COURSE TITLE:
HRM 213 - Classical Garde Manger

PREREQUISITES:
HRM103 or equivalent.

CREDITS/HOURS:
3 Credits; 2 hours lecture, 2 hours lab.

COURSE DESCRIPTION:
HRM-213 Classical Garde Manger offers students a wide variety of food decorating and garnishing techniques using fruits and vegetables. Included is the preparation of aspic, chaud-froid, hors d’oeuvre, galantines, terrines, charcuterie, cured and smoked products and various other techniques.

COURSE CONTENT:
HRM213, Classical Garde Manger offers detailed professional preparation methods and techniques, and laboratory preparation and presentation which may include:
1. Introduction to Garde Manger:
   a. measuring and weighing ingredients
   b. utensils and other required equipment
   c. sanitation and safety techniques in preparing garde manger foods
2. Carving fruits and vegetables
3. Preparing stock and aspics
4. Preparing Chaud-froid, and other cold and hot sauces
5. Preparing forcemeat:
   a. mousses and quenelle
   b. galantine, pate and terrines
6. Charcutiere
7. Hot and cold hors d’oeuvre:
   a. barquettes, croustades, quiches
   b. canapés, sandwiches, eggs, vegetables
8. Preparing and sculpting salt-dough
9. Curing and smoking meats, fish and poultry
10. Preparing salads and cold and hot soups
EVALUATION AND GRADING:

Final grade averages and subsequent letter grades will be weighted as follows:

1. Laboratory practicums and class marks (66.67%):
   Value 132 points.
   There will be ONE overall class mark grade at 66 points in the areas of:
   a. Sanitation and cleanliness of work and work habits (6 pts);
   b. Aptitude (6 pts)
   c. Attitude (6 pts)
   d. Application of knowledge (6 pts)
   e. Interest (6 pts)
   f. Quality of work (6 pts)
   g. Compatibility with others in the work environment (6 pts)
   h. Quantity of work (6 pts)
   i. Initiative (6 pts)
   j. Dependability (6 pts)
   k. Class participation at lab practicums (6 pts)

   There will be ONE overall laboratory practicum grade, valued at 66 points in the areas of:
   a. Quality standard of finished products (15 pts)
   b. Use of professional handling and holding techniques (9 pts)
   c. Use of professional preparation methods and techniques (9 pts)
   d. Timing of work (9 pts)
   e. Presentation and display techniques (24 pts)

2. Final Project (33.33%): Total value 66 points.

MATERIALS AND SUPPLIES:

Proper laboratory attire:
   Chef’s Coat or Jacket; Apron;
   Head Covering (available at the campus bookstore)
   CD-R diskette (supplied, no cost)

Recommended but not required:
   Professional food preparation cutting and carving tools, such as:
   - Melon baller, two inch parer, stripper, zester, various size "U" and "V" cutters, chef’s knife, boning knife,
   - 2 ½ inch “trimming” knife, aspic and canapé cutters,
   - Parisienne cutter, various size gouges, small cake and icing spatulas, etc.
REQUIRED TEXTBOOK AND LABORATORY MANUAL:


SUGGESTED OPTIONAL TEXT:


LATENESS:
Attendance will be taken at the beginning of class; if the student is not in attendance at that time, he/she will be carried in the roll book as being absent unless the instructor is notified immediately after class.

NOTES:
There will be no make-ups of laboratory practicums during the semester. If a laboratory practicum is missed during the semester, a private practicum may be scheduled at the instructor’s discretion, with approval of the divisional dean. Alternately, an “INC” grade will be issued if the student has missed the final exam or is deficient in more than one laboratory practicums. It is up to the student to make the necessary arrangements for proctoring of exam, providing the foodstuffs, authorization for administration of practicums, and procurement of the proper “INC” grade form. (See also, "GUIDELINES FOR STUDENTS IN FOOD PREPARATION AND PRODUCTION CLASSES").

Since each laboratory practicum is graded, and a class mark is earned for each practicum, each absence affects both the grade for the practicum and the class-mark grade. Therefore, ONE CANNOT RECEIVE CREDIT FOR AN ABSENCE BECAUSE ONE WAS NOT PRESENT TO COMPLETE THE LESSON AND EARN A GRADE.
If the student's schedule and the instructor's office hours conflict, please do not hesitate to make an appointment to meet with him/her at a time which is convenient to both the student and the instructor. Even for a scheduled office hour, please let the instructor know, if possible, that the student will be stopping by. It is the student's responsibility to discuss any problem in this course with the instructor as soon as possible, so that advice and/or tutoring can be arranged if needed.

The use of cell phones in class is prohibited. Cell phones MUST be turned off while in class. If a cell phone rings while a student is in class, the student will be asked to leave and will be considered absent for the day. If the student MUST receive an emergency call during class, the cell phone MUST be on vibrate or other noiseless indicator, and the student will leave the class quietly so as not to disturb the instructor or other students. If an emergency call is expected, the student must notify the instructor before the class starts.

OTHER COLLEGE, DIVISIONAL, & DEPARTMENTAL POLICY STATEMENTS
STUDENT AND FACULTY SUPPORT SERVICES

The Distance Learning Office – for any problems you may have accessing your online courses Room C-334 201-612-5581; psimms@bergen.edu; Smarthinking Tutorial Service On Line at: www.bergen.edu/library/learning/tutor/smart/index.asp. The Tutoring Center Room L-125 201-447-7908 The Writing Center Room L-125 201-447-7908 The Online Writing Lab (OWL) On Line at: www.bergen.edu/owl The Office of Specialized Services (for Students with Disabilities) Room S-131 201-612-5270 www.bergen.edu/oss. The Sidney Silverman Library – Reference Desk Room L-226 201-447-7436

Special Note on the Tutoring Center The Henry and Edith Cerullo Learning Assistance Center encompasses the Tutoring Center, the English Language Resource Center, and the Writing Center. The website of the Learning Assistance Center is located at www.bergen.edu/pages/2192.asp. Tutoring services are available for this course in the Tutoring Center. I strongly recommend that you make use of those services as we progress through the semester. As listed above, the Tutoring Center is located in Room L-125, and its phone number is 201-447-7908. You can also make appointments for tutoring online through the BCC Virtual Campus, which is located at www.bergen.edu/pages/2864.asp. Click on the link for the "Tutoring Appointment System."

BIBLIOGRAPHY AND RESOURCES:


Crowley, J. The fine art of garnishing. CJC Publishing Co., Bally, PA 1978


Durocher, J.F. The essentials of tableside cookery. School of Hotel Administration, Cornell University, Ithaca, NY 1978

Emory, W. Culinary design and decoration. CBI Publishing Co., Boston, MA 1975


Forster, A. American culinary art. August Forster, Chicago, IL 1951

Fuller, J. and Renold, E. The chef's compendium of professional recipes. AVI Publishing Co., Inc., Wesport, CT 1985


Mok, C. Practical hors d’oeuvre and canapé art. CBI Publishing Co., Boston, MA 1978


National Institute for the Foodservice Industry. Applied foodservice sanitation. NIFI, Chicago, IL 1978


Su-Huei, H. Chinese appetizers and garnishes. Huang Su-Huei (Dist. by Wei-Chuan’s Cooking, Publisher, Monterey Park, CA) 1982
Su-Huei, H. Chinese snacks. b2 rev. Wei-Chuan's Cooking, Publisher, Monterey Park, CA 1984


Yudd, R.A. Successful buffet management. Van Nostrand Reinhold, New York, NY 1990
HRM-213 CLASSICAL GARDE MANGER
FALL, 2010
LESSON SCHEDULE

Week 1. ______ Chapter 1; and Preparing Pate Spices
Week 2. ______ Chapter 2 – Sauces and Dressings
Week 3. ______ Boning and Roasting Poultry; Chapter 13-Galantines
Week 4. ______ Chapters 3; 5 – Simple and Complex Salads
Week 5. ______ Chapter 16; 17 – Aspics; Chaud-Froid; Embellishments (ON DISC)
Week 6. ______ Chapter 8; 17 (continued); Cold Soups; Condiments
Week 7. ______ Chapter 11 – Cured and Smoked Products
Week 8. ______ Chapter 12 – Charcuterie (MID TERM PRACTICUM OPTIONAL)
Week 9. ______ Chapters 13; 15 – Terrines, Pates and Mousselines
Week 10. ______ Fruit and Vegetable Garnishes (ON DISC)
Week 11. ______ Chapter 6; 7 – Cold Seafood; Cold Meats
Week 12. ______ Chapter 4 – Cold Fruits and Vegetables
Week 13. ______ Chapters 9; 10 – Cold Hors d’Oeuvre; Sandwiches (FINAL PRACTICUM)
Week 14. ______ Chapter 18 – Buffets and Food Bars
Week 15. ______ Kitchen and Refrigerator Clean-up

NOTE: This Lesson Schedule is Subject to Change
GUIDELINES FOR STUDENTS
IN FOOD PREPARATION AND PRODUCTION CLASSES

LABORATORY UNIFORM REQUIREMENTS:

Both men and women students enrolled in Food Preparation and Production courses are required to provide, maintain, and wear for all laboratory classes, the uniform attire as described below.

STUDENTS WILL NOT BE PERMITTED TO ENTER THE FOODS LABORATORY WITHOUT THE FOLLOWING PRESCRIBED UNIFORM:

1. Hair covering such as a net or sufficient spray-net or gel so as to contain long hair; and/or white overseas type paper cap or white paper or fabric "baseball" or "painter's" hat for shorter hair lengths;
2. White jacket of the chef's type, white laboratory technician's coat, or other white jacket, coat or wrap-around smock, as approved by the instructor;
3. A regulation apron (optional if jacket or coat is long enough);
4. Non-skid LEATHER street shoes, work shoes, medical or nurses shoes, or LEATHER sneakers or athletic shoes; and
5. European leather chef's "clogs" as an alternative to regulation shoes are permitted.

NOT PERMITTED:

Shoes made of plastic or fabric; plastic or fabric gym shoes or sneakers; dress "heels" or "platform" shoes; open-toe or open-back shoes or sandals; any other shoe possessing poor protection capabilities.

HANDS:

Must be thoroughly cleaned and washed upon EACH ENTRY to the laboratory, and before proceeding with preparation. Rubber or latex examination gloves MUST be worn during all preparation periods.

JEWELRY:

No visible jewelry except wedding rings and watches are permitted. All neck chains are to be worn inside of uniforms. Clip-on earrings are not allowed as are any earrings with one or more chain links which allow a dangling movement. It is to your advantage to leave your jewelry containing precious stones at home. The stone may become loose and fall out, and into the food. The college is not responsible for the loss of your jewelry.

HAIR:

Hair must be well covered. Long hair that extends TWO OR MORE INCHES below the collar must be neatly tucked beneath a hair-net. In addition, hair styles which encourage large, fly-away hair masses are unsanitary, and should be contained within a hair-net. Unusually long moustaches and beards should be contained within a moustache and/or beard net.
FINGERNAILS:

Must be neatly trimmed and clean, especially under exposed parts of the nail. Fingernails which extend more than ONE-QUARTER INCH beyond the fingertip must be trimmed to the one-quarter inch length or less.

COSMETICS AND MAKE-UP:

Use in moderation, especially in warmer months. Strong perfumes should be avoided, as fragrances intensify when your body overheats.

IT IS IMPERATIVE THAT ALL STUDENTS PRACTICE PERSONAL CLEANLINESS. THE HEAT OF THE KITCHEN INTENSIFIES BODY ODORS. DAILY BATHING OR SHOWERING PLUS THE USE OF A DEODORANT IS RECOMMENDED.

SELECTED GRADED LABORATORY TECHNIQUES:

1. INTELLECTUAL TECHNIQUES:
   A. Demonstrate an ability to follow directions, both written and oral.
   B. Develop a timing of work.
   C. Be able to see problems other than the definite assignment.
   D. Discriminate when accuracy in measuring or procedure is important.

2. WORKING TECHNIQUES:
   A. Neatness.
   B. Quietness, speed and accuracy in work.
   C. Selection of appropriate utensils.
   D. Judgement in utilization of working space.
   E. Cleanliness in preparing food.
   F. Care in lighting of ovens and broiler (if gas).
   G. Regulation of heat when cooking and baking.
   H. Foods properly prepared.

3. GENERAL TECHNIQUES:
   A. Quality of finished product should be of the best.
   B. Orderly arrangement of equipment, dishes and silverware when not in use.
   C. Taste, prepared food by approved methods only, but do not eat quantities.
   D. Always use a tray to collect and arrange the MIS-EN-PLACE. Do not start laboratory projects without the MIS-EN-PLACE.
   E. Use trays or a rolling cart to save steps whenever possible, when getting supplies, collecting accessories, table appointments and serving utensils.
   F. Keep the kitchen in order at all times while working.
   G. Wash preparation utensils as soon as possible after completion of the preparation. WASH-AS-YOU-GO IS ACCEPTABLE, PROVIDED THE TIMING DEADLINE IS MET FIRST.
   H. Never wash hands in the same sink that contains or will contain dishes or pots to be washed. Use approved hand soap to wash hands; use paper towels to dry hands.
I. Rubber or latex/vinyl gloves MUST be worn at all times during preparation when handling food. THEY MUST BE REPLACED EACH TIME YOU LEAVE, THEN REENTER THE FOOD PREPARATION AREA, AND WHEN THEY BECOME CONTAMINATED FROM HANDLING OTHER THAN FOOD ITEMS.
J. Learn how to operate both gas and electric equipment.
K. Control the cooking temperature when surface cooking. Once food comes to a boil, reduce the heat to continue the boiling, or reduce heat further to simmer.
L. Keep pot-holders or mitts near the ovens and ranges to handle hot utensils. NEVER USE A DAMP OR WET TOWEL.
M. Do not chop or cut food items on any bare table or counter-top surface. Use an approved chopping board.
N. DO NOT PLACE KNIVES OR OTHER SHARP AND/OR POINTED UTENSILS IN THE POT SINKS. WASH THEM SEPARATELY.
O. Use a cutting-board, pastry cloth, waxed paper or plastic wrap sheeting when rolling out doughs and other foods.
P. Keep all doors and drawers closed to avoid accidents.
Q. Use a TASTING SPOON not the STIRRING SPOON to taste a product during preparation.
R. Store leftovers in covered storage containers, "lockable" plastic bags or covered jars. Refrigerate promptly, where appropriate. DO NOT PLACE LEFTOVER FOODSTUFFS ON PLATES OR MIXING BOWLS, COVERED WITH PLASTIC SHEETING WRAP.
S. Consult the professor in charge for more storage information, especially when wrapping and storing larger containers or larger food items.
T. RETURN ALL EQUIPMENT to original storage areas, or arrange neatly on or in prescribed cabinets, bins, shelves and hooks.
U. Place all soiled cloths, etc. into a basket to be washed in the washing machine at the end of class.
V. Consult "Kitchen Manager's Responsibilities" for cleaning and sanitizing procedures.
W. Be sure laboratory floors, equipment and refrigerators are in order for the next class.
LABORATORY GUIDELINES:

1. Each student will be responsible for supplying and maintaining a complete and clean uniform for each laboratory as required under uniform dress descriptions, which appear elsewhere.
2. Each student will report to the laboratory at the scheduled time, in full uniform, with required textbook, laboratory manual, notebook, and pencil. No student will leave the laboratory without permission of the professor in charge.
3. No student will be permitted to enter the laboratory without his or her required and complete uniform. Lack of uniform will result in the student being immediately dismissed from the remainder of that day's class.
4. Excessive tardiness will result in a lowered earned-grade, at the discretion of the professor in charge.
5. Each student will store all personal belongings, other than required class materials, in designated locker areas. Lockers are provided for your use while you are in the food preparation laboratory. You are required to supply your own lock, which must be removed at the end of each class session. The college is not responsible for loss of your personal property.
6. Each student will wash his/her hands before beginning any laboratory assignment, and wear regulation gloves.
7. Students will work in groups in laboratory. Each group will be assigned a laboratory station for the class period. It is the group responsibility that this station be complete in every detail before leaving the laboratory.
8. Go through racks, shelves and drawers to locate equipment and supplies. Replace all equipment in their proper place, even though you may not have found them there.
9. When in doubt of a problem concerning any matter in the laboratory, seek the attention of the professor in charge.
10. Be attentive to the task at hand. Conversation should be related to the job. Carry out responsibilities delegated to you. With the professor's permission, help others whenever possible, if your assigned tasks have been completed.
11. Follow recipe and verbal instructions carefully. Do not vary measurements, ingredients or size of portions. If in doubt, ask the professor in charge.
12. Eating and gum chewing is prohibited in the classroom and laboratory.
13. Smoking is not permitted in any building on campus. Stiff fines will be levied for infractions.
14. Wipe up all spills of liquids and foods IMMEDIATELY.
15. Refrain from touching your face or hair while working. Perfection of grooming and appearance is imperative for food service employees. The manager or supervisor must have standards that will set an example, and therefore, you must develop excellent habits of grooming and appearance that will prepare you for your work after graduation. This personal grooming and appearance is so important that it becomes a part of the FINAL GRADE in all work in the food laboratories.
16. NO STUDENT WILL BE DISMISSED BEFORE ITEMS ON THE KITCHEN CLEAN-UP CHECKLIST HAVE BEEN COMPLETED.
KITCHEN CLEAN-UP CHECKLIST

1. Check all ranges for cleanliness:
   a. Remove and soak/wash all range-top burner grids and burners.
   b. Clean slide-out crumb and spill-catcher drawer under burners.
   c. Wipe down ALL exterior surfaces.

2. Check all refrigerators for cleanliness:
   a. Cover all stored foods;
   b. Wipe interior surfaces;
   c. Replace any locks.

3. All cooking, serving and eating utensils must be washed and sanitized.
   Small equipment must be replaced to drawers, carts, shelves and racks.

4. Sweep and mop floor, especially under and around each sink area, work area,
   range area and oven areas. Remove and scrub all mats with steel brush and
   replace.

5. All table tops and counter surfaces wiped clean and dried. All table
   bottom-shelves wiped clean and dried.

6. Place all cleaning cloths in washing machine, add detergent and bleach and
   start machine.

7. Replace all work tables and machines and/or arrange them in a work pattern
   as per instructor’s instructions.

8. All mixing and/or slicing or chopping machines should be dismantled, washed,
   thoroughly wiped clean and reassembled; bowls and beaters, etc. replaced to
   each machine.

9. All bowls, baking pans, scales, etc. should be returned to proper table-bottoms
   and shelves, UPSIDE-DOWN.

10. All pots, saucepans, skillets, etc. to be returned to proper racks and/or carts.

11. General:
    a. Allow 30 to 45 minutes to clean-up and replace all to order;
    b. Store all brooms, mops, dustbins, etc. in their proper places;
    c. All trash containers’ contents (bag and contents) consolidated and rolled
       into the hallway.

12. Be sure all lights, burners, grease/oil buckets, and electrical switches are secure.

13. STUDENTS WILL BE DISMISSED BY THE INSTRUCTOR ONLY AFTER
    THE INSTRUCTOR CHECKS ALL AREAS, AND IF REQUIRED,
    STUDENTS WILL RE-CLEAN ALL AREAS.