

**X049 11**

**Hospitality: General Operations Intermediate 2**

**Exemplification**

**March 2006**

# Introduction

The purpose of this booklet is to provide exemplification of the external assessment component of this Course award.

The assignment is issued to centres in February of each year and is externally assessed.

The assignment will be issued in the following format:

- ◆ centre instructions
- ◆ candidate instructions

The written assignment is part of the external assessment for Hospitality: General Operations Intermediate 2. It carries a mark allocation of 50 marks. The written assignment brief will follow a similar structure from year to year, although the hospitality event will vary. No marks will be awarded for presentation, however information is easier to identify in a well presented assignment than in a poorly organised and poorly presented one.

## Written assignment — 50 marks available (marks are awarded for attainment)

You have been asked to organise a meal for a 40th birthday party. The meal is to be held in a local venue and approximately 40 people will attend.

The meal will start at 7.30pm and requires to be finished and cleared by 9pm when the evening entertainment will begin.

You are required to plan this meal, which should comprise **two courses** with **two choices** in each course. The meal will be followed by tea and coffee and should be presented as a buffet. One of the choices must be suitable for a vegetarian.

You do not have to consider any of the arrangements for the service of drinks apart from tea and coffee. This will be the responsibility of another person.

On completion of the investigation, you will compile a report. In the report you should include the following:

1. Identify and describe the venue clearly, stating why it would be suitable. **4 marks**
2. A menu for the meal presented in a suitable layout. Explain why you have chosen this menu in terms of:
  - ◆ the requirements of the guests **2 marks**
  - ◆ suitability for the function **2 marks**
  - ◆ the balance of the menu **3 marks**
3. Detailed recipes stating:
  - ◆ recipe references for each dish **1 mark**
  - ◆ ingredients and quantities for 24 portions of each dish **4 marks**
  - ◆ A timed integrated plan of work for the production of the menu **8 marks**
4. A plan of the dining area stating why you have chosen this plan. **3 marks**
5. A list of food service equipment and required quantities of each. **6 marks**
6. A schedule to show the timing of the work in the dining room on the day of the function. **5 marks**
7. a) Detail two practices that should be followed to conform to current food hygiene legislation in the following areas. These practices **must** be related to the menu. **4 marks**
  - ◆ Temperature control
  - ◆ Handling of foods to prevent cross contamination

- b) Detail two cleaning practices that would be followed by food production staff **2 marks**
  - c) Identify four personal hygiene practices that must be followed by food service staff. **2 marks**
8. Other information that you think would be important for the successful running of the event. **3 marks**

## **Guidance for candidates**

The written assignment is part of the external assessment for Hospitality: General Operations Intermediate 2. It carries a mark allocation of 50 marks. The written assignment will test your ability to plan a hospitality event in a venue within your locality.

Your teacher/lecturer will provide appropriate ongoing guidance and advice and you will be able to seek feedback on the quality of your work.

Research and investigation may be done in your own time but the written assignment must be compiled in your centre under the supervision of your teacher/lecturer. You will be allowed 10 hours to compile your assignment. The written assignment will be submitted to SQA for external marking.

## **Guidance for teachers and lecturers**

The written assignment is part of the external assessment for Hospitality: General Operations Intermediate 2. It carries a mark allocation of 50 marks. The written assignment will test your ability to plan a hospitality event in a venue within your locality. It allows the candidate to integrate skills and knowledge acquired from the component Units. The written assignment will be submitted to SQA for external marking.

The teacher/lecturer has an important role to play in supporting candidates and candidates should be encouraged to seek feedback from their teacher/lecturer on the quality of their work. It is the responsibility of the teacher/lecturer to provide ongoing guidance and support to candidates. This responsibility includes ensuring the candidates have access to appropriate resources including the identification of an appropriate venue.

Candidates are permitted to use photocopies of recipe instructions, however the quantities required must be scaled accordingly to meet the requirements of the assignment. All recipes should be suitably referenced.

On completion of their investigations and research, candidates should compile the assignment under classroom-controlled conditions. Candidates should spend approximately 10 hours compiling the assignment.

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**Hospitality: General Operations Intermediate 2**

**Exemplar**

## Question 1

**Identify and describe the venue clearly, stating why it would be suitable.**

**4 marks**

I am choosing a Social club for my venue, which is situated on the main street. I chose it because it is placed in a nice area with a good atmosphere and it is very spacious and accessible. It has a main door and a side door both with disabled access, which include ramps and automatic doors at main entrance. It also gives easy access to the kitchen from the back door.

It also has a car park, which holds fifty cars and the parking is free. There also is a bus stop and a taxi rank outside the building, which allows plenty of options for people to get too and from the party.

The club itself contains three rooms – a lounge, games room and main function room suite. Since this is a party for all ages, younger people may want to go and play pool and older people maybe a quiet period in the lounge as well as the main party I the hall.

The interior itself is slightly modern but with a very relaxing atmosphere. All the lights can be adjusted (dimmed) allowing lights to be turned on for the meal then dimmed for the evening entertainment. In the main hall there is a stage of a good size and a very spacious dance floor allowing plenty of room for the tables as well as the buffet table.

The kitchen in the club holds 4 – 5 chefs, contains 2 big fridges, freezer, 2 ovens, 4 hobs, microwave, 2 salamanders and a 2 metre hot plate which is ideal for making any meal allowing choice, giving no restrictions on food. The social club in general I feel is ideal for the party.

**½ marks allocated for each of the following points:**

**Name of venue**

**Location of venue (main street)**

**Disabled facilities**

**Parking**

**Public transport**

**Description of venue**

**Style of environment**

**Facilities in kitchen**

**Total 4 marks**

## Question 2

**A menu for the meal presented in a suitable format.**

**1 mark**

Duck pate on small flutes with an orange and walnut salad  
Filled potato skins with onion and a cheese sauce

Mushroom stroganoff with rice  
Roast lamb with mint, rosemary and thyme sauce

Main courses are served with  
Croquettes    Boiled potatoes  
Glazed parsnips    asparagus

Tea and coffee

**1 mark allocated for two course menu in suitable format and including tea and coffee**

**Explain why you have chosen this menu in terms of:**

◆ **the requirements of the guests**

**2 marks**

I chose this menu because at a 40th party there is going to be a wide range of guests. I feel these dishes would suit a range from children through to older people, all very versatile but still flavoursome

I included potato skins and mushroom stroganoff because these dishes would satisfy a vegetarian needs, but be just as tasty to any non -vegetarian.

The meal also suits the 'buffet' style meal and can be cooked easily enough and brought out to the buffet table while warm

Since it is a 40th birthday party, these dishes are known and appetising but at the same time gives a nice upmarket feel and taste to them, making it that bit more special for something special.

**1 mark for explanation on dishes being suitable for all ages (as stated in question 1 there will be a variety of ages at party)**

**No marks for stating vegetarian choice as this is stated in brief**

**Total 1 mark**

◆ **suitability for function**

**2 marks**

The menu I felt was suitable to cover all aspects. The duck pate brings a nice upmarket feel, something bit more different to the usual prawn cocktail or melon. While being very easy to make in abundance and in advance and can be given out to the buffet when needed.

The filled potato skins as well as suiting vegetarians, also is a great treat enjoyed by younger and older guests as well as being easily prepared for buffet.

The stroganoff suits 'buffet' style arrangements

I chose a roast because it is a classic great tasting dish and can look really presentable with a chef carving it at the table

**1 mark for explanation of dishes suitable for buffet service**

**1 mark for explanation on duck pate**

**Total 2 marks**

◆ **balance of menu**

**3 marks**

When choosing the menu I thought about the texture and flavours. I made sure all ingredients were different from the smoothness of the potato skins and the cheese sauce and the bite and crunch of the toast and walnuts give to the pate and salad. As well as the zing and twang the orange and nuts to the savoury of the cheese sauce. Also the roast and mint sauce gives a complete difference in texture and flavour to the stroganoff. With tasty pieces of meat to the smooth sauce feeling a stroganoff as well as a mint sauce to the strong flavour of mustard and sherry in stroganoff

When choosing the vegetables I chose different colours e.g. green asparagus to the cream of the parsnips. I also decided to glaze the parsnips to give a contrast of sweetness to the organic taste of asparagus. Since I had two potatoes I decided to boil some, while making croquettes to give a crunch and bite compared to soft-boiled potatoes.

Also when choosing my menu I tried to think about the difference in the type of food and what nutrients they were giving. With the starter I felt there was a good balance from protein of the duck, carbohydrates in bread and potato, citrus fruits as well as salad, dairy from the cheese, balancing both starters with different tastings.

I tried to incorporate the same e.g. protein for the meat (roast lamb) to carbohydrates in the potatoes, to nice vegetables such as asparagus which I feel has given a good balance and not too much of the one thing.

**1 mark for explanation on texture — smoothness of potato skins and cheese sauce, bite and crunch of toast and walnuts**

**1 mark for explanation of flavour — strong flavour of mustard and sherry in stroganoff, roast different flavour from stroganoff, and different tastings in starters**

**1 mark for explanation of nutrients — protein of meat, carbohydrate of potatoes and bread**

**Total 3 marks**

### **Question 3**

**Detailed recipes stating:**

◆ **recipe references for each dish**

**1 mark**

References – most of my recipes came for Practical cookery by David Fasket, the tenth edition, one from an article from Jamie Oliver in the Sunday magazine, which comes from the News of the World and others learned in the work place.

**Total 1 mark**

**Ingredients and quantities for 24 portions of each dish**  
**1 mark for each recipe correctly stated**

**Duck pate on flutes served with orange and walnut salad**

(Taken for Jamie Oliver, Sunday magazine)

480gms duck pate  
12 slices of bread  
6 oranges  
500gms walnuts  
6 tables vinaigrette  
200gms rocket lettuce

**Method**

Cut circles out of each slice of bread and toast  
Spread pate on the toasted flutes when the toast is cooled  
Zest the oranges and add zest to vinaigrette  
Segment oranges getting rid of any seeds and pulp and mix with rocket leaves  
Toast walnuts for 2 – 3 minutes and add to salad  
Place vinaigrette over salad  
Place pate on toast onto plate with some salad mix and garnish with some chives

**Potato skins with onions and cheese sauce**

(Taken for work recipe)

800gms potato skins (frozen)  
400gms onions  
30gms oil  
240gms cheese

**Béchamel sauce** (practical cookery 10th edition)

400gms butter  
400gms flour  
4 litres milk  
1 studded onion

Place potato skins in oven for 25 minutes  
Melt butter in pan and add flour  
Cook for 3 minutes without colour and allow roux to cool  
Gradually add warmed milk and stir until smooth then add studded onion and allow simmering for 20 minutes  
Finely chop onion and sauté until tender  
Take béchamel sauce off heat and add 200gms cheese stir for a few minutes then strain in a colander  
Take out potatoes place onions over them and then pour over the cheese sauce and garnish with remainder of cheese

### **Mushroom stroganoff with rice**

(Taken from workplace)

60 gms oil  
1 ½ kg mushrooms  
800gms onions  
12 teaspoons French mustard  
175 ml sherry  
1 litre cream  
100gms chopped parsley  
1500gms rice  
Seasoning

Boil rice for 10 – 14 minutes  
Sweat onions (slices) then mushrooms  
When reduces add mustard and parsley  
Add sherry then let reduce some more  
Finally add cream and cook for 5 – 6 minutes  
Season -, serve with rice and garnish with more parsley

### **Roast lamb with mint, thyme and rosemary sauce**

(Taken for practical cookery 10th edition)

3-½ kilo of lamb (breast)  
Carrot and onion roughly chopped for trivet  
500ml lamb stock  
Sprigs of mint  
Sprigs of thyme  
Sprigs of rosemary  
10 – 15 gms corn flour

#### **Method**

Make small cuts and stuff sprigs of rosemary in the lamb breast  
Lightly salt and oil and place on trivet  
Cook in hot oven at 230 - 250°C for 20 minutes and then cook remainder at 180°C  
(20 minutes per half kilo then an extra 20 – 25 minutes after)  
Probe and check if cooked then allow resting for 10 minutes wrapped in foil. This allows muscle to relax

Chop up mint into paste, then add to lamb stock with rosemary and thyme  
Simmer for 20 minutes  
Add corn flour to thicken if necessary  
Place through a conical strainer and season

**1 mark for each recipe**

**Total 4 marks**

### **A timed integrated plan of work for the production of the menu.**

Plan of work for chefs – consisting of 3 chefs

- 4.00 chefs arrive
- 4.20 lamb gets prepared
- 4.40 lamb put in oven
- 5.00 quick break
- 5.15 1 chef prepares ingredients for salad, 2 chefs cut circles out of bread for flutes
- 5.25 Flutes get toasted
- 5.30 Pate gets spread on toast by two chefs
- 5.50 Hazelnuts put in oven
- 6.00 Salad made up with oranges, nuts and dressing
- 6.10 plate up pate/flutes and salad and placed in fridge
- 6.15 Gather ingredients for béchamel
- 6.20 1 chef prepares onions and grates cheese, one places potato skins in oven and one makes roux
- 6.40 Béchamel sauce made and left to simmer
- 7.10 Add cheese to béchamel sauce
- 7.15 Chefs prepare ingredients for stroganoff ready to cook
- 7.25 1 chef prepares croquettes, others prepare parsnips, asparagus and boiled potatoes
- 7.30 Reheat potato skins and cheese sauce and take out plate
- 7.35 Starters taken out one chef puts glazed parsnips on to simmer
- 7.40 Fry coquettes sauce for lamb put on and made
- 7.45 Rice put on, others make stroganoff and one puts asparagus on to cook
- 7.50 Lamb taken out and left to rest
- 8.00 all mains and vegetables taken out – head chef carves meat
- 8.35 chefs clean up and finish

**1 mark for Duck Pate, ½ mark for potato skins, mushroom stroganoff and roast lamb as quantities not all correct.**

**Total 2½ marks**

### **Question 4**

**A plan of the dining area stating why you have chosen this plan. 3 marks**

I chose this plan because it allows the chefs to easily cook food and transfer food to the buffet table while it is still hot and without walking past anyone for safety. Secondly it allows all doors to be clear especially the fire exits in case of emergency. At first I was going to make it two long tables but I feel since it is a 40th this set up allows people to talk and enjoy themselves. I put some extra seats at the main table in case of extra people.

I felt the way the tables are laid out gives everyone access to facilities and especially allows wheelchair access between tables in case anyone is disabled.

**½ mark for stating number of guests at each table**

**½ mark for marking exits and entrances**

**½ mark for marking buffet table**

½ mark for stating safety issues

½ mark for explanation of table set up — allowing people to talk

½ mark for explanation of wheel chair users

**Total 3 marks**

## **Question 5**

**A list of food service equipment and required quantities of each. 6 marks**

42 side knives

42 side plates

42 glasses (wine)

84 saucers

42 teaspoons

42 cups

7 sugar bowls

7 milk jugs

7 joint plates

12 salt and peppers

7 vases

42 starter plates

42 small forks

42 small knives

42 water glasses

42 napkins

6 table covers

42 joint knives

42 joint forks

2 silver dishes (place roast)

4 sauce dishes (for mint sauce)

8 chaffing dishes

16 serving spoons

I added extra equipment just in case there is any extra people turn up

**½ mark given for suitable quantities of starter crockery, starter cutlery, main course crockery, main course cutlery, side plates, side knives, cups, saucers, teaspoons, glasses, table napkins. Table plan taken into consideration when allocating marks for sugar bowls, milk jugs, salt and peppers, table decorations, table covers**

**Buffet equipment because it was related to menu (silver dishes for roast and sauce boats for mint sauce) 1 mark**

**Total 6 marks**

## Question 6

**A schedule to show the timing of the work in the dining room on the day of the function**

I will be using six serving staff in total one being the headwaiter with the schedule as follows

- 3.30 Staff arrive at social club
- 3.40 Head waiter briefs about night
- 3.50 2 staff take out tables and set them up
  - 2 start polishing cutlery
  - 1 brushes/hovers what ever needs to be tidied up
- 4.05 1 finishes polishing, others lay tables while 2 polishes glasses
- 4.35 2 check salt and pepper and fill where necessary
  - 2 collect butter dishes and curl butter then garnish e.g. parsley
  - 1 fills milk jugs and places in fridge
- 5.00 Allow staff small break
- 5.20 2 staff fill vases with flowers
  - 2 staff place name cards etc
  - 1 can decorate with banners, balloons
- 5.40 Prepare buffet tables with serving spoons, plates
- 5.55 Check tables are accurate
- 6.05 Staff have their dinner
- 6.55 Final check on everything including tables
- 7.05 Final briefing from head waiter
- 7.10 Toilet break
- 7.30 One person greets guests while others stand at tables pulling out chairs
- 7.40 Invite guests to buffet table for starters
- 7.55 Clear starter plates
- 8.05 Invite guests to buffet table for main meals
- 8.30 Clear tables, plates, butter dishes, salt and pepper etc
- 8.35 Serve tea and coffee
- 8.50 Completely clear tables of everything, napkins, sugar bowls, cups, vases, name cards etc
- 8.58 Final check of tables, wish guests a good night onwards
- 9.00 entertainment starts

**1 mark for staff briefing**

**1 mark for preparation of area**

**1 mark for laying out tables**

**1 mark for preparation of equipment — polishing glasses/cutlery**

**1 mark for preparation of salt and peppers/butters/milks and sugars**

**½ mark for setting of tables (would have received 1 mark if expanded)**

**½ mark for staff breaks**

**1 mark for service of meal**

**½ mark for clearing tables**

**Total 5 marks**

## Question 7

**Detail two practices that should be followed to conform to current food hygiene legislation in the following areas. These practices must be related to the menu.**

- ◆ **Temperature control** **2 marks**
- ◆ **Handling of food to prevent cross contamination** **2 marks**

### **Temperature control**

Once the pate and salad has been made keep it refrigerated and make sure it is between 1 - 4°C. Also when the roast is cooked probe it and make sure it has reached at least 75°C in all parts of the roast before serving.

**1 mark for explanation of pate and salad being kept between 1 - 4°C**

**1 mark for explanation of lamb being taken to a minimum of 75°C**

**Total 2 marks**

### **Handing of foods**

Ensure the lamb when it is raw is kept at the bottom of the fridge to stop any blood from falling on to other foods.

Ensure staff wash their hands all the time especially if they have handled the raw lamb, before preparing any of the other dishes

**1 mark for explanation of why lamb needs to be kept at bottom of fridge**

**1 mark for explanation of when staff need to wash their hands**

**Total 2 marks**

**Detail 2 cleaning practices that would be followed by food production staff.**  
**2 marks**

### **Cleaning practices by production staff**

One cleaning practice would be to wipe tables with a disinfectant, but make sure it is used at the correct strength

Another is one which can be easily forgotten and that is to make sure bins are clean, emptied and filled with a fresh bin bag

**1 mark for explanation of wiping tables**

**1 mark for explanation of bins**

**Total 2 marks**

**Identify four personal hygiene practices that must be followed by food service staff.**

**Hygiene practices**

A simple practice it to make sure hands are washed especially after the toilet.  
Minimum jewellery worn with exception of wedding ring. Tie up hair if it is long and finally no nail varnish or false nails as these can chip off into food

**½ mark for each of the following: hands washed after toilet, minimum jewellery, head tied back, no nail varnish/false nails**

**Total 2 marks**

**Question 8**

**Other information that you think would be important for the successful running of the event. 3 marks**

There are simple things to make the event more successful such as banners, balloons and candles. Also if there is a birthday cake, placing out simple things like knives and plates for the cake

You could make it a theme night such as fancy dress or champagne reception. Also small things like some musicians playing away light music as the guests are eating

Security staff on the door to ensure no unwanted strangers come in and ruins the party. As well as a few glasses of champagne on each table or even phoning taxis for guests in advance of the event finishing

All these things can add to a more successful night

**1 mark for decorations**

**1 mark for explanation of knives and plates for birthday cake**

**½ mark for security**

**½ mark for mentioning staffing in other questions**

**Total 3 marks**

