



Aspire Achieve Thrive

Autumn Term
Term 1

Hospitality and Catering

Year 10

Name: _____

Tutor: _____

Year 10 Homework Timetable

Monday	English Task 1	Ebacc Option A Task 1	Option C Task 1	
Tuesday	Sparx Science	Option B Task 1	Modern Britain Task 1	
Wednesday	Sparx Maths	Science Task 1	Option C Task 2	
Thursday	Ebacc Option A Task 2	Sparx Science	Option B Task 2	Sparx Maths
Friday	Modern Britain Task 2	Science Task 2	English Task 2	

Sparx Science

- Complete 100% of their assigned homework each week

Sparx Maths

- Complete 100% of their assigned homework each week

Option A (EBACC)
French
Geography
History

Option B
Art
Business Studies
Catering
Music
Sport
IT
Childcare
Triple Science
Travel and Tourism

Option C
Business Studies
Catering
Drama
Health & Social Care
Sport
Computer Science
Media
Photography
Sociology

Year 10 - Homework plan

Week/Date	Homework Task	Examination Question
Week 2 11th September 2023	Cornell Notes on the different sectors in the hospitality and catering industry	Describe what the different sectors are within the industry and give 2 examples for each (8 marks)
Week 3 18th September 2023	Revision Cards on the different types of food service and residential service	Write a timeplan for one of the dishes you have cooked so far. (P, M, D)
Week 4 25th September 2023	Cornell Notes on the Eatwell guide	Identify a composite dish and list where all of the sectors of the Eatwell guide appear (P, M, D)
Week 5 2nd October 2023	Revision Cards on protein	Describe the structure of protein and fat, their functions and what can happen if you have an excess or a deficiency (4 marks)
Week 6 9th October 2023	Cornell Notes on carbohydrates, vitamins and minerals	Describe the structure of carbohydrates, vitamins and minerals, their functions and what can happen if you have an excess or a deficiency (8 marks)
Week 7 16th October 2023	Revision cards on carbohydrates, vitamins and minerals	Research a dish that is high in vitamins and write a timeplan for it (P, M, D)

Half Term 2 (8 weeks) - Year 10

Week / Date	Homework task 1 Cornell Notes	Homework task 2 Exam Question
Week 8 30th October 2023	Cornell Notes on Roles and responsibilities within the industry.	Describe the role of a receptionist in a busy hotel (4 marks)
Week 9 6th November 2023	Revision Cards on Roles and responsibilities within the industry.	Write a timeplan for one of the dishes you have cooked so far. (P, M, D)
Week 10 13th November 2023	Cornell Notes on working conditions within the industry	Describe the different types of contract that can be offered to an employee, with an example of a job role for each (10 marks)
Week 11 20th November 2023	Revision Cards working conditions within the industry	Write a timeplan for one of the dishes you have cooked so far. (P, M, D)
Week 12 27th November 2023	Cornell Notes on Health and safety in hospitality and catering provisions	Produce a table for the 5 health and safety laws to include its name and one thing that the employer and the employee have to do (10 marks)
Week 13 4th December 2023	Revision Cards on Health and safety in hospitality and catering provisions	Write a timeplan for one of the dishes you have cooked so far. (P, M, D)
Week 14 11th December 2023	Cornell Notes on watch the following clip and make notes https://www.youtube.com/watch?v=HIYHDNKOMYk	Write a timeplan for the Vegetable cheesy frittata you watched in the clip
Week 15 18th December 2023	Revision cards on timeplans	Write a timeplan for one of the dishes you have cooked so far. (P, M, D)

Level 1/2 Hospitality and Catering: Unit 1-1.1.1 - Types of service in commercial and non-commercial provisions



Types of service in commercial and non-commercial provision

You need to be able to understand and know the different types of service within commercial and non-commercial provision. They are split into two main categories of food service and residential service.



Food service

The different types of food services in the catering sector are listed below. You should know the meaning of each one and be able to provide examples. For instance;

Table service

- Plate: the food is put on plates in the kitchen and served by waiting staff. Good portion control and food presentation consistent.
- Silver: a waiter will transfer food from a serving dish to the customer's plate using a silver spoon and fork at their table.
- Banquet: a range of foods suitable for large catered events such as weddings, parties, or award ceremonies.
- Family style: the food is placed on serving bowls on the customer's table for customers to share between them.
- Gueridon: is served from a trolley to the customer's table, the food is then cooked and/or finished and presented in front of the customer. Creates an atmosphere of sophistication and entertainment.

Counter service

- Cafeteria: all types of food and drink are shown on a long counter for customers to move along with a tray for them to choose what they want to eat.
- Fast food: the food and drink is displayed on a menu behind the counter, often with pictures. Quick, simple, and usually served with disposable packaging.
- Buffet: a range of foods served on a big serving table where customers walk up to collect their plate and help themselves to food and drink. The food can be hot or cold, and some items could be served by waiting staff.

Personal service

- Tray or trolley: the meals are served on trays from a trolley and customers sometimes order items in advance.
- Home delivery: the customer's order is made over the phone or online, and is then delivered by the business to their address.
- Takeaway: food that's cooked by the business onsite and then eaten elsewhere.

Residential service

Listed below are the different types of residential types of service in the hospitality and catering sector. You should know the different types of service offered in various hospitality provisions.

Rooms:

- single/ double/ king/ family
- suite (en-suite bath/ shower room, shared facilities).

Refreshments:

- breakfast/ lunch/ evening meal
- 24-hour room service/ restaurant available.

Leisure facilities:

- spa
- gym
- swimming pool.

Conference and function facilities:

- large rooms
- overhead projector and computer
- pens and paper provided
- refreshments available.



AC2.1.1 Nutrition: Describe functions of nutrients in the human body.

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The Eatwell Guide

The Eatwell Guide is the UK Healthy Eating Model. It shows what we should eat as a balanced diet. The size of the sections represents the proportion of our diet that particular food group should make up. The Eatwell Guide was updated in 2016 to take into account scientific opinion and public opinion. The main change was that sugary and fatty foods are shown off the plate as they are not part of a healthy diet.

The Eatwell Guide

Fruits & Vegetables

- Eat 5 portions a day!
- Choose a variety
- Provides fibre for healthy digestion
- Provides vitamins and minerals for healthy body functions and immune system

40%

Fatty and Sugary Foods

- These are the danger foods!
- They are not part of a healthy diet
- Eat them only occasionally
- Eating too much fatty and sugary processed food is linked to increased risk of weight gain/obesity, diabetes, tooth decay and cardiovascular disease

0%

Starchy Foods

- Provide slow release carbohydrate used by the body for energy
- Choose wholegrains for increased fibre (good digestion, reduced risk of heart disease)

Water Intake

A balanced diet must include water, it is required for nearly all brain and other bodily functions.

Water makes up just over 2/3 of the human body and is required for:

- Maintain body temperature
- Metabolise fat
- Aid digestion
- Lubricate organs
- Transport nutrients
- Flushes out waste and toxins



Water rich foods



96% water



90% water



94% water



92% water



95% water



95% water



89% water



89% water

8 Tips for healthy eating

1. Eat more fibre
2. Eat more fruits and Vegetables
3. Eat more oily fish
4. Eat less salt
5. Eat less fat
6. Eat less sugar
7. Choose wholegrains
8. Drink 6-8 glasses of water per day

Beans, Pulses, Eggs, Meat, Fish

- Provide protein for growth, repair and maintenance of body cells
- Choose a combination of plant proteins
- Avoid eating too much processed meat like bacon and sausages as these are linked with increased risk of bowel and stomach cancer

12%

Dairy Foods

- Provide calcium for healthy bones, teeth and nails
- The body needs Vitamin D to absorb calcium effectively

8%

Fibre in the diet

Soluble fibre dissolves in water and the insoluble kind doesn't. **Soluble fibre** helps reduce blood cholesterol and sugar.

Insoluble fibre helps absorb water and bulk up stools. It does not dissolve in water.



PORTION SIZES:
Healthy diets not only have the correct balance, but have the right portion sizes. Here is a 'handy' guide ...

