preference of customer – written in language used within the apprenticeship);</li> <li>– he/she settles accounts of services or tourist events in accordance with its own merits and financial background – applying the language of the apprenticeship;</li> <li>– he/she uses the language resources (lexis, grammar, orthography and phonetics on the middle level advanced, and on the basic level towards to specialist vocabulary used within job activities;</li> <li>– he/she understands simple verbal and written statements concerning daily situation and typically linked to the provided job activities;</li> </ul>	–
Acquired computer skills and competences (if not included in "vocational skills and competences")	<ul style="list-style-type: none"> <li>– he/she uses the methodology of office activity;</li> <li>– he/she uses information technology in the scope indispensable for job activities;</li> <li>– he/she operates computer programs typical for the company;</li> <li>– he/she works out the calculations and offers for catering companies – using Excel and other programs depending on type of the company.</li> </ul>	–
Acquired organizational skills	<ul style="list-style-type: none"> <li>– he/she organizes his/her post;</li> <li>– he/she takes care of company image;</li> </ul>	–

<p>and competences (if not included in” vocational skills and competences”)</p>	<ul style="list-style-type: none"> <li>– he/she organizes and of staff activity within the order realization;</li> <li>– he/she co-operates and negotiates with contractors and co-workers,</li> <li>– he/she manages the teamwork;</li> <li>– He/she uses various resources of information and professional advisory services;</li> </ul>	
<p>Acquired social skills and competences (if not included in” vocational skills and competences)</p>	<ul style="list-style-type: none"> <li>– he/she communicates in efficient way with representatives of various cultures,</li> <li>– he/she creates relationships between people for achieving common goals,</li> <li>– he/she handles stressful situations,</li> <li>– he/she is aware of the differences between cultures and able to take it into account .</li> </ul>	<p>–</p>
<p>Other acquired skills and competences</p>	<ul style="list-style-type: none"> <li>– she/she observes the rules of occupational safety and hygiene, fire-control and environmental protection within job activities,</li> <li>– he/she organizes applies ergonomic requirements to the work post,</li> <li>– he/she applies first aid in the case of an accident in the workplace.</li> </ul>	<p>–</p>