

**2010 MICHIGAN SKILLS USA CHAMPIONSHIPS
TASK AND MATERIALS LIST**

SKILL OR LEADERSHIP AREA: FOOD AND BEVERAGE SERVICE

COMPETITIONS:

- High School – April 17, 2010 at Oakland Community College – Orchard Ridge in Farmington Hills
- College/Postsecondary – April 9, 2010 at Oakland Schools Technical Center SW Campus in Wixom at 8:00 am

TASKS TO BE PERFORMED: The student must be prepared for any of these tasks.

- Written SkillsUSA professional development test
- Guest Relations
- Taking of an order/menu descriptions
- Serving and clearing (follow rules of service)
- Check writing and presentation
- Table setting
- Use of a large oval tray, beverage tray, tip tray, and tray jack.

STUDENTS MUST SUPPLY THE FOLLOWING:

- 1 page resume
- Ink pen (black or blue ink)
- Hair restraint (if men or women's hairstyle extends below the collar, the hair must be restrained with a hair tie, barrettes, or braids.)
- 2 (two) #2 pencils
- **(No Calculators will be allowed)**
- **(No Bow Ties)**

MATERIALS SUPPLIED BY THE TECHNICAL COMMITTEE:

- All supplies and tools necessary for table service
- Sales tax sheet
- SkillsUSA Grill Specials and Soup DuJour list
(Sales tax sheet and all specials will be given to the contestant at time of contest.)

CONTEST SITE:

Oakland Community College (OCC)
Orchard Ridge Campus
Building J – Culinary Studies Institute
27055 Orchard Lake Road
Farmington Hills, MI 48334-4579
(248) 522-3400
Contest Coordinators: Christopher Galli and Judy Radant

Important Transportation Information:

Culinary Arts, Commercial Baking and Food and Beverage Service competitors are on a different transportation schedule than all other competitors. Because of the time crunch at OCC, the following transportation/contest schedule will be followed and strictly adhered to on Saturday, April 17, 2010!

- All Culinary Arts, Commercial Baking and Food and Beverage Service competitors will need to be in the main lobby of the Causeway Bay Hotel by 6:30 am for transportation to OCC. Transportation to the Causeway Bay Hotel will be your responsibility.
- The bus to OCC will leave from the Causeway Bay Hotel at exactly 7:00 am. Any competitor not on the bus at that time will need to find their own transportation to OCC.
- Only competitors will be bused to the contest site.
- All contests will start precisely at 8:30 am. Any competitor not at OCC by 8:30 am will be disqualified.

COLLEGE/POSTSECONDARY CONTEST SITE:

Oakland Schools Technical Center SW Campus
1000 Beck Road
Wixom, MI 48393-1862
248-668-5647
Contest Coordinator: Charles Neal

NOTE: College/Postsecondary competitors WILL NOT be bused to the contest site.

An interactive map is available at:

http://www.communitywalk.com/2010_skillsusa_michigan_state_conference_april_1618_2010/map/403300

Revised 3/8/10

TASK AND MATERIALS LIST –FOOD AND BEVERAGE SERVICE

Stages of Competition:

- Orientation meeting: Meet to discuss the contest format (approximate time 30 minutes)
- Table Set Up: Arrange table cloth, set, polish, and align table settings for (2) guests. Time allotted for set up is 10 minutes.
- Host & Guest Relations: Greeting and seating (2) guests. (5 minutes per contestant.)
- Greeting and Guest Service for (2) guests. (approximate time 25 minutes per contestant)
- Guest Check: Guest check completed properly and accurately. (5 minutes per contestant)

CLOTHING REQUIREMENTS:

1. Tennis shoes, shorts, corduroy or denim slacks are not allowed.
2. Each contestant is expected to be completely dressed. This includes socks, etc.
3. The individual school uniform is considered appropriate dress (however, no personal name or school name should be shown). **No one outfit will receive value over another. No Formal attire such as coat, tails, etc. This is a luncheon menu. You may wear a cummerbund and tie.**
4. Jewelry worn should be minimal and only be that which is acceptable to the standards of the industry. A good example would be the wearing of a wedding and/or engagement rings, and wristwatches. One does not wear necklaces or dangling earrings.

COMPETITION LOGISTICS: Step by step guide through the contest

1. Group Orientation (30 minutes)

General introduction and discussion of the contest format, timing, contestant sequence and basic guidelines. Any questions will be answered at this time. Also, the SkillsUSA Grill daily specials and Soup DuJour will be distributed and discussed.

2. Table Set Up (10 minutes total time allowed for set up)

Each contestant will be provided with a blank table, settings, and cloth. All contestants will then have ten (10) minutes to set up table including checking of table base, chair, cloth, and settings (including polishing). Table setting will accommodate two (2) guests for luncheon service (see attached sketch and revised SkillsUSA Leadership Handbook). Sketch is intended as a uniformity guide and is not as accurate as final set-up during competition will require. At the conclusion of the set up, the contestant will stand behind their table, to be judged on appearance, grooming and uniform.

