

## APPENDIX B

### SAMPLE TRAINING GUIDES

This appendix contains sample training guides listing subject, scope, and subtopics. Covered in this appendix are guides for cooking meat (Table B-1, page B-1); poultry (Table B-2, page B-3); fish and shellfish (Table B-3, page B-5); and vegetables (Table B-4, page B-6). Also included is a sample training guide for preparing breakfast foods (Table B-5, page B-7); soups (Table B-6, page B-8); and salads (Table B-7, page B-9).

*Table B-1. Sample training guide for cooking meat*

SUBJECT	SCOPE	SUBTOPICS
How to roast meat	Explanation of roasting principle: Beef Veal Pork Lamb and mutton  Care and storage before roasting  Preparation: Seasoning Roasting temperatures Time  Testing for doneness  Serving   Carving  Care of meat: After roasting During serving period Storage	Characteristics of cuts suitable for roasting         Shrinkage: Cause Effect Control  Methods of testing  Gravies Jellies Garnishes  Carving tools Portions  Use of drippings, fat, and trimmings
How to grill meat	Explanation of grilling principle	Purpose and effect of grilling  Cuts suitable for grilling: Beef Veal Lamb

Table B-1. Sample training guide for cooking meat (continued)

SUBJECT	SCOPE	SUBTOPICS
<p>How to grill meat (continued)</p>	<p>Preparation: Fresh meat Frozen meat</p> <p>Procedures: Seasoning Searing Temperature Grilling time</p>	<p>Equipment</p>
<p>How to braise meat</p>	<p>Explanation of braising principle</p> <p>Preparation: Browning</p> <p>Procedures: Seasoning Basting Temperature</p> <p>Timing Finishing process</p> <p>Testing for doneness</p> <p>Care and storage</p>	<p>Cuts of meat used for braising</p> <p>Equipment</p> <p>Stocks Sauces or glaze Importance of low temperature</p> <p>Method of testing</p>
<p>How to simmer (boil) meat</p>	<p>Explanation of cooking principle</p> <p>Preparation: Fresh meats Corned beef Smoked meats</p> <p>Procedures: Seasoning Care in cooking Temperature Timing</p> <p>Testing for doneness</p> <p>Carving</p>	<p>Cut of meat</p> <p>Equipment</p> <p>Use of resulting stock</p> <p>Methods of testing</p> <p>Variations in carving and serving</p>

Table B-1. Sample training guide for cooking meat (continued)

SUBJECT	SCOPE	SUBTOPICS
How to saute (panfry) meat	Explanation of cooking principle  Preparation  Procedures: Seasoning Browning  Temperature Timing: Thickness Finishing  Preparation of sauce used with sauteed meats  Testing for doneness  Serving   Care and storage	Cuts suitable for sauteing  Equipment and utensils Selection of butter, vegetable shortening, lard, or oil  Variations in finishing process in oven  Variations in finishing process in oven  Methods of testing  Garnishes Sauces Gravies

Table B-2. Sample training guide for cooking poultry

SUBJECT	SCOPE	SUBTOPICS
How to roast poultry	Explanation of roasting principle: Turkey Chicken Duck  Preparation for roasting: Frozen poultry	Classification Effect of roasting Nutritive value Characteristics of poultry suitable for roasting: Age Weight  Equipment Roast pans Thermometers

Table B-2. Sample training guide for poultry (continued)

SUBJECT	SCOPE	SUBTOPICS
<p>How to roast poultry (continued)</p>	<p>Procedures: Seasoning Basting Vegetable garnishes Roasting temperatures Time</p> <p>Carving</p> <p>Testing for doneness</p> <p>Serving</p> <p>Stuffings and dressings: Types Variations in methods of preparation</p> <p>Care of fowl: After roasting During serving period Storage</p>	<p>Shrinkage: Cause Effect Control</p> <p>Variation in roasting procedure for ducks</p> <p>Carving tools Portion control</p> <p>Methods of testing</p> <p>Sauce Gravy Garnishes</p> <p>Related topics</p>
<p>How to deep-fat fry poultry</p>	<p>Explanation of frying principle</p> <p>Preparation: Fresh poultry Frozen poultry</p> <p>Procedures: Seasoning Dredging Temperature Timing</p> <p>Testing for doneness</p>	<p>Cuts suitable for frying</p> <p>Equipment Fat used: Amount Temperature</p> <p>Methods of testing</p>

Table B-3. Sample training guide for cooking fish and shellfish

SUBJECT	SCOPE	SUBTOPICS
How to bake fish	<p>Preparation</p> <p>Procedures:                      Seasoning                      Temperature                      Timing</p> <p>Testing for doneness</p> <p>Serving</p>	<p>Equipment and utensils                      Kinds of fish suitable for baking</p> <p>Methods of testing</p> <p>Sauces                      Garnishes</p>
How to saute and panfry fish	<p>Preparation</p> <p>Procedures:                      Seasoning                      Dredging                      Breading                      Temperature                      Timing</p> <p>Testing for doneness</p> <p>Serving</p>	<p>Kinds of fish suitable for sauteing and panfrying</p> <p>Temperature of fat</p> <p>Methods of testing</p> <p>Sauces                      Garnishes</p>
How to deep-fat fry fish	<p>Preparation</p> <p>Procedures:                      Breading                      Seasoning                      Temperature                      Timing                      Draining                      Care in frying</p> <p>Testing for doneness</p> <p>Serving</p>	<p>Equipment</p> <p>Precautions:                      Thermometers                      Thermostats</p> <p>Methods of testing</p> <p>Sauces                      Garnishes</p>

Table B-3. Sample training guide for cooking fish and shellfish (continued)

SUBJECT	SCOPE	SUBTOPICS
<p>How to cook seafoods: Clams Oysters Shrimp</p>	<p>General principles of cooking seafood</p> <p>Preparation--care and storage before cooking: Frozen Canned Dehydrated</p> <p>Procedures: Seasoning Care during cooking</p> <p>Testing for doneness</p> <p>Serving</p> <p>Storage after cooking</p>	<p>Variations in seafood</p> <p>Equipment</p> <p>Preventing toughness</p> <p>Variations in seafood dishes: Chowder Cocktail</p> <p>Methods of testing</p> <p>Sauces Accompaniments Garnishes</p>

Table B-4. Sample training guide for cooking vegetables

SUBJECT	SCOPE	SUBTOPICS
<p>How to cook vegetables</p>	<p>Preparation--proper handling and storage of vegetables before cooking</p>	<p>Nutritive value of vegetables</p> <p>Effect of cooking</p> <p>Preservation of food: Value Color Flavor Texture</p> <p>Equipment and utensils used in cleaning and preparing vegetables</p>

Table B-4. Sample training guide for cooking vegetables (continued)

SUBJECT	SCOPE	SUBTOPICS
<p>How to cook vegetables (continued)</p>	<p>Procedure for cooking vegetables:                      Fresh                      Frozen                      Dehydrated                      Canned</p> <p>Cooking by different methods:                      Steaming                      Boiling                      Pressure-cooking                      Sauteing                      Frying</p> <p>Seasoning                      Temperature                      Time                      Serving                      Proper handling and storage of cooked vegetables</p>	<p>Kinds                      High moisture, mild flavor                      High moisture, strong flavor                      Moist, starchy                      Dry, starch</p> <p>Principles involved in:                      Steaming                      Boiling                      Creaming                      Sauteing</p> <p>Variations</p> <p>Sauces</p>

Table B-5. Sample training guide for preparing breakfast foods

SUBJECT	SCOPE	SUBTOPICS
<p>Eggs</p>	<p>Preparation and procedures:                      Seasoning                      Care while cooking                      Temperature                      Timing</p>	<p>Care of eggs                      Storage:                      Fresh                      Dehydrated                      Frozen                      Methods or varieties:                      Boiled                      Fried                      Poached                      Scrambled                      Omelets                      Shirred</p>
<p>Meat items (cured meat)</p>	<p>Preparation and procedures:                      Cooking temperature                      Draining                      Time</p>	<p>Varieties:                      Ham                      Sausage                      Bacon                      Equipment, utensils, and tools                      Methods of serving</p>

Table B-5. Sample training guide for preparing breakfast foods (continued)

SUBJECT	SCOPE	SUBTOPICS
Cooked cereals	General preparation and procedures: Seasoning Care while cooking Cooking temperature Time Care after cooking	Types: Cream of wheat Farina Oatmeal Variations Utensils Methods of serving
Batters	Preparation and procedures: Pancakes or griddle cakes Waffles  Care during cooking: Temperature Time Care after cooking	Equipment, utensils, and tools Methods of serving
Toasts	Preparation and procedures: Seasoning Flavoring Temperature Time	Equipment Methods of serving Storage and care of bread

Table B-6. Sample training guide for preparing soups

SUBJECT	SCOPE	SUBTOPICS
How to prepare soup stock	Preparation: White stock Brown stock  Procedures: Seasoning Care during cooking Temperature Time Care after cooking  Uses of stock	Utensils  Handling  Holding
How to prepare cream soups	Preparation and procedures: Seasoning Thickening agent Temperature	Varieties: Potato Tomato Mushroom



Table B-6. Sample training guide for preparing soups (continued)

SUBJECT	SCOPE	SUBTOPICS
How to prepare cream soups (continued)	Time  Care while cooking  Care after cooking	Utensils Variations in procedure Form of milk or cream used: Dry or dehydrated Canned Stock Curdling: Cause Effect Prevention Method of serving Storage
How to prepare purees (thick soups)	Preparation and procedures: Soaking Seasoning Care in cooking Temperature Time Care after cooking	Equipment Stock Garnishes  Storage

Table B-7. Sample training guide for preparing salads

SUBJECT	SCOPE	SUBTOPICS
How to prepare salads	Preparation and procedures: Arrangement Care of salads during preparation Dressings Care of salads after preparation  Serving	Nutritive value of salads Types of salad involving use of: Cooked foods Raw foods Gelatin Care in washing and preparing salad greens and vegetables Organization of materials Storage of salad components: Fruits Vegetables Greens Types of dressings Methods of serving