

5. Participants who register for this event MUST submit a food service planning sheet to the executive director, postmarked two weeks before the starting date of the State Leadership Conference. The planning sheet must identify which category the student is entering.
6. The following will be provided for participants:
 - a. one quart of butter cream frosting
 - b. pre-frosted 8" round layers or 1/4 sheet cake in foil pan

* Advance requests may be submitted to event coordinator and director if a participant needs more than one quart.
7. Participants will be given one (1) hour to decorate the cake.
8. Decorating skills must include:
 - a. borders
 - b. writing
 - c. one additional skill such as
 - (1) flowers
 - (2) leaves
 - (3) other creative decorations
9. Cake should be displayed in a neat and attractive manner.
10. Participants should bring the following items to the event.
 - a. paste or liquid coloring as needed
 - b. bowls and tools for mixing icing
 - c. cloth, plastic or paper pastry bags and tips to be used for the decorating
 - d. spatula for smoothing the icing on the pre-frosted cake
 - e. scissors
 - f. paper towels/cloth towels
 - g. cake turntable
 - h. planning sheet
 - i. pencil

In 2010 all cakes should be decorated to celebrate Minnesota FCCLA-HERO 40th Anniversary/Birthday.

CAKE DECORATING ASSESSMENT

Participant Name _____
cake

CATEGORY A ____ ¼ sheet

Participant School _____

CATEGORY B ____ 8" round

Evaluators Instructions: Circle the appropriate points in the columns provided. Be certain to add comments regarding participant's strengths and weaknesses. Write the total points on the bottom. Include judge's initials on the assessment form.

ASSESSMENT CRITERIA (40 POINTS TOTAL)					
PROFESSIONAL APPEARANCE (5 POINTS) <ul style="list-style-type: none"> • Participants should be free of jewelry, piercings • Demonstrates appropriate personal hygiene • Clean and appropriate uniform and shoes • Proper hair restraint is in place • Participant is free of nail polish, and/or artificial nails 	5	4	3	2	1
FOOD SERVICE PLANNING SHEET (2 POINTS) <ul style="list-style-type: none"> • Planning sheet is neat and accurate • Planning sheet is followed 	X	X	X	2	1
SAFETY AND SANITATION (5 POINTS) <ul style="list-style-type: none"> • Demonstrates proper handwashing and sanitizing techniques (2 points) • Demonstrates proper cleanliness of equipment and tools (1 point) • Demonstrates proper food handling and equipment procedures (2 points) 	5	4	3	2	1
USE OF DECORATING SUPPLIES (5 POINTS) <ul style="list-style-type: none"> • Preparation of colors (1 point) • Proper equipment and supplies on hand- no commercial products allowed (2 points) • Handling of bags, tips, and tools (2 points) 	5	4	3	2	1
DECORATING SKILLS (15 POINTS) <ul style="list-style-type: none"> • Borders (5 points) • Writing (5 points) • Two additional skills: flowers, leaves, figure piping, grass, basketweave, lace, etc. (5 points) 	5	4	3	2	1
OVERALL NEATNESS AND APPEARANCE (5 POINTS) <ul style="list-style-type: none"> • Of Cake (3 points) • Of Work Area (2 points) 	5	4	3	2	1
SALES APPEAL (3 POINTS) <ul style="list-style-type: none"> • Appropriate to theme • Color • Design 	X	X	3	2	1

COMMENTS:

TOTAL POINTS (40 POINTS POSSIBLE) _____

Judges Initials _____

CAKE DECORATING ORDER SHEET

DIRECTIONS: The order sheet is to be filled out completely. One (1) copy is to be sent to the executive director and one (1) copy to the advisor in charge of the event.

Name of Event _____

Category: A: ¼ sheet cake B: 8 “ round (Circle One)

Name of Participant _____

Name of School _____

Name of Advisor _____

Advisor Phone Number _____

Theme of Cake _____

Which cake do you need?

_____ ¼ sheet cake

_____ 8” round 2 layer cake

If you need more than one quart of icing, please indicate how much more.

_____ Quarts - Frosting

CREATIVE GARNISH EVENT

OUTCOME

Demonstrate the ability to creatively use a variety of food ingredients and materials to prepare and display a garnish that would appeal to a customer and employer.