YOUR HAND IS YOUR PORTIONING TOOL



A serving of protein = 1 palm



A serving of vegetables = 1 fist






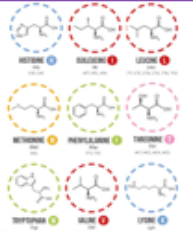














A serving of carbs = 1 cupped hand



A serving of fats = 1 thumb

Function of Nutrients in the Body

MACRONUTRIENTS	Nutrient	Types	Function	Effects too little (deficiency)	Effect of too much (excess)
	Carbohydrates 4kcal per gram  	<p>Starches (complex): found in cereal grains such as rice, wheat, oats, plus starchy tubers (potatoes and sweet potatoes) and vegetables (carrots, beets, corn). Digest slowly, long lasting energy. </p> <p>Sugars (simple): lactose found in milk and dairy, fructose found in honey, fruits and some vegetables (peppers, tomatoes). Digest and enter the bloodstream quickly for a burst of energy. </p>	<p>Carbohydrate is the body's main source of energy (fuel). Carbohydrate breaks down to glucose, which is the only form of energy the brain recognises. Basically, without carbohydrate, your brain wouldn't function!</p> <p>All carbohydrates, no matter what type, provide 4kcal of energy per gram. The difference is complex carbs take longer to break down and therefore satisfy hunger for longer, whereas simple sugars leave you feeling empty and wanting more. Complex carbs provide dietary bulk and fibre which makes us feel fuller for longer.</p> <p>Dietary fibre: complex carbohydrate found in the cell wall of fruits, vegetables and cereals. Aids with removal of waste from the body.</p>	<p>Deficiency of carbohydrates is extremely rare in the UK as we have good access to carbohydrate rich foods.</p> <p>Long term lack of carbohydrates in the diet can cause ketosis - a condition where the body switches to using protein as an energy source.</p> <p>Visible symptoms: Lack of energy and weight loss.</p> <p>Non-visible symptoms: Not enough fibre from wholegrains foods leads to constipation and other intestinal/bowel problems.</p>	<p>If not used for energy, excess carbohydrates are converted to glycogen and stored in the muscles and liver.</p> <p>Visible symptoms: Weight gain and obesity.</p> <p>Non-visible: Eating too much non-refined (white) carbohydrates leads to tooth decay, raised blood sugar levels and increased risk of developing type 2 diabetes. (See carbohydrates and glycemic index slides 7-8).</p>
	Proteins 4kcal per gram  	<p>High Biological Value (HBV) protein: Meat, fish, poultry, dairy foods (milk), eggs, soya. Contain all the essential amino acids the body cannot make itself. </p> <p>Low Biological Value (LBV) protein: Quorn, Tofu, peas, beans, lentils, nuts, seeds and cereals. </p> <p>Missing one or more of the essential amino acids. Mainly come from plant sources.</p> <p>Two or more LBV proteins can be combined to make a complete protein. This is called protein complementation. Example: beans on toast.</p>	<p>Protein is digested by the body into its component parts - called amino acids. There are 8 which are essential for adults and 10 for children.</p> <p>Protein is essential for the growth, maintenance and repair of body tissue.</p> <p>Protein is part of every living cell and some tissues like skin, muscle, hair and the core of bones and teeth!</p> 	<p>Visible symptoms:</p> <ul style="list-style-type: none"> Wasting of muscle & muscle loss Oedema - build up of fluids in the body Slow growth in children <p>Severe deficiency leads to kwashiorkor (bloating of the stomach).</p> <p>Non-visible symptoms: Weaker immune system, as it needs protein to function properly. This can lead to prolonged recovery from illness or getting ill more frequently.</p> 	<p>Visible symptoms: Excess stored as fat, which can lead to weight gain and obesity.</p> <p>Non-visible symptoms: Increased protein consumption leads to hyperfiltration - a state in which the kidney faces increased pressure in order to filter and remove waste from the body. Over the long term, hyperfiltration may lead to kidney damage.</p> 
	Fats 9kcal per gram   	<p>Monounsaturated Fat: Avocado, many nuts and seeds, olive oil, almond oil, sunflower oil. </p> <p>Polyunsaturated Fat: Vegetable oil, corn oil, safflower oil, nuts, oily fish. </p> <p>Saturated Fat: Mainly from animal sources. Meat, butter, cream, eggs. </p> <p>Omega 3, 6 and 9 Fatty Acids: Oily fish, seeds and oils, flax seeds, pumpkin seeds, walnuts, soya beans, dark green vegetables, vegetable oils, margarines (polyunsaturated). </p>	<ul style="list-style-type: none"> Protection of internal organs Thermoregulation (temperature control) Insulation of nerve cells (conduct electrical messages) Uptake of fat soluble vitamins (A, D, E & K) Growth, development and repair of body tissues In women, storage and modification of reproductive hormones (oestrogen) 	<p>Visible symptoms: Weight loss over time as the body uses stores of fat. Person feels cold as fat under skin acts as insulator.</p> <p>Non-visible symptoms: Bruising of the bones as they are not protected. Lack of fat in the diet can lead to deficiencies of fat soluble vitamins A, D, E & K. Fat deficiency can also lead to impaired fertility in women due to anovulation.</p> <p>*Anovulation - happens when an egg (ovum) doesn't release from the ovary during the menstrual cycle. An egg is needed to have a pregnancy.</p>	<p>Common issue in the UK: Over consuming foods high in fat can raise the blood cholesterol levels (fat in the blood). Cholesterol is a fatty substance that is needed for the body to function properly, however there are two types, LDL (bad) and HDL (good). LDL cholesterol comes from saturated fats, such as meat and cheese.</p> <p>Eating too much saturated fat can lead to obesity and higher 'bad' cholesterol levels as well as an increased risk of developing type 2 diabetes and heart disease.</p> <p>Unsaturated plant sources of fats are much healthier for us.</p>

AC2.1.1 Nutrition: Describe functions of nutrients in the human body.

Fat Soluble Vitamins



Click here
for video

A vitamin that can dissolve in fats and oils. Vitamins are nutrients that the body needs in small amounts to stay healthy and work the way it should. Fat-soluble vitamins are absorbed along with fats in the diet and are **stored in the body's fatty tissue and in the liver.**

Key Words

Deficiency

A shortage of a substance (such as a vitamin or mineral) needed by the body.

Absorb

Nutrients are taken into the body and (absorbed) and transported by the bloodstream to other parts of the body for use or storage.

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	Fat Soluble Vitamin	Needed For	Found In	Deficiency/Excess
MICRONUTRIENTS	A Adults aged 19 to 64 need (per day): 700mcg men 600mcg women	<ul style="list-style-type: none"> helping your body's natural defence against illness and infection (the immune system) work properly helping vision in dim light keeping skin and the lining of some parts of the body, such as the nose, healthy 	<ul style="list-style-type: none"> cheese eggs oily fish fortified low-fat spreads milk and yoghurt liver and liver products such as liver pâté <p>Liver is a particularly rich source of vitamin A, so you may be at risk of having too much vitamin A if you have it more than once a week (pregnant women should avoid eating liver or liver products).</p>	<p>Deficiency - Night blindness. Xerophthalmia the eyes may become very dry and crusted, which may damage the cornea and retina. Frequent skin irritations.</p> <p>Excess Having more than an average of 1.5 mg (1,500 µg) a day of vitamin A over many years may affect your bones, making them more likely to fracture when you're older. This is particularly important for older people, especially women, who are already at increased risk of osteoporosis, a condition that weakens bones.</p>
	Beta-Carotene	You can also get vitamin A by including good sources of beta-carotene in your diet, as the body can convert this into retinol.	<ul style="list-style-type: none"> yellow, red and green (leafy) vegetables, such as spinach, carrots, sweet potatoes and red peppers yellow fruit, such as mango, papaya and apricots 	
	D Adults aged 19 to 64 need: 10mcg per day	<ul style="list-style-type: none"> keep bones, teeth and muscles healthy. 	<ul style="list-style-type: none"> oily fish - such as salmon, sardines, herring and mackerel red meat liver egg yolks fortified foods - such as some fat spreads and breakfast cereals 	<p>Deficiency - A lack of vitamin D can lead to bone deformities such as rickets in children, and bone pain caused by a condition called osteocalcin in adults.</p> <p>Excess - Taking too vitamin D over a long period of time can cause too much calcium to build up in the body (hypercalcemia). This can weaken the bones and damage the kidneys and the heart.</p>
	E Adults aged 19 to 64 need: 4mg men 3mg women	<ul style="list-style-type: none"> helps maintain healthy skin and eyes and strengthen the body's natural defence against illness and infection (the immune system). 	<ul style="list-style-type: none"> plant oils - such as rapeseed (vegetable oil), sunflower, soya, corn and olive oil nuts and seeds wheatgerm - found in cereals and cereal product 	<p>Deficiency - Any vitamin E your body does not need immediately is stored for future use, so you do not need it in your diet every day.</p> <p>Excess - N/A</p>
	K Adults aged 19 to 64 need: 1 microgram per kg of body weight.	<ul style="list-style-type: none"> a group of vitamins that the body needs for blood clotting, helping wounds to heal. 	<ul style="list-style-type: none"> green leafy vegetables - such as broccoli and spinach vegetable oils cereal grains small amounts can be found in meat and dairy foods. 	<p>Deficiency - Taking 1mg or less of vitamin K supplements a day is unlikely to cause any harm.</p> <p>Excess - Rare, however vitamin K can interact with several common medications, including blood-thinners, anticonvulsants, antibiotics, cholesterol-lowering drugs, and weight-loss drugs.</p>

AC2.1.1 Nutrition: Describe functions of nutrients in the human body.

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Water Soluble Vitamins

A vitamin that can dissolve in water. Vitamins are nutrients that the body needs in small amounts to stay healthy and work the way it should. Water-soluble vitamins are carried to the body's tissues but **are not stored in the body**.

	Water Soluble Vitamin	Needed For	Found In	Deficiency/Excess
MICRONUTRIENTS	C Antioxidant Adults aged 19 to 64 need 40mg of vitamin C per day.	<ul style="list-style-type: none"> helping to protect cells and keeping them healthy maintaining healthy skin, blood vessels, bones and cartilage helping with wound healing 	<ul style="list-style-type: none"> citrus fruit, such as oranges and orange juice peppers strawberries blackcurrants broccoli brussels sprouts potatoes 	<p>Deficiency - Scurvy, very rare symptoms include bleeding gums, wounds not healing properly, tiredness. Lack of vitamin C effects absorption of iron.</p> <p>Excess Taking large amounts (more than 1,000mg per day) of vitamin C can cause:</p> <ul style="list-style-type: none"> stomach pain diarrhoea Flatulence <p>Vitamin C is water soluble so excess can easily be excreted by the body.</p>
	B1 Thiamin Adults aged 19 to 64 need: 1mg men 0.8mg women	<ul style="list-style-type: none"> helps the body break down and release energy from food keep the nervous system healthy 	<ul style="list-style-type: none"> peas some fresh fruits (such as bananas and oranges) nuts wholegrain breads some fortified breakfast cereals liver 	<p>Deficiency - Beri-beri (disorder of the nervous system). Excess - body excretes it.</p>
	B2 Riboflavin Adults aged 19 to 64 need: 1.3mg men 1.1mg women	<ul style="list-style-type: none"> keep skin, eyes and the nervous system healthy release energy from food 	<ul style="list-style-type: none"> milk eggs fortified breakfast cereals mushrooms plain yoghurt <p>UV light can destroy riboflavin, so these foods should be kept out of direct sunlight.</p>	<p>Deficiency - Dry cracked skin around the mouth and nose. Excess - body excretes it.</p>
	B3 Niacin Adults aged 19 to 64 need: 16.5mg men 13.2mg women	<ul style="list-style-type: none"> release energy from food keep the nervous system and skin healthy 	<ul style="list-style-type: none"> meat fish wheat flour eggs <p>Niacin cannot be stored in the body, so you need it in your diet every day.</p>	<p>Deficiency - disease pellagra. Symptoms can include dermatitis, dementia and diarrhea. Excess - body excretes it.</p>
	B9 Folate Adults aged 19 to 64 need: 200mcg In pregnancy: 400mcg	<ul style="list-style-type: none"> form healthy red blood cells reduce the risk of birth defects called neural tube defects, such as spina bifida, in unborn babies 	<ul style="list-style-type: none"> broccoli Brussels sprouts leafy green vegetables, such as cabbage, kale, spring greens and spinach peas chickpeas and kidney beans liver (but avoid this during pregnancy) breakfast cereals fortified with folic acid 	<p>Deficiency - can lead to folate deficiency anaemia. Symptoms can include insomnia, depression and forgetfulness. Excess - Taking doses of folic acid higher than 1mg can mask the symptoms of vitamin B12 deficiency, which can eventually damage the nervous system if it's not spotted and treated. This is particularly a concern for older people because it becomes more difficult to absorb vitamin B12 as you get older.</p>
	B12 Cobalamin Adults aged 19 to 64 need: 1.5mcg	<ul style="list-style-type: none"> make red blood cells and keeping the nervous system healthy release energy from food use folate 	<ul style="list-style-type: none"> meat fish milk cheese eggs some fortified breakfast cereals 	<p>Deficiency - If you eat meat, fish or dairy foods, you should be able to get enough vitamin B12 from your diet. Vitamin B12 is not found naturally in foods such as fruit, vegetables and grains, vegans may not get enough of it. Excess - body excretes it.</p>

AC2.1.1 Nutrition: Describe functions of nutrients in the human body.

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Minerals

A vitamin that can dissolve in water. Vitamins are nutrients that the body needs in small amounts to stay healthy and work the way it should. Water-soluble vitamins are carried to the body's tissues but are not stored in the body.

MICRONUTRIENTS	Mineral	Needed For	Found In	Deficiency/Excess
	Iron	<p>Iron is important in making red blood cells, which carry oxygen around the body.</p> <ul style="list-style-type: none"> 8.7mg a day for men over 18 14.8mg a day for women aged 19 to 50 8.7mg a day for women over 50 	<ul style="list-style-type: none"> liver (but avoid during pregnancy) meat beans nuts dried fruit - such as dried apricots wholegrains - such as brown rice fortified breakfast cereals soybean flour most dark-green leafy vegetables - such as watercress and curly 	<p>Deficiency - Iron Deficiency Anaemia</p> <ul style="list-style-type: none"> tiredness and lack of energy shortness of breath noticeable heartbeats (heart palpitations) pale skin <p>Excess Side effects of taking high doses (over 20mg) of iron include constipation, feeling sick, vomiting, stomach pain. Very high doses of iron can be fatal, particularly if taken by children.</p>
	Calcium Adults aged 19 to 64 need: 700mg	<ul style="list-style-type: none"> helping build strong bones and teeth regulating muscle contractions, including heartbeat making sure blood clots normally 	<ul style="list-style-type: none"> milk, cheese and other dairy foods green leafy vegetables - such as broccoli, cabbage and okra, but not spinach soya beans tofu soya drinks with added calcium nuts bread and anything made with fortified flour fish where you eat the bones - such as sardines and pilchards 	<p>Deficiency A lack of calcium could lead to a condition called rickets in children and osteomalacia or osteoporosis in older adults.</p> <p>Excess Taking high doses of calcium (more than 1,500mg a day) could lead to stomach pain and diarrhea.</p>
	Sodium/Salt Riboflavin Adults aged 19 to 64 need: No more than 6g per day	<p>The human body requires a small amount of sodium to conduct nerve impulses, contract and relax muscles, and maintain the proper balance of water and minerals.</p> <p>Salt is also called sodium chloride. Sometimes, food labels only give the figure for sodium. There is a simple way to work out how much salt you are eating from the sodium figure: Salt = sodium x 2.5 Adults should eat no more than 2.4g of sodium per day, as this is equal to 6g of salt.</p> <p>Children aged:</p> <ul style="list-style-type: none"> 1-3yrs no more than 2g salt a day (0.8g sodium) 4-6yrs no more than 3g salt a day (1.2g sodium) 7-10yrs no more than 5g salt a day (2g sodium) 11+yrs no more than 6g salt a day (2.4g sodium) 	<ul style="list-style-type: none"> anchovies bacon cheese gravy granules ham olives pickles prawns salami salted and dry-roasted nuts salt fish smoked meat and fish soy sauce stock cubes yeast extract <p>Other high salt products:</p> <ul style="list-style-type: none"> bread products such as crumpets, bagels and ciabatta pasta sauces crisps pizza ready meals soup sandwiches sausages tomato ketchup, mayonnaise and other sauces breakfast cereals 	<p>Deficiency Hyponatremia is a condition that occurs when the sodium in your blood falls below the normal range. In severe cases, low sodium levels in the body can lead to muscle cramps, nausea, vomiting and dizziness. Eventually, lack of salt can lead to shock, coma and death.</p> <p>Excess Too much salt can raise your blood pressure, which puts you at increased risk of health problems such as heart disease and stroke. You don't have to add salt to food to be eating too much - 75% of the salt we eat is already in everyday foods such as bread, breakfast cereal and ready meals.</p>

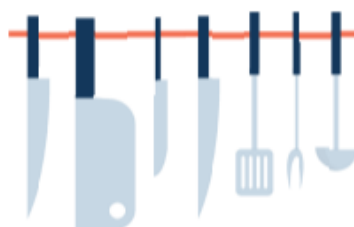
Level 1/2 Hospitality and Catering: Unit 1-1.1.3 - Working conditions in the hospitality and catering industry



Types of employment contracts and working hours

You need to know the following types of employment contracts and working hours.

- **Casual:** this type of contract could be provided through an agency and used to cover employees that are absent from work due to illness. There is no sick pay or holiday entitlement with this type of employment.
- **Full time (permanent):** working hours including start and finishing times are fixed and stated in this type of contract. A contract of this nature allows the employee to have sick pay and holiday entitlement.
- **Part-time (permanent):** working hours mean that the employee works on certain days of the week. Work times are stated in the contract, including the starting and finishing times that are fixed in this type of contract. The employee has sick pay and holiday entitlement in this type of contract.
- **Seasonal:** this type of contract is used when a business needs more staff due to busy times throughout the year, such as the Christmas period. The contract will state for the employee to work for a specific time frame only. Also, the contract would not expect further or regular work after the contract is complete.
- **Zero hours contract:** this type of contract is chosen between the employer and the employee. This means that the employee can sign an agreement to be available for work when the employer needs staff. No number of days or hours is stated in the contract and the employer doesn't require to ask the employee to work, and neither does the employee have to accept the work offered. No sick pay or holiday entitlement is offered for this type of contract.



Pay and benefits in the industry

The following pay and benefits are what you should be aware of in the industry.

- **A salary:** this type of pay is a fixed amount of money paid by the employer monthly, but is often shown as an annual sum on the contract.
- **Holiday entitlement:** employees are entitled to 28 days paid a year. Part-time contracts are entitled less depending to their contract hours.
- **Pension:** on retirement age, an employee qualifies for a pension contribution by the employer and the government.
- **Sickness pay:** money paid to the employee with certain contracts when they are unable to go to work due to illness.
- **Rates of pay:** national minimum wage should lawfully be offered to all employees over 18 years of age. This rate is per hour and is reviewed each year by the government.
- **Tips:** money given to an employee as a 'thank you' reward for good service from the customer.
- **Bonus and rewards:** given from an employer to the employee as a way of rewarding all the hard work shown from the employee throughout the year, and helping make the business a success. Also known as remuneration.

Working hours

The working hours directive in the UK states that employees on average cannot work more than 48 hours which is worked out over a period of 17 weeks. Employees can choose not to follow this and work more hours if they want to.

People under the age of 18 cannot work more than eight hours a day and 40 hours a week.

Employees that work six hours or more a day must have a break of 20 minutes, and have the right to have at least one day off every week.

Level 1/2 Hospitality and Catering: Unit 1-1.3.1 - Health and safety in hospitality and catering provisions



Control of Substances Hazardous to Health Regulations (COSHH) 2002

What employers need to do by law	What paid employees need to do
Control substances that are dangerous to health.	Attend all training sessions regarding COSHH.
Provide correct storage for those substances and appropriate training for staff.	Follow instructions carefully when using the substances.
Some examples of substances that are dangerous to health include cleaning products, gases, powders & dust, fumes, vapours of cleaning products and biological agents.	Know the different types of symbols used to know different types of substances and how they can harm users and others when used incorrectly.

Health and Safety at Work Act 1974 (HASAWA)

What employers need to do by law	What paid employees need to do
Protect the health, wellbeing and safety of employees, customers and others.	Take reasonable care of their own health and safety and the health and safety of others.
Review and assess the risks that could cause injuries.	Follow instructions from the employer and inform them of any faulty equipment.
Provide training for workers to deal with the risks.	Attend health and safety training sessions.
Inform staff of the risks in the workplace.	Not to misuse equipment.

Personal Protective Equipment at Work Regulations (PPER) 1992

What employers need to do by law	What paid employees need to do
Provide PPE e.g. masks, hats, glasses and protective clothes.	Attend training and wear PPE such as chef's jacket, protective footwear and gloves when using cleaning chemicals.
Provide signs to remind employees to wear PPE.	
Provide quality PPE and ensure that it is stored correctly.	

Report of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013

What employers need to do by law	What paid employees need to do
Inform the Health and Safety Executive (HSE) of any accidents, dangerous events, injuries or diseases that happen in the workplace.	Report any concerns of health and safety matters to the employer immediately. If nothing is resolved, then inform the HSE.
Keep a record of any injuries, dangerous events or diseases that happen in the workplace.	Record any injury in the accident report book.

Manual Handling Operations Regulations 1992

What employers need to do by law	What paid employees need to do
Provide training for staff.	Ask for help if needed.
Assess and review any lifting and carrying activities that cannot be avoided.	Squat with feet either side of the item. Keep back straight as you start to lift. Keep the item close to your body whilst walking. Make sure you can see where you're going.
Store heavy equipment on the floor or on low shelves.	
Provide lifting and carrying equipment where possible.	

Risks to health and security including the level of risk (low, medium, high) in relation to employers, employees, suppliers and customers

Review and assess level of risks in the workplace e.g. slips, trips, falls, burns etc by completing a risk assessment to avoid from happening.

Level 1/2 Hospitality and Catering: Unit 1: Contributing factors to the success of hospitality and catering provision (AC1.4)



Contributing factors

The hospitality and catering sector is very competitive, and many businesses fail in the first year of operation. There are many factors that must be managed carefully for hospitality and catering businesses to make a profit and continue to operate in the long term.

Basic costs

Labour: These costs include employee wages, National Insurance contributions and pension contributions.

Material: These costs include decoration, furnishings, kitchen and dining equipment, ingredients, printing and health and safety equipment.

Overheads: These costs include rent, rates, gas and electricity, insurance, licensing, training and maintenance.

Economy

The value of the pound (£) can affect the hospitality and catering sector. If the economy is good, people will be willing to spend more. If the economy is weak (recession), people may decide that eating out or going on holiday is a luxury and will spend less.

VAT (Value Added Tax) is added to the final cost of goods and services offered in the hospitality and catering sector. The money from VAT goes to the government to pay for services everyone uses for example the NHS.

Environmental impact

Running a hospitality or catering provision uses a lot of resources. Businesses are encouraged to **reduce**, **reuse**, and **recycle**. Energy efficient equipment such as low energy light bulbs can save a business money. Using local and seasonal ingredients reduces the amount of CO₂ released into the atmosphere during transport. All waste should be separated and recycled or composted when possible.

Profit

Gross Profit: The difference between how much a menu item costs to make and how much it sells for. Ingredient costs should not be more than 30% of the gross profit. If the ingredient cost for a chocolate brownie dessert is £1.50 and the menu price is £4.50, the gross profit is £3.00.

Gross Profit % = $(3.00 \div 4.50) \times 100 = 66.6\%$

Net Profit = What is left from the gross profit once all costs (as listed above) are covered.

New technology

New technologies have benefitted the sector in positive ways. These include:

- **cashless systems** such as contactless cards and mobile payment apps
- **digital systems** such as online booking/ordering and key cards
- **office software** such as stock ordering systems.

Media

The hospitality and catering sector is very competitive, so most businesses try to make good use of the media to advertise. Most businesses will have their own **website**, which customers can use to view menus and make bookings.

- **Print Media:** Ads in magazines and newspapers, flyers and money-off vouchers.
- **Broadcast media:** Television, radio and online ads.
- **Social media:** Customer feedback and reviews.

Consumers are increasingly using smartphones to book, order, pay and review.

Level 1/2 Hospitality and Catering: Unit 1-1.1.2 -

Types of employment roles and responsibilities within the industry



Types of employment roles and responsibilities within the industry

There are four main areas within the industry that you should know the roles and responsibilities within. They are listed below:



Front of house

- Front of house manager: oversees all staff at the restaurant, provides training, hiring of staff, and ensures good customer service.
- Head waiter: oversees the waiting staff of the restaurant in high-end eating establishments.
- Waiting staff: greets customers, shows them their table, takes food and drink orders from customers, and serves them their order. Makes sure customers' needs are met, and that the food order is made correctly.
- Concierge: advises and helps customers with trips and tourist attractions. Books taxis for customers and parks customer cars.
- Receptionist: takes bookings, deals with questions and complaints from customers, checks-in customers, takes payment, and provides room keys.
- Maître d'hôte: oversees the service of food and drinks to customers. They greet customers, check bookings, reservations, and supervise waiting staff.

Housekeeping

- Chambermaid: cleans guests' rooms when they leave, and restocks products that have been used, they also provide new bedding and towels.
- Cleaner: cleans hallways and the public areas of the establishment.
- Maintenance: repairs and maintains the establishment's machines and equipment, such as heating and air conditioning. These responsibilities could also include painting, flooring repair or electrical repair.
- Caretaker: carries out the day to day maintenance of the establishment.



Kitchen brigade

- Executive chef: in charge of the whole kitchen, developing menus and overlooking the rest of the staff.
- Sous-Chef: the deputy in the kitchen and is in charge when the executive chef isn't available.
- Chef de partie: in charge of a specific area in the kitchen.
- Commis chef: learning different skills in all areas of the kitchen. Helps every chef in the kitchen.
- Pastry chef: prepares all desserts, pastry dishes and bakes.
- Kitchen assistant: helps with the peeling, chopping, washing, cutting of ingredients, and helps washing dishes and stored correctly.
- Apprentice: an individual in training in the kitchen and helps a chef prepare and cook dishes.
- Kitchen porter/ plongeur: washes the dishes and other cleaning duties.

Management

- Food and beverage: responsible for the provision of food and drink in the establishment which will include breakfast, lunch, dinner, and conferences.
- Housekeeping: ensuring laundering of bed linen & towels, ordering of cleaning products and overseeing housekeeping staff duties.
- Marketing: promotes events and offers to increase custom at the establishment, and is responsible for the revenue of the business.



WEEK 2

Date 11/9/23 Topic Cornell Notes on the different sectors in the hospitality and catering industry

Questions	Notes

Summary

WEEK 2

Date 11th september

Describe what the different sectors are within the industry and give 2 examples for each (8 marks)

Answer:-

[illegible]

Review and improvement

Describe what the different sectors are within the industry and give 2 examples for each (8 marks)

Answer:-

Date 18th September

Write a timeplan for one of the dishes you have cooked so far. (P, M, D)

Review and improvement

Write a timeplan for one of the dishes you have cooked so far. (P, M, D)

Date 25/9/23 Topic Cornell Notes on the Eatwell guide

Questions	Notes

Summary

Date 25th September

Identify a composite dish and list where all of the sectors of the Eatwell guide appear (P, M, D)

Answer:-

[illegible]

Review and improvement

Identify a composite dish and list where all of the sectors of the Eatwell guide appear (P, M, D)

Answer:-

Date 2nd October

Describe the structure of protein, its functions and what can happen if you have an excess or a deficiency (4 marks)

Answer:-

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and extend across the width of the page. There are no margins, text, or other markings on the paper.

Review and improvement

Describe the structure of protein, its functions and what can happen if you have an excess or a deficiency (4 marks)

Answer:-

Date 9/10/23 Topic Cornell Notes on carbohydrates, vitamins and minerals

Questions	Notes

Summary

WEEK 6

Date 9th October

Describe the structure of fats, carbohydrates, vitamins and minerals, their functions and what can happen if you have an excess or a deficiency (8 marks)

Answer:-

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Review and improvement

Describe the structure of fats, carbohydrates, vitamins and minerals, their functions and what can happen if you have an excess or a deficiency (8 marks)

Answer:-

Date 16th October

Research a dish that is high in vitamins and write a timeplan for it (P, M, D)

Review and improvement

Research a dish that is high in vitamins and write a timeplan for it (P, M, D)

Date 30/10/23 Topic Cornell Notes on Roles and responsibilities within the industry.

Questions	Notes

Summary

WEEK 8

Date 30th Oct

Describe the role of a receptionist in a busy hotel (4 marks)

Answer:-

[illegible]

Review and improvement

Describe the role of a receptionist in a busy hotel (4 marks)

WEEK 9

Date 6th Nov

Write a timeplan for one of the dishes you have cooked so far. (P, M, D)

Answer:-

Time	Procedure	Special points

Review and improvement

Describe the role of a receptionist in a busy hotel (4 marks)

WEEK 10

Date 13/11/23 **Topic** Cornell Notes on working conditions within the industry

Questions	Notes

Summary

Date 13th Nov

Describe the different types of contract that can be offered to an employee, with an example of a job role for each (10 marks)

Answer:-

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Review and improvement

Describe the different types of contract that can be offered to an employee, with an example of a job role for each (10 marks)

WEEK 11

Date 20th Nov

Write a timeplan for one of the dishes you have cooked so far. (P, M, D)

Answer:-

Time	Procedure	Special points

Review and improvement

Describe the different types of contract that can be offered to an employee, with an example of a job role for each (10 marks)

WEEK 12

Date 27/11/23 **Topic** Cornell Notes on Health and Safety

Questions	Notes

Summary

Date 27th November

Produce a table for the 5 health and safety laws to include its name and one thing that the employer and the employee have to do (10 marks)

Answer:-

Review and improvement

Produce a table for the 5 health and safety laws to include its name and one thing that the employer and the employee have to do (10 marks)

WEEK 13

Date 4th Dec

Write a timeplan for one of the dishes you have cooked so far. (P, M, D)

Answer:-

Time	Procedure	Special points

Review and improvement

Write a timeplan for one of the dishes you have cooked so far. (P, M, D)

WEEK 14

Date 11/12/23 **Topic** Cornell Notes on watch the following clip and make notes
<https://www.youtube.com/watch?v=HIYHDNKOMYk>

Questions	Notes

Summary

WEEK 14

Date 11th Dec

Write a timeplan for the Vegetable cheesy frittata you watched in the clip

Answer:-

Time	Procedure	Special points

Review and improvement

Write a timeplan for the Vegetable cheesy frittata you watched in the clip

WEEK 15

Date 18th Dec

Write a timeplan for one of the dishes you have cooked so far. (P, M, D)

Answer:-

Time	Procedure	Special points

Review and improvement

Write a timeplan for one of the dishes you have cooked so far. (P, M, D)

Revision Page

[illegible]

Revision Page

[illegible]

Revision Page

[illegible]

Revision Card on Food and residential service

1. What is it called when a waiter serves the food at the table from a serving dish?
2. What is the service called where a large number of dishes are served at a wedding?
3. What is the type of service where the food is on a counter and customers can choose what they want?
4. Give 2 types of room you could find in a hotel?
5. What service would a 5 star hotel have?

Answers**Revision Card on Proteins**

1. What are proteins made of?
2. What are the 2 types and how many of each type are there?
3. What do HBV and LBV stand for?
4. What is the main function of protein?
5. What is a visible symptom of a deficiency of protein?

Answers**Revision Card on carbohydrates, vitamins and minerals**

1. Which mineral is needed for healthy red blood cells?
2. What is the function of carbohydrates?
3. Which mineral is needed for strong bones and teeth?
4. What is the function of Vitamin C?
5. Name three foods that are high in Vitamin D

Answers

Revision Card on Roles and responsibilities within the industry

1. Give one role of the hotel manager
2. Who is in charge of the kitchen?
3. Give one role of the sous chef
4. Give one role of a chambermaid
5. Give one role of marketing

Answers**Revision Card on working conditions**

1. Which type of contract would be best for the General manager of a busy hotel?
2. Which type of contract would be suitable for a single mother with school age children?
3. Which contract offers no fixed days and hours?
4. How many hours can a full time worker work per week?
5. What can be given to employees by customers to show their appreciation?

Answers**Revision Card on Health and Safety**

1. What does COSHH stand for?
2. Which act protects the health and safety of employees and customers?
3. Under RIDDOR where should any accidents be reported?
4. Which PPE does a chef wear in a kitchen to prevent burns?
5. Under the manual handling regulations, how should you lift a heavy box?

Answers

Revision Card on Timeplans

1. What are the 3 column headings in a timeplan?
2. When should the time be filled in?
3. What would a contingency be if you burnt the cake?
4. What is a hygiene point when cutting up chicken?
5. What is a health and safety point when using the oven?

Answers