Contestants may not discuss any aspect of the competition with each other or advisors until the contest is completed. ADVISORS MAY NOT ENTER THE TEST AREA OR COMMUNICATE WITH THE CONTESTANTS. Group critique of each server will follow final judging so that contestants can receive brief, informal suggestions by judges. Contestants are to be on hand for this portion. Competition results will be announced at the SkillsUSA Conference closing awards session.

3. Host/Guest Relations (5 minutes per contestant)

Each contestant (in sequence) will be directed to an area intended to serve as the entrance to the dining room. A table will be available to use to greet two guests. Contestants should inquire as to number in party, smoking or non-smoking, reservation or not, etc. and then escort “guests” to dining room, seating guests, presenting menus and making closing remarks. Judging will be based on technique, skill, polish, poise and student’s displayed knowledge of the role of host.

4. **Greeting and Service Techniques (25 minutes per contestant)**

The contestant will approach a table of two (2) guests introduce themselves, and serve water into glasses from a pitcher. The server will briefly discuss the menu highlighting the soup of the day, specials, and the vegetable duJour. The server can offer a beverage such as coffee. Server may then proceed to take the guest's order. **(Note: There are 2 people at the table, both are given water and offered a beverage, however an order is taken from only one (1) person.)**

Having taken the order, the server begins with the first course (at the SkillsUSA Grill, bread and butter should accompany the first course and may be replenished with the entree). The service sequence is: serving and clearing the first course, entree, dessert, coffee and finally, the guest's check, following the rules of service. The check should be neatly written, totaled (6% tax will be added for competition) and presented in the center of the table in a guest check cover or placed face down. Closing remarks conclude service. Once the service is completed the contestant is expected to clear the table.

Note that we will not be using actual food. Obviously, food will not be coming out of the kitchen hot, but should be treated as though this were the case. Beverage (coffee and water) will be used and poured.

5. **Tray Handling**

The contestant will demonstrate proper tray handling by lifting with the legs and not the back. They will center their hand under the tray and stabilize the tray with the opposite hand if needed. The tray may be held in either the right or left hand. The tray jack will be set near the table, yet not behind a guest nor any closer than an arms length away.

Please note:

Servers should be aware of the criteria for judging: servers will be scored on appearance, table side manner, professionalism, ease with guests, courtesy and verbal skills. Technically, judges will score on correct handling of china, flatware and glassware, beverage service, merchandising, general knowledge, taking of the order, service sequence, clearing, awareness of table, overall perception and poise. In short, all service skills are subject to evaluation. Judges/Guests may ask questions about items on the menu. Judges may also ask server general knowledge questions during service and may also make written notes and scoring notations during service. Server should not allow this to be a distraction. Contestants should also note that time will be required for judges to record scores following each contestant and that this may affect scheduled times of completion.

RULES OF SERVICE

**SERVE FOOD FROM LEFT
WITH LEFT HAND**

**CLEAR FROM RIGHT
WITH RIGHT HAND**

**SERVE BEVERAGE FROM RIGHT
WITH RIGHT HAND**

SET UP SPECIFICS

Table Set Up Includes:

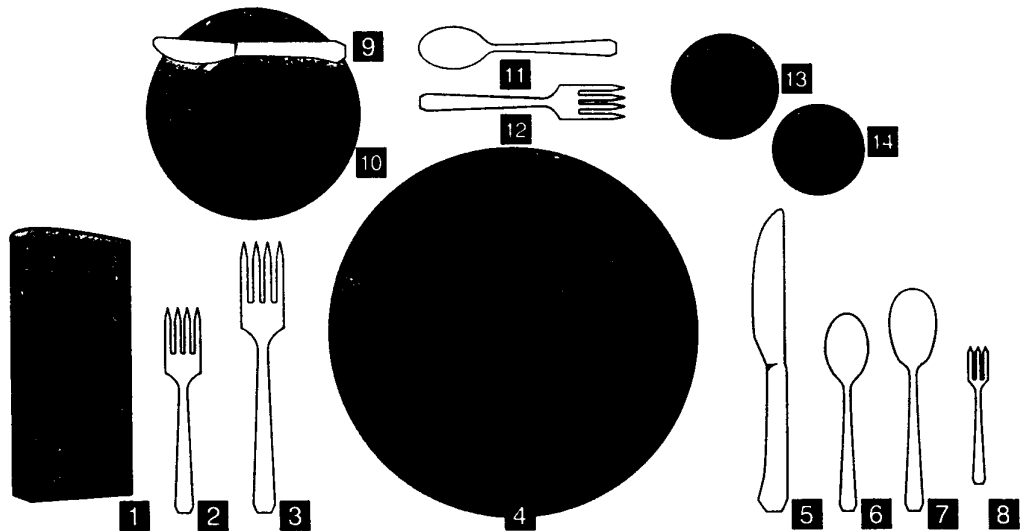
1. Salt, pepper, sugar and creamer
2. Tablecloth
3. Two (2) chairs
4. Centerpiece

Each cover includes:

1. water glass, wine glass
2. Bread and butter plate
3. Napkin (folded, prayer book or tent-see attached instructions) Note: Napkins may be placed in two (2) acceptable positions: 1. center of cover, 2. Left of the fork.
4. Dinner knife and fork, salad fork, soup spoon, teaspoon, dessert spoon, dessert fork. Cocktail fork.

Note: For judging purposes, standard will be (1") spacing from table edge. Covers should be centered on table, directly opposite one another. Salt and Pepper, Sugars will be pre-filled.

Table Setting for Two Guests



- | | | | | |
|----------------------|------------------------|------------------------|-------------------------|------------------------|
| 1 Napkin | 4 Service Plate | 7 Soup Spoon | 10 Bread Plate | 13 Water Goblet |
| 2 Salad Fork | 5 Dinner Knife | 8 Cocktail Fork | 11 Dessert Spoon | 14 Wine Goblet |
| 3 Dinner Fork | 6 Teaspoon | 9 Butter Knife | 12 Dessert Fork | |

MENU SPECIFICS

SkillsUSA Grill menu accompanies this packet. Soup, vegetable & daily specials to given the day of the contest.

Welcome to the SkillsUSA Grill

APPETIZERS

- French Onion Gratinée** **\$3.00**
Classical onion soup topped with gruyère cheese.
- Our Soup of the Day** **\$2.75**
The chef's creation for the day.
- Garden Salad** **\$2.75**
Medley of garden greens with sliced tomato, mushrooms and fresh garnishes.
- Broccoli Quiche** **\$2.95**
Freshly baked "pie" with cream, herbs, blended cheeses and broccoli.
- Shellfish Strudel** **\$3.75**
Fresh shrimp & scallops bound in a light cream & cheese sauce and layered in puffed pastry & baked.

Our salad dressings are Honey-Mustard, Fresh Herb Vinaigrette, Bleu Cheese and Creamy Ranch. Freshly Baked Rolls & Butter served with all Appetizers and Entrees.

Entrées

- Shellfish Pasta Salad** **\$7.95**
Shrimp, scallops & tortellini in tangy cream dressing on a bed of garden greens.
- Soup and Sandwich Platter** **\$6.95**
A cup of our soup of the day with a hearty Half SkillsUSA Club & home fries
- The SkillsUSA Club** **\$6.95 (whole) or \$4.95 (half)**
A French loaf stacked with ham, turkey, bacon, lettuce & tomato. With home fries.
- Fresh Fruit Medley w/Yogurt** **\$5.95**
Fresh tropical fruits with fruit yogurt & papaya-mango sorbet.
- Breast of Chicken Marsala** **\$6.95**
Sautéed breast of chicken with sliced mushrooms in a light Marsala wine sauce served with rice pilaf & the vegetable of the day.
- Specials of the Day----** **Priced Daily**

SWEETS

- Chocolate Mint Praline Cheesecake** **\$2.75**
Rich New York-style cheesecake on a chocolate mint crust.
- Swiss Chocolate Torte** **\$2.95**
Chocolate cake with raspberries, whipped cream frosting & drizzled with fudge fondant icing.
- Fresh Berries Napoleon** **\$2.50**
Layers of puffed pastry with fresh berries, a splash of grand Marnier & crème chantilly

Coffee, Tea & Soft Drinks **\$.95** No alcoholic beverages served.

SCORECARD Food and Beverage Service

Items Evaluated	Possible Points	Contestant Number			
Table Setup - Polishing Quality	50				
Table Setup - Check Chair/Table Base	50				
Table Setup - Correct Table Setup	50				
Host/Guest Relations - Uniform and Shoes	50				
Host/Guest Relations - Jewelry	50				
Host/Guest Relations - Personal Grooming	50				
Host/Guest Relations - First Impression	50				
Host/Guest Relations - Guest Information	50				
Host/Guest Relations - Escorting Guests to Table	50				
Greeting/Guest Service - Initial Contact	50				
Greeting/Guest Service - Menu Discussion	50				
Greeting/Guest Service - Demeanor, Remarks and Menu Removal	75				
Guest Service - Service of Entrée - Plate Placement and Beverages	75				
Guest Service - Service of Entrée - Return to Check on Guests	75				
Guest Service - Service of Entrée - Clear Dishes, Dessert and Coffee	75				
Guest Service - Service of Dessert - Plate Placement and Beverages	50				
Guest Service - Service of Dessert - Clear, Check Inquiry	50				
Guest Service - Service of Dessert - Serve Check and Closing Remarks	50				
Résumé Penalty	0 or -50 only				
Clothing Penalty	0 to -50				
Total Possible Points	1000				

Date:

Judges' Signatures:
