

**NATIONAL BUSINESS AND TECHNICAL EXAMINATIONS BOARD NATIONAL  
TECHNICAL CERTIFICATE EXAMINATION  
BASIC CATERING AND FOOD SERVICE  
ESSAY**

**1 (a) THE IMPORTANCE OF PERSONAL HYGIENE TO A WAITRESS**

Personal hygiene reduces the possibility of infection. The main points to note are:

1. Regular washing of the skin which improves personal freshness (removing perspiration)
2. Well groomed hair must be neatly cut or covered where necessary.
3. Clean hands and nails. No nicotine stains wash basins, soap, towels, nailbrushes, hot water, all these must be provided.
4. Neat in appearance, uniform must be smart and clean and well starched.
5. Clean and comfortable shoes are essential as staff are on their feet most of the day.
6. Coughing and sneezing over or near foods must be discouraged as this spreads infection.
7. Wash your hands after leaving the toilets. (Notices should be displayed to this effect)
8. Adequate provision should be made for drying hands with disposable papers or clean towel. To avoid the possibility of cross-infection, hot air dryers or disposable paper towels or clean cloth towel should be used wherever possible.
9. All cuts and burns should be treated or covered immediately to avoid infection.
10. All staff with minor sickness such as cold, stomach upsets etc. should be reported immediately to the sick-bay or the Doctor for a check-up before being allowed to continue work.
11. No smoking should be allowed while preparing or handling food.
12. No one is allowed to sleep in the kitchen or serving area (Restaurant).

**REASONS FOR THE HYGIENIC HANDLING OF FOOD DURING STORAGE AND PREPARATION.**

1. To reduce the possibility of infection to a minimum.
2. To avoid accidents by using correct items of equipment for the service of food and never use bare hands.
3. To maintain high standards of personal hygiene as possible in order to prevent food poisoning.
4. To protect the foods from vermin and insects.
5. To maintain good working conditions.
6. To maintain equipment in good repair and in clean condition.
7. To correct the storage of foodstuffs at the right temperature.
8. To make adequate provision of cleaning facilities and cleaning equipment.
9. To know the correct reheating of food.
10. To comply with the requirements of food hygiene regulations.

**1b) (i) THREE CAUSES OF FOOD POISONING**

1. Chemicals (certain chemicals may accidentally enter food and cause food poisoning.)
2. Germs (harmful bacteria)

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(ii) **THREE TYPES OF FOOD POISONING BACTERIA**

1. Salmonella group
2. Staphylococcus Aureus
3. Clostridium perfringens
4. Escherichia Coli (E.COLI)
5. Bovine spongiform Encephalopathy (BSE)

1C) **FOOD POISONING CAN BE PREVENTED BY:**

1. High standards of personal hygiene
2. Attention to physical fitness
3. Maintaining good working conditions
4. Maintaining equipment in good repair and in clean condition.
5. Adequate provision of cleaning facilities and cleaning equipment.
6. Correct storage of foodstuffs at the right temperature.
7. Correct reheating of food
8. Quick cooling of foods prior to storage.
9. Protection of foods from vermin and insects.
10. Hygienic washing up procedure
11. Food-handlers must not only know but also carry out procedures for preventing food poisoning.

2a). **THREE CATEGORIES OF KITCHEN EQUIPMENTS AND TWO EXAMPLES OF EACH.**

1. **LARGE EQUIPMENT** –Ranges, steamers, boiling pans, fish-fryers, sinks, tables, etc.
2. **MECHANICAL EQUIPMENT**- Peelers, mincers, mixers, refrigerators, dishwashers, etc.
3. **UTENSILS AND SMALL EQUIPMENT**-Pots, pans, whisks, bowls, spoons, etc.

2b). **THE GENERAL POINTS WHICH MUST BE CONSIDERED IN SELECTING AND PURCHASING KITCHEN EQUIPMENT.**

1. Flexibility of use
2. Size of the kitchen to fit in the equipment.
3. Usage-(for what purposes to be used )
4. Design of the equipment
5. Durability
6. Ease of maintenance
7. Stack ability
8. Cost, funds available
9. Availability in the future
10. Storage
11. Rate of breakage i.e. China

**2c). THE CLEANING OF COPPER EQUIPMENT**

1. There must be two large sinks in which the pots may be completely immersed. The water in one sink should be capable of being raised to boiling-point.
2. All dirty pans should be well soaked for a few minutes in boiling water to which a little soda has been added.
3. They should be well scoured, using either a brush or wire wool or similar agent with a scouring powder.
4. The pans are then rinsed in clean hot water and placed upside down to dry.
5. The copper surfaces, if tarnished, may be cleaned with a paste made from 1/3 silver sand, 1/3 flour mixed with vinegar; the pans are then thoroughly rinsed and dried.

**3). FRENCH CULINARY TERMS TRANSLATED INTO ENGLISH**

- I. La broche= a roasting spit
- ii Le pain= bread
- iii Le brochette = a skewer
- IV Le buffet= a sideboard of food, or a self-service table
- V La casserole= a fire proof dish with lid
- VI Le Boucher= butcher
- Vii Le potager = soup cook
- Viii Le poissonier = fish cook
- Ix Le garde-manger= larder cook
- X Le Boulanger= baker
- Xi Le patisseur = pastry cook
- Xii La viande = meat

**4a). TYPES OF FOOD NUTRIENTS AND SOURCES**

- i. Carbohydrate (i) provide heat and energy: Obtained from sugar, starch and cellulose
- ii Protein: (i) Needed for growth: Obtained from animals (meat, game, poultry, fish, egg e t c) and vegetables (Beans, peas nuts e t c)  
(ii) Repair body tissues



4c. **THREE COURSE MENU FOR AN 80 YEAR OLD GUEST**

NOTE: When compiling the menu, the candidate should consider the following points.

1. The first course can be soup or horsd'ouvres (starter)
2. The main course or second course should be light meal and not heavy meal.
3. The third course should not be sugary but light sweet
4. Beverages/tea or coffee is not a course
5. The menu title i. e. Breakfast or Lunch or Dinner
6. The three-course meal is a set meal therefore a price must be fixed after compilation.

**EXAMPLE:**

**MENU**

DINNER

Minestrone soup

\_\_\_\_\_ 0 \_\_\_\_\_

Fillets of sole mornay

Boiled carrots and spinach puree

\_\_\_\_\_ 00 \_\_\_\_\_

Sponge pudding with custard sauce

\_\_\_\_\_ 0 00 \_\_\_\_\_

TEA OR COFFEE

Price: N3,500

5a). **ELECTRICAL APPLIANCES EQUIPMENT USED IN THE CATERING INDUSTRY**

1. Solid top range e. g. Gas cooker
2. Electric cookers e. g. (a) Oven, (Gas cooker) (b) Boiling Plates e. g. Induction cookers
3. Refrigerator e. g. (a) Gas Refrigerator (b) Electric
4. Cold rooms, chill rooms, deep-freeze cabinets and compartments

5b). **THE PROCESS OF CLEANING A POTATO-PEELER**

1. Switch off the machine and remove the electric plug
2. Remove particles of potatoes with cloth, palette knife, or brush

3. The interior should be cleaned out daily and the abrasive plate removed to ensure that small particles are not lodged below.
4. The peel trap should be emptied as frequently as required.
5. The waste outlet should be kept free from obstruction.

5c). **ELECTRICAL TERM**

- i) Amperes-measure the rate of flow of a current and can be obtained by dividing the watts by the volts.

$$A = W/V$$

WHERE A = AMPERES

W = WATTS

V = VOLTAGE

- ii) Watts – measure power- i.e. the rate at which any electrical appliance is using electric current for a given pressure.

(Voltage)  $W = V \times A$

WHERE: W= WATTS

A= AMPERES

V= VOLTAGE

- iii) Ohm's law- measure the resistance of the wires to the passage of electricity and is comparable with the friction offered by a water pipe to water flowing through it

This can be stated as follows:

$$\text{OHMS} = \text{VOLTS/AMPERES}$$

- iv) Volts- measure pressure of flow, comparing electricity to water, 'voltage' corresponding to pounds per square inch of a water supply. Before electricity can flow through a wire the electrical pressure at one of the wire must be greater than at the other end.

$$\text{Volts} = \text{ohms} \times \text{amperes}$$

5d). **USES**

- i. Meters- record the amount of electricity used in kilowatt hours in the kitchen
- ii. Fuses- act as a safety device. They are used in the kitchen as follows:
  - (a) Lighting circuits
  - (b) Radial circuits
  - (c) Cooker or ring circuits

6a) **TYPES OF BREAD**

- i. White
- ii. Brown
- iii. Rye
- iv. Caraway
- v. Rolls
- vi. Whole meal loaves

**INGREDIENTS FOR BASIC BUN DOUGH**

**BASIC MIXTURE**

Flour (strong)	200g
Castor sugar	25g
Egg	1
Salt	Pinch
Yeast	5g
Margarine	50g
Milk and Water	125ml

6b) **RUSSIAN SALAD**

**INGREDIENTS**

Carrot	100g
Tunips	50g
French beans	50g
Peas	50g
Mayonnaise	60ml
Tabsp vinaigrette	1tbspn
Salt and Pepper	Optional



**METHODS**

1. Peel and wash the carrot and turnips, cut into dices or baton.
2. Cook separately in salted water, refresh and drain well.
3. Top and tail the beans, cut into dices, cook, refresh and drain well.
4. Cook the peas, refresh and drain well
5. Mix all the vegetables; drain well vegetables with vinaigrette and mayonnaise.
6. Correct the seasoning, dress neatly.

**6c) TO DIFFERENTIATE BETWEEN A STOCK AND A SAUCE IN TERMS OF INGREDIENTS AND PREPARATION METHODS.**

**INGREDIENTS**

STOCK		SAUCE	
Water	4 litres	Milk	1ltr
Raw bones	2kg	Margarine	100g
Vegetables	1/2kg	Flour	100g
onion, carrot, celery, leek)			
Bouquet garni			
(thyme, bay leaf, parsley stalks)			
Pepper corns	12		

**METHODS (WHITE STOCK)**

1. Chop up the bones, remove any fat or marrow
2. Place in a stock pot, add the cold water and bring to the boil.
3. If the scum is dirty then blanch and wash off the bones, re-cover with cold water and re-boil.
4. Skim, wipe round sides of the pot and simmer gently.
5. Add the washed, peeled, whole vegetables, bouquet garni and pepper corns
6. Simmer 6-8 hours
7. Skim and strain

**METHODS (WHITE SAUCE)**

1. Melt the margarine in a thick-bottomed pan
2. Add the flour and mix in
3. Cook for a few minutes over a gentle heat without colouring

4. Gradually add the warmed milk and stir till smooth
5. Add the onion studded with a clove
6. Allow to simmer for 30 min
7. Remove the onion, pass the sauce through a conical strainer
8. Cover with a film of butter or margarine to prevent a skin forming

7a) **METHODS OF COOKING**

- i) **Boiling:** is the cooking of prepared foods in a liquid at boiling point. This could be water, court-bouillon, or stock.
- ii) **Frying:** this is cooking in fat either shallow or deep
  - a) Shallow frying- is cooking in shallow fat in a frying or sauté on a griddle plate.
  - b) Deep frying;- this is cooking in a friture in deep clarified fat
- iii) **Stewing:-** is gentle simmering in the smallest quantity of water, stock or sauce. The food is always cut up, and both the liquid and the food are served together.
- iv) **Braising:-** this is a combination of roasting and stewing in a pan with tight-fitting lid to prevent evaporation so that the food retains its own juices together with the ingredients added for flavoring e. g. bacon, ham, vegetable, herbs, etc
- v) **Roasting:-** this can be in form of: (a) spit roasting or (b) oven roasting
  - a) Spit roasting;- is cooking by direct (radiated) heat with the aid of flat in form of basting (the split must constantly revolve). It is applied to first-quality joints of meat and game and poultry.
  - b) Oven roasting;- is cooking in an oven with the aid of fat and is applied in first-class meat and poultry and certain vegetables.
- vi) **Baking;-** this is cooking by dry heat usually in an oven, in which the action of the dry heat is modified by the presence of steam which arises from the food while cooking e.g. of foods are bread, cakes, pastry and potatoes etc
- vii) **Simmering;-** this is gently heat or slow cooking of food. It is good in preparation of stock or in stewing of meat or tough joint of meat. It takes longer time to cook food of this nature but it is economical.
- viii) **Poaching;-** is cooking slowly in a minimum amount of liquid which should never be allowed to boil, but which should reach a degree of heat as near as possible to boiling point. It is usually applied to fish and fruit, but one exception is poached eggs.

7b) THE DIFFERENCES BETWEEN AN ENGLISH BREAKFAST AND A CONTINENTAL BREAKING

s/no	ENGLISH BREAKFAST	CONTINENTAL BREAKFAST
1.	The cover is in form of table D’hote menu.	The cover is in form of a la carte menu.
2.	The meal consists of a number of courses usually three or four, with a choice of dishes from within each course	The meal consists of hot croissant or hot toast, butter, preserves and coffee or tea. ( Light Snack)
3.	The bills are prepared in the hotel restaurant and forwarded to the bill office	The bills (charges) are already incorporated, or added to the room rate.
4.	The meals are served in the hotel restaurant or dining room.	Mostly served in the apartment, that is, the guest’s bedroom or suite, and also in the restaurant.
5.	Meals are served by waiters who will ensure that the bills are signed.	Meals are served by floor waiters who ensure that the bills are signed.

**THE SIMILARITIES BETWEEN AN ENGLISH BREAKFAST AND A CONTINENTAL BREAKFAST.**

**SIMILARITIES**

1. The same first course is served.
2. The same beverages, tea or coffee are served.
3. They are served at the same period, morning.
4. The double checking system is normally used for breakfast.