SPECIFICATIONS

1. Participants will report to event site. They will be given an identifying number and a work space.
2. Participant for this event shall appear in proper attire for a sandwich production trainee. Participant must provide and wear a clean and mended food service uniform. Suggestions include:

Chef's jacket	Chef's pants	Closed Toe Shoes
Food Service Work Shirt	Black Pants	Disposable Gloves
White Shirt or Blouse	Black Skirt	

Participant must provide and wear a hair restraint that keeps hair off face and shoulders.

Suggestions include:

Hair net	Food Service Hat plus a tie back for long hair
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Participant must provide and wear an apron in addition to the food service uniform.

Please do not wear any jewelry (rings, watches, bracelets, dangling earrings, etc.), nail polish, artificial nails, and piercings.

3. Participant must provide tools and equipment needed for preparing a garnish. No tools will be provided. No electric tools will be allowed. Tools may include but are not limited to:

Cutting Board	Small Chef's Knife	Vegetable Peeler	Paring Knife
Channel Knife	Zester	Fork	Aspic Cutters
Apple Peeler/Corer	V-shaped Knife	Crinkle Cutter	Scissors
Flex Blade Knife	Frill Picks		
4. Participants will be provided with a bag containing five vegetables and a nine-inch paper plate. All participants will receive the same food items. The bag is not to be opened until judges announce the beginning time.

Participants must be able to identify and be prepared to work with any of the following list of vegetables. Only five of these items will be used.

Carrots	Red Pepper	Yellow Pepper	Green Pepper
Zucchini	Celery	Parsley	Green Onion
Mushrooms	Purple Kale	Green Kale	Cucumber
Roma Tomatoes	Cherry Tomatoes	Summer Squash	Radishes

5. Participants will be given a 3 x 5 index card and pencil to preplan what they will create. The participant may make one to five garnish items using all the vegetables provided. The participant will draw or describe what it is they plan to make with the food items.
6. Sixty minutes will be allowed for this event. Five minutes for instruction, ten minutes to plan and describe on a 3 x 5 card what they will create and forty-five minutes for preparation and display. Garnish is to be displayed on the paper plate by the end of the allowed time.

CREATIVE GARNISH ASSESSMENT

Participant Name _____

Participant _____ School _____

Evaluators Instructions: Circle the appropriate points in the columns provided. Be certain to add comments so the participants know their strengths and weaknesses. Write the total points on the bottom. Be sure to put your initials on the assessment form.

ASSESSMENT CRITERIA (25 POINTS)					
APPEARANCE OF PARTICIPANT (5 points) <ul style="list-style-type: none"> • Hair restraint • Clean and appropriate uniform & shoes • Appearance of hands and nails- no nail polish, artificial nails • Participants should be free of jewelry, watches, piercings • Appropriate personal hygiene 	5	4	3	2	1
PLANNING (5 points) <ul style="list-style-type: none"> • Garnish is drawn or explained neatly on a 3 x 5 card • Plan is followed using all vegetables provided 	5	4	3	2	1
SAFETY & SANITATION (5 points total) <ul style="list-style-type: none"> • Demonstrates proper hand washing (2 points) • Cleanliness of equipment and tools (1 points) • Proper food handling procedures (2 points) 	5	4	3	2	1
WORK/PREPARATION SKILLS (5 points) <ul style="list-style-type: none"> • Practices "Mise en Place"- neat and orderly work area • Demonstrates skills and proper use of equipment and tools • Efficiency of work skills 	5	4	3	2	1
CREATIVITY/PRESENTATION (5 points) <ul style="list-style-type: none"> • Garnish is neat and appealing • Garnish is creative and unique 	5	4	3	2	1

COMMENTS:

TOTAL POINTS (25 POINTS POSSIBLE _____)

Judges Initials _____

FOOD SERVICE MATHEMATICS

OUTCOME

Demonstrate the use and understanding of food service mathematics involved in accurately performing the operation of a food service business.

SPECIFICATIONS

1. Physical surroundings will be a classroom style setting with a paper and pencil test.
2. Participants should have two (2) #2 pencils, a calculator and scratch paper.
3. One hour is allowed for this event. Five (5) minutes for directions and fifty-five (55) minutes to solve the problems.
4. Word problems in the event will involve computation by addition, subtraction, multiplication, division, use of fractions and percentages. Problems may include recipe conversion, quantity food purchasing, pricing, diet computation, figuring labor percentages, computation of daily food consumption, recipe cost calculations, time cards, tips, etc.
5. Some word problems will involve showing your mathematical work in arriving at your solution.
6. Tests will be corrected by the event coordinator and placing will be determined by the highest test scores.
To receive first, the student must score at least 90%.
To receive a second place medal, the student must score at least 80%.
To receive a third place medal, the student must score at least 70%.
All honorable mentions must score at least 60%.

What this means is if the top score was a 78%, we would award them a 3rd place medal. If only 2 more students scored above 60%, they would receive honorable mentions.

MEAL SERVICE: SERVER

OUTCOME

Demonstrate food service skills by performing the routine duties of a server and bus person under simulated restaurant conditions.

SPECIFICATIONS

1. A menu and guest check will be presented to participant at the time of registration at the conference.
2. Participant will report to the event site on time with menu and guest checks.
3. A calculator will be allowed to tabulate guest check. Participant must supply his/her own calculator.
4. Participant for this event shall appear in proper attire for a server in a hotel dining room or supper club. Participant must provide and wear a clean and mended food service uniform. Suggestions include:

White Shirt or Blouse Black pants or skirt Closed Toe Shoes

Participant must provide and wear a hair restraint that keeps hair off face and shoulders.

Participant should be free of any jewelry (rings, watches, bracelets, dangling earrings, etc.), nail polish, artificial nails, and piercings.

5. This event is a 5 phase practical demonstration of food service skills.
 - a. Phase one: Table setting: Two minutes will be allowed for the completion setting a table for two.
 - b. Phase two: Order Taking: Greet customer, pour water, and take his/her order
 - c. Phase three: Serving: Serve the food order and present the completed guest check to customer
 - d. Phase four: People skills: Oral examination of two questions about food service customer standards and food service skills
 - e. Phase five: Bussing: Three minutes will be allowed for the completion of bussing the table.

6. Simulation Procedure

a. Phase One: Table setting

- (1) Table to be pre-set within two minutes by participant for two persons. Items to be set include spoon, knife, salad fork, dinner fork, water glass, coffee cup and saucer, napkin, placemat. Placement should be appropriate for a hotel dining room or supper club. See diagram in assessment criteria for expectations of placement.
- (2) Table appointments, linen, dishes, silver, glassware, etc. will be provided
- (3) Pour water for customer/judges

b. Phase Two: Taking Order

- (1) Sample Guest checks and menus will be provided at time of registration at conference. It is the participant's responsibility to review the menu and guest check to become familiar with items and cost on menu.
- (2) Participant will greet 2 customer/judges, pour water and present menu. Judges will place an order with the server.

c. Phase Three: Serving

- (1) Participant will bring necessary plates to table based on customer/judge's food order
- (2) Participant will serve food in a manner appropriate for a hotel dining room or supper club
- (3) Participant will check on customer/judge for additional needs during the meal
- (4) Participant will accurately compute guest check using a calculator
- (5) Participant will appropriately present check to customer/judge

d. Phase Four: People Skills- Customer/Judge Questions

- (1) Participant will respond to questions asked by customer/judge in a pleasing manner
- (2) Participant will speak with appropriate tone and clarity of voice
- (3) Participant will project a positive attitude that would appropriately represent a hotel restaurant or supper club

e. Phase Five: Bussing Table

- (1) Participant will appropriately clear, wipe and replace table, center items and chairs
- (2) Participant will check floor and remove any garbage or food items
- (3) Participant will empty bus cart to side stand area
- (4) Table is to be bused within three minutes by participant after customer/judge departs.

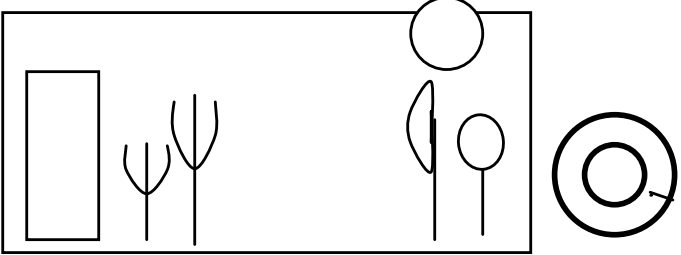
7. There will be a tour of the facility to acquaint the server with the dining room and the location of the equipment.
8. Server will exhibit knowledge of sanitation, organization and proper use of table setting, serving, and bussing techniques.

MEAL SERVICE: SERVER- ASSESSMENT

Participant Name _____

Participant School _____

Evaluators Instructions: Circle the appropriate points in the columns provided. Be certain to add comments regarding participant's strengths and weaknesses. Write the total points on the bottom. Include judges initials on the assessment form.

ASSESSMENT CRITERIA (30 POINTS POSSIBLE)					
PROFESSIONAL APPEARANCE (5 POINTS) <ul style="list-style-type: none"> • Participants should be free of jewelry, piercings • Demonstrates appropriate personal hygiene • Clean and appropriate uniform and shoes • Proper hair restraint is in place • Participant is free of nail polish, and/or artificial nails 	5	4	3	2	1
PHASE ONE: TABLE SETTING (5 POINTS) <ul style="list-style-type: none"> • Use the following diagram to accurately set a table for two people. Cover will include: water glass, cup and saucer, knife, spoon, salad fork, dinner fork and napkin (3 points) • Table cover is neat (1 point) • Table set within two minutes (1 point) <div style="text-align: center; margin-top: 10px;">  </div>	5	4	3	2	1
PHASE TWO: TAKING ORDER (5 POINTS) <ul style="list-style-type: none"> • Greeted customers appropriately (1 point) • Interpreted questions about the menu and /or made suggestions (1 point) • Took order accurately (2 points) • Poured water properly (1 point) 	5	4	3	2	1
PHASE THREE: SERVING (5 POINTS) <ul style="list-style-type: none"> • Served food properly (2 points) • Checked on additional needs during the meal (1 point) • Computed guest check properly (1 point) • Presented check appropriately (1 point) 	5	4	3	2	1
PHASE FOUR: PEOPLE SKILLS- CUSTOMER/JUDGE QUESTIONS (5 POINTS) <ul style="list-style-type: none"> • Customer service skills-answers questions appropriately and accurately (3 points) • Tone/Clarity of Voice (1 point) • Pleasing personality and attitude (1 point) 	5	4	3	2	1
PHASE FIVE: BUSING TABLE (5 POINTS) <ul style="list-style-type: none"> • Remove all items from table • Wipe table and chairs, center items • Replace center items and chairs • Check Floor • Bussed table within 3 minutes 	5	4	3	2	1

COMMENTS: _____ **TOTAL POINTS (30 POINTS POSSIBLE** _____ **)**

Judges Initials _____

COLD SALAD PREPARATION ASSESSMENT

Participant Name _____

Participant _____ **School** _____

Evaluators Instructions: Circle the appropriate points in the columns provided. Be certain to add comments regarding participant's strengths and weaknesses. Write the total points on the bottom. Include judge's initials on the assessment form.

ASSESSMENT CRITERIA (30 points possible)					
PROFESSIONAL APPEARANCE (5 POINTS) <ul style="list-style-type: none"> • Participants should be free of jewelry, piercings • Demonstrates appropriate personal hygiene • Clean and appropriate uniform and shoes • Proper hair restraint is in place • Participant is free of nail polish, and/or artificial nails 	5	4	3	2	1
FOOD SERVICE PLANNING SHEET (4 POINTS) <ul style="list-style-type: none"> • Planning sheet is completed, neat and accurate • Utilized ingredients in accordance with planning sheet • Portion cost per ingredient is accurate • Correct amount per serving (\$3.00 maximum) 	X	4	3	2	1
SAFETY AND SANITATION (5 POINTS) <ul style="list-style-type: none"> • Demonstrates proper handwashing and sanitizing techniques (2 points) • Demonstrates proper cleanliness of equipment and tools (1 point) • Demonstrates proper food handling and equipment procedures (2 points) 	5	4	3	2	1
WORK/PREPARATION SKILLS (5 POINTS) <ul style="list-style-type: none"> • Demonstrates proper technique in use of equipment and tools (2 points) • Appearance of work area is neat and orderly- practices "mise en place" (2 points) • Demonstrates efficiency of work skills (1 points) 	5	4	3	2	1
UTILIZATION OF FOOD (5 POINTS) <ul style="list-style-type: none"> • Salad ingredients are of proper portion size • Had little or no usable leftovers • Combination of flavors and texture are appropriate • Assembly of ingredients is in a manner suitable for eating 	5	4	3	2	1
GARNISH (2 POINTS) <ul style="list-style-type: none"> • Makes sense and is cost effective • Compliments the salad 	X	X	X	2	1
MARKETABILITY OF PRODUCT (4 POINTS) <ul style="list-style-type: none"> • Realistic amount of labor • Product has eye appeal • Plate presentation is neat and attractive • Product is creative and original 	X	4	3	2	1

COMMENTS: _____ **TOTAL POINTS (30 Points Possible)** _____

Judges Initials _____

7. Twenty minutes will be allowed for this event. Five minutes will be used for instructions. Fifteen minutes will be allowed for the preparation and display of the sandwich plate and garnish. Participants will begin when judges indicate it is time to start.
8. Participants will provide their own utensils needed for the preparation of the sandwich, e.g. knives, peelers, sanitizing cloths, cutting board, plastic gloves, garnish tools, frill picks, bowls, water, ice, etc.
9. Participants may use any of the ingredients from the following list. They are limited to these items and they must be listed on the food service planning sheet.

White Sandwich Bread	Wheat Sandwich Bread	Pocket Bread
Rye Oval Bread	Sour Dough Oval Bread	Pita Bread
Flour Tortilla	Large Croissant	Hoagie Bun
Leaf Lettuce	Purple Kale	Alfalfa Sprouts
Green Kale	Whole Mushrooms	Parsley
Roma Tomatoes	Red Tomatoes (slice/each)	Cherry Tomatoes
Red Pepper (slice/each)	Green Pepper (slice/each)	Yellow Pepper (slice/each)
Green Onion (each)	Yellow Onion (slice/each)	Red Onion (slice/each)
Radishes (each)	Cucumber (slice/each)	
Black Olives	Green Olives	Green Grapes
Sweet Pickles	Baby Dill Pickles	Red Grapes
American Cheese (slice)	Swiss American Cheese (slice)	Cheddar Cheese (slice)
Cream Cheese	Margarine	
Mayonnaise	Mustard	
Sliced Turkey Breast	Sliced Ham	Sliced Roast Beef
Salami	Bologna	Canned Tuna
Canned Chicken	Hard Boiled Egg	

10. No toasters or other electrical appliances will be allowed.
11. Awards will be given in each category of sandwich preparation.

COLD SANDWICH PREPARATION ASSESSMENT

Participant Name _____

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Participant _____ School _____

Category: _____

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Evaluators Instructions: Circle the appropriate points in the columns provided. Be certain to add comments regarding participant's strengths and weaknesses. Write the total points on the bottom. Include judges initials on the assessment form.

Assessment Criteria (30 POINTS)					
PROFESSIONAL APPEARANCE (5 POINTS) <ul style="list-style-type: none"> • Participants should be free of jewelry, piercings • Demonstrates appropriate personal hygiene • Clean and appropriate uniform and shoes • Proper hair restraint is in place • Participant is free of nail polish, and/or artificial nails 	5	4	3	2	1
FOOD SERVICE PLANNING SHEET (4 POINTS) <ul style="list-style-type: none"> • Planning sheet is completed, neat and accurate • Utilized ingredients in accordance with planning sheet • Portion cost per ingredient is accurate • Correct amount per serving (\$2.50 maximum) 	x	4	3	2	1
SAFETY AND SANITATION (5 POINTS) <ul style="list-style-type: none"> • Demonstrates proper handwashing and sanitizing techniques (2 points) • Demonstrates proper cleanliness of equipment and tools (1 point) • Demonstrates proper food handling and equipment procedures (2 points) 	5	4	3	2	1
WORK/PREPARATION SKILLS (5 POINTS) <ul style="list-style-type: none"> • Demonstrates proper technique in use equipment and tools (2 points) • Appearance of work area is neat and orderly- "Mise en Place" (2 points) • Demonstrates efficiency of work skills (1 points) 	5	4	3	2	1
UTILIZATION OF FOOD (5 POINTS) <ul style="list-style-type: none"> • Accurate measurements and amounts are used • Has little or no usable leftovers • Combination of flavors and texture are appropriate • Assembly of ingredients is in a manner suitable for eating 	5	4	3	2	1
GARNISH (2 POINTS) <ul style="list-style-type: none"> • Makes sense and is cost effective • Compliments the sandwich 	x	x	x	2	1
MARKETABILITY OF PRODUCTS (4 POINTS) <ul style="list-style-type: none"> • Realistic amount of labor • Product has eye appeal • Plate presentation is neat and attractive • Product is creative and original 	x	4	3	2	1

COMMENTS:

TOTAL POINTS (30 POINTS POSSIBLE) _____

Judges Initials _____