

**2012 MICHIGAN SKILLS USA CHAMPIONSHIPS
TASK AND MATERIALS LIST**

SKILL OR LEADERSHIP AREA: FOOD AND BEVERAGE SERVICE

COMPETITIONS:

- High School – April 21, 2012 at Washtenaw Community College in Ann Arbor
- College/Postsecondary – March 30, 2012 at Art Institute of Michigan in Novi

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
- Crumbing table
- Use of a large oval tray, beverage tray, tip tray, and tray jack.
- Post Secondary will be required to use proper wine service techniques

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.) No extreme hair color is allowed.
- 2 (two) #2 pencils (No Calculators will be allowed)
- Table crumber
- Check presenter or check billfold – no school logo
- **Black pocket apron – no school logo**
- **Long sleeved white button down oxford shirt. (No pleats, no lace).**
- **Black shoes (non-slip, enclosed heel and toe) and black socks**
- **Black dress slacks or skirt (Meet skills Guidelines), no jeans, neutral hosiery required with skirt.**
- **Tie – tasteful, no school logo, tie of your choice in good taste.**
- **Post secondary must bring a waiter wine key.**
- No school logo, school name, contestant name or any other identifying marks of any kind on clothing. If you do have them, they must be covered up so that no part of the identification is visible.

MATERIALS SUPPLIED BY THE TECHNICAL COMMITTEE:

- All supplies and tools necessary for table service including non alcohol wine
- 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.)

HIGH SCHOOL CONTEST SITE:

Washtenaw Community College
Technical and Industrial Building
4800 E. Huron River Drive
Ann Arbor, MI 48105-4800
734-973-3549
Contest Chairperson: Terri Herrera

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, the following transportation/contest schedule will be followed and strictly adhered to on Saturday, April 21, 2012!

- 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 WCC. Transportation to the Causeway Bay Hotel will be your responsibility.
- The bus to WCC 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 WCC.
- Only competitors will be bused to the contest site.
- All contests will start precisely at 8:30 am. Any competitor not at WCC by 8:30 am will be disqualified.
- There will NOT be a meeting Friday Night to discuss transportation, contact Kristen Dogan with questions at dogank@branch-isd.org.

COLLEGE/POSTSECONDARY CONTEST SITE:

Art Institute of Michigan
28125 Cabot Dr, Suite 120
Novi, MI 48377
248-766-7199
Contest Chairperson: Jim Moschini

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

An interactive map is available at:

http://www.communitywalk.com/2012_skillsusa_michigan_state_conference_april_2012/map/1313654

Revised 3/12/12

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)

OTHER UNIFORM 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, 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. Post Secondary Server will offer wines based on judges request. Then you 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.) Wine service must be performed for one of the guests. White wine should be poured ½ glass full, red wine should be poured 1/3 full.**

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. 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, as well as non alcohol wine for post secondary students.

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 including wine 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:

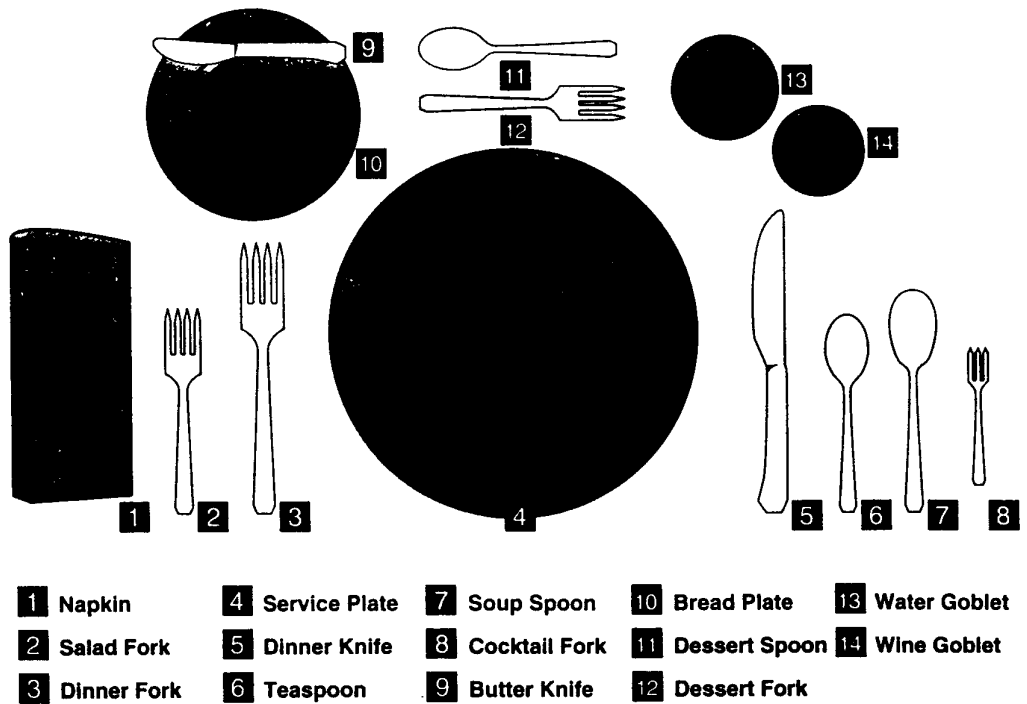
1. Salt, pepper, sugar and creamer
2. Tablecloth
3. Two (2) chairs
4. Centerpiece

Each cover includes:

1. water glass
2. wine glass (for Post Secondary only)
3. Bread and butter plate
4. Napkin (folded, any napkin fold of your choice) Note: Napkins may be placed in two (2) acceptable positions: 1. center of cover, 2. Left of the fork.
5. 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.

Formal Table Setting for Two Guests



MENU SPECIFICS

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

Welcome to the SkillsUSA Grill

Wine List - \$4.00 per glass

Robert Mondavi Chardonnay 2008

Nobilo Sauvignon Blanc 2012

King Estate Pinot Noir 2008

Kenwood Cabernet Sauvignon 2005

APPETIZERS

Grilled Prawns \$5.00

Our Soup of the Day \$2.75

Fried Mozzarella Plate \$3.00

Tempura Vegetables \$2.75

Trio of Sliders – Beef, Lamb and Pork \$4.50

Wild Game Charcuterie Plate (Post Secondary Only) \$5.00

Salads

Heirloom Tomato Caprese \$5.00

Caesar Salad – Prepared Tableside \$5.00

Michigan Cherry Salad – Mixed greens with cherries and walnuts
Served with Raspberry Vinaigrette (Post Secondary Only) \$4.00

Main Courses

Whitefish en Paupillote, Rice Pilaf and Fresh Vegetable \$7.00

Beef Tenderloin Medallions served with Twice Baked Potato, and
Fresh Vegetable \$9.00

Veal Picatta, Rice Pilaf and Fresh Vegetable \$9.00

Classic Nicoise Salad with Seared Fresh Tuna \$11.00

Today's Chef Special Market Price

SWEETS - \$4.00

Trio of Chocolate: Chocolate Mousse, Chocolate Torte and Chocolate
Cheesecake
Fresh Fruit Plate
Cherries Jubilee, Served Tableside

Coffee, Tea & Soft Drinks \$.95

SKILLS USA Post Secondary Competition

Culinary Arts, Commercial Baking, Food and Beverage Service

March 30th 2012

The Art Institute of Michigan 28125 Cabot Drive Novi, Michigan

Contact Person: Chef Jim Moschini

Phone # 248-766-7199

Hello Everyone

The Post Secondary, SKILLS USA competition categories of Culinary Arts, Commercial Baking and Food and Beverage Service will be held this year at The Art Institute of Michigan. Please note the following Important Contest Information:

Arrival Time: Please plan on arriving by 7:30 am

Holding area: On the first floor of the Art Institute there will be two holding areas. The General participant area and a post competition holding area.

Documentation: Students must have a copy of their resume and a copy of an up to date unofficial transcript to be allowed to participate. These documents will be checked prior to the commencement of the competition by a designated volunteer of the competition.

Start Time: We are planning on starting the competition at 8:15 am. Students and coaches will be escorted to a briefing area where the rules of the competition and the competition process will be explained to them by the judges and evaluators. Competing Students will be escorted to the competition areas on the second floor and directed to their appropriate stations. **ONLY STUDENTS AND JUDGES WILL BE ALLOWED ON THE SECOND FLOOR.**

Written Test: Upon completion of the practical part of the competition, students will be escorted to an area where the written test will be administered. The written test will be used as a tie breaker in the event of a tie score from the the practical competition judging.

Uniforms: **For Commercial Baking and Culinary Arts,** Chefs Hat, Apron, Kitchen shoes, White, Black or checked kitchen pants, and a White Chefs coat. **For Food and Beverage Service,** Black Slacks, white shirt, tie, apron and black shoes.

No Names, logos, school emblems or insignias of any type will be allowed. If a student violates this rule, the article of clothing will be removed and points 10 points will be deducted from the student's score. If the article is a key component of the standard kitchen uniform (pants or Chef's coat) the student will be given 10 minutes to locate alternative attire. If the student cannot locate appropriate attire, the student will not be permitted to compete.

Snacks: It will be a long day for the students. I am asking each school to provide food for the students to eat during the day.

The Art Institute will provide beverages and bottled water

Macomb Community College please provide fresh fruit

Oakland Community College please provide baked goods

Washtenaw Community College please provide afternoon snacks.

Judges: Tasting judges for the commercial baking and the culinary event have been selected. I need recommendations for Food and Beverage Service evaluator. Please e-mail two recommendations of individuals who you believe would be willing to act as an evaluator for food and beverage service. **Also:**

I need each school to send three floor judges. One for culinary arts, one for commercial baking and one for Food and Beverage service. This will allow for any observed floor violation to be discussed between the judges, a consensus reached and the appropriate action taken. Please email me the names of your floor judges to me by Friday of next week.

Please Note:

CPS Culinary Arts, Commercial Baking and Food & Beverage Service – The state contest will be held March 30, 2012 at Art Institute in Novi. *If a CPS Culinary Arts, Commercial Baking and Food & Beverage Service competitor is not registered for the state conference by early registration on March 20, 2012, their entire school is subject to disqualification for all other contests at the state conference.*

If You have any questions, please contact me by e-mail at jmoschini@aii.edu.

Sincerely yours

James G. Moschini CEC,CCE,MPH

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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:
