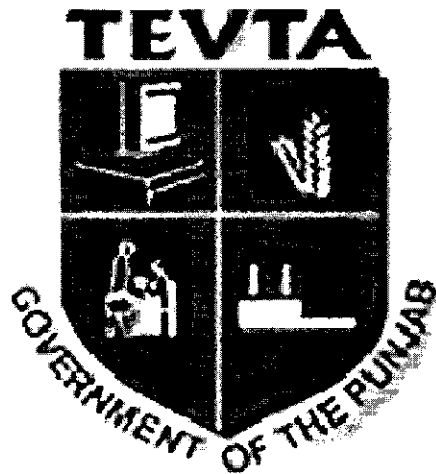


GOVERNMENT OF THE PUNJAB  
TECHNICAL EDUCATION & VOCATIONAL  
TRAINING AUTHORITY



CURRICULUM FOR  
**KITCHEN HELPER**

(3-Months Course)  
Revised April 2016

APPROVED

Date: 7-4-16

Sign: 

CURRICULUM SECTION  
**ACADEMICS DEPARTMENT**

96-H, GULBERG-II, LAHORE

Ph # 042-99263055-9, 99263064

[gm.acad@tevta.gop.pk](mailto:gm.acad@tevta.gop.pk), [manager.cur@tevta.gop.pk](mailto:manager.cur@tevta.gop.pk)

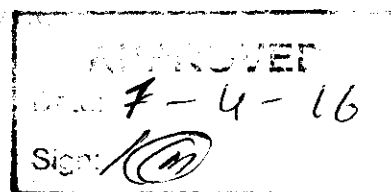
**TRAINING OBJECTIVES**

This course aims at imparting practical skills and theoretical knowledge for developing adequately trained Kitchen Helper to assist a cook with a view to satisfy the manpower requirement of this category in the kitchens of a Hotel, Restaurant, Banquet Hall or any other food production unit. One of the major objectives is to impart knowledge, which is required for preparation of high standard food.

At the end of the course a trainee will learn about kitchen layout and its organization, different recipes, cutting of vegetables, meats, fish etc required for cooking any dish, basic cooking knowledge, preparation of salads etc. He will also learn how to ensure personal conditions and working environment to be hygienic and clean.

**CURRICULUM SALIENTS**

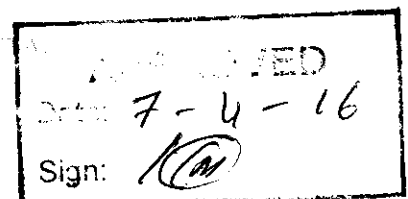
Entry Level	:	Middle (Male / Female)
Duration of course	:	3 - Months
Total training hours	:	400 Contact Hours
Training Methodology	:	Practical 80%
		Theory 20%
Medium of instructions	:	Urdu / English



## SKILL COMPETENCY DETAILS

On successful completion of this course, the trainee would be able to:

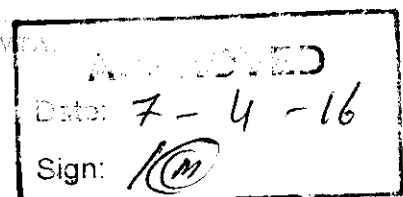
1. Apply food safety practices.
2. Demonstrate first aid and responding to emergencies.
3. Apply kitchen sanitation.
4. Produce safe food handling to avoid food from contamination.
5. Use kitchen tools and equipment.
6. Demonstrate skills for food preparations.
7. Relate the use of food temperatures and storage of food.
8. Apply health and safety practices.



## KNOWLEDGE PROFICIENCY DETAILS

On successful completion of this course, the trainee should be able to:


1. Define personal hygiene and grooming.
2. Identify safety practices and kitchen cleanliness.
3. Know the principles of preventive maintenance of equipment.
4. Recognize different kitchen sections.
5. Identify spices, herbs and different food ingredients.
6. Understand about salads, sauces and soups.
7. Know basic kitchen vocabulary.
8. Identify the ways to prevent infestation of pests.



**SCHEME OF STUDIES****Kitchen Helper  
(3-Months Course)**

S. No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Personal hygiene, appearance and grooming for food handlers	5	8	13
2.	Basic Hygiene	8	8	16
3.	Introduction to kitchen tools & equipments	6	4	10
4.	Kitchen organization	7	-	7
5.	Knowledge of food	6	4	10
6.	Basic skills for food preparations	6	33	39
7.	Food preparations	6	36	42
8.	Cooking techniques	8	36	44
9.	Food preservation & storage	8	22	30
10.	First aid and safety	4	6	10
11.	Pest control	4	7	11
12.	Practical cooking	-	108	108
13.	I.T Fundamentals	4	16	20
14.	Functional English	15	25	40
<b>Total Hours</b>		<b>87</b>	<b>313</b>	<b>400</b>


Checked by: \_\_\_\_\_  
 Approved by: \_\_\_\_\_  
 Date: \_\_\_\_\_  
 Received Date: 2015

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 DATE 7-4-16  
 Sign: 


**DETAIL OF COURSE CONTENTS**

**Kitchen Helper  
(3-Months Course)**


Sr. No.	Subject main Topic	Theory Hours	Practical Hours
1.	<b>Personal hygiene, appearance and grooming for food handlers</b> 1.1 Importance of personal hygiene & grooming 1.2 Effective hand washing 1.3 Parts of human body that harbor germs 1.4 Cuts , boils & septic spots 1.5 Recognition of problems caused by personal habits in the kitchen e.g. smoking, jewelry, perfumes etc 1.6 Kitchen uniform, importance of protective clothing, maintaining good standards of personal hygiene 1.7 Reporting illness	5	8
2.	<b>Basic Hygiene</b> 2.1 Food hygiene 2.2 Potentially hazardous food 2.3 Out breaks of food born illness (food infection food poisoning) 2.4 Controlling food poisoning 2.5 Food contamination & cross contamination 2.6 Food cooking & holding temperatures 2.7 Temperature danger zone	8	8
3.	<b>Introduction to kitchen tools &amp; equipments</b> 3.1 tools /utensils 3.2 Types of knives 3.3 Heavy equipments 3.4 Cleaning & maintenance of tools & equipments 3.5 Safety rules handling tools & equipment	6	4
4.	<b>Kitchen organization</b> 4.1 Kitchen staff 4.2 Kitchen sections	7	-

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	4.3 Food stations and cooks duties		
<b>5.</b>	<b>Knowledge of food</b> 5.1 Spices, herbs, fresh & canned fruits and vegetables. 5.2 Different cuisines e.g Thai, Chinese, Lebanese etc. 5.3 Lentils, poultry, meat and fish. 5.4 Basic English, Urdu, Kitchen terminology.	6	4
<b>6.</b>	<b>Basic skills for food preparations</b> 6.1 Use of cutting boards 6.2 Knife essentials 6.3 How to carve 6.4 De-boning a chicken 6.5 How to clean & fillet a fish 6.6 How to chop, slice, dice & shred 6.7 Trimming, peeling, coring, pitting 6.8 Basic cuts of vegetables 6.9 Portioning cuts 6.10 Meat grinding procedure 6.11 Grating food 6.12 Washing, rinsing & blanching 6.13 Measuring & conversions 6.14 Mixing food 6.14.1 Stirring 6.14.2 Whisking 6.14.3 Whipping 6.14.4 Beating 6.14.5 Folding 6.14.6 Blending	6	33
<b>7.</b>	<b>Food preparations</b> 7.1 Emulsions 7.2 Salad dressings 7.3 Salads	6	36

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	7.4 Marinades, spiced vinegars, brines & seasoning 7.5 Mother sauces 7.6 Stocks and Soups		
8.	<b>Cooking techniques</b> 8.1 Handling & storage of eggs 8.2 Checking freshness of eggs Preparation of 8.2.1 Boiled eggs 8.2.2 Poached eggs 8.2.3 Fried eggs 8.2.4 Omelets 8.2.5 Scrambled eggs 8.3 Grilling & broiling method 8.4 Roasting method 8.5 Sautéing method 8.6 Stir frying method 8.7 Deep frying method 8.8 Braising & stewing method 8.9 Steaming method 8.10 Poaching, simmering & double boiling, par boiling 8.11 Cooking instruction for various grains 8.12 Degree of doneness in meat, poultry & fish	8	36
9.	<b>Food preservation &amp; storage</b> 9.1 Food spoilage 9.2 Food preservation 9.3 Storage principles 9.4 Types of storage 9.5 Chilling, dry storage & freezing 9.6 Sanitary features 9.7 Operating practices 9.8 Handling storage of specific items 9.9 Cooked & partially cooked food	8	22

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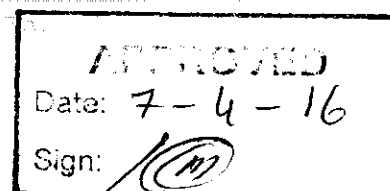
	9.10 Meat 9.11 Poultry & eggs 9.12 Seafood 9.13 Dairy products 9.14 Fruits & vegetables 9.15 Stock, label & rotate giddiness		
<b>10.</b>	<b>First aid and safety</b> 10.1 The cause of accidents (human hazards & environmental hazards) 10.2 Preventing cuts & lacerations 10.3 Preventing burns 10.4 Preventing falls & other common injuries 10.5 Fire safety 10.6 First aid in emergencies (choking & heart attack) 10.7 Procedure for bomb scares 10.8 Safe lifting & carrying techniques	<b>4</b>	<b>6</b>
<b>11.</b>	<b>Pest control</b> 11.1 Kinds of cockroaches 11.2 Detecting & preventing cockroaches & flies infestation 11.3 Methods of killing cockroaches & flies & other insect pests 11.4 Signs of rats & mites infestation 11.5 Preventing & controlling rodents 11.6 Birds 11.7 Pesticides 11.8 Use of pesticides 11.9 Precautions in use of pesticides 11.10 Precautions in storage & disposal of pesticides	-	<b>7</b>
<b>12.</b>	<b>Practical cooking</b>	-	<b>108</b>
<b>Total</b>		<b>68</b>	<b>272</b>

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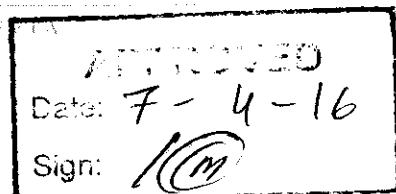
**LIST OF PRACTICALS**

1. Use of cutting boards
2. Carving of fruits and vegetables
3. De-boning a chicken
4. Filleting of fish
5. Chopping, slicing, dicing, shredding, Trimming, peeling, coring, pitting
6. Portioning cuts
7. Meat grinding
8. Washing, rinsing & blanching
9. Measuring & conversions
10. Salad dressings
11. Marinades, spiced vinegars, brines & seasoning
12. Mother sauces
13. Stocks and Soups
14. Checking freshness of eggs
15. Preparation of Boiled eggs, Poached eggs, Fried eggs, Omelets and Scrambled eggs
16. Grilling & broiling method
17. Sautéing method
18. Stir frying method
19. Deep frying method
20. Braising & stewing method
21. Steaming method
22. Poaching, simmering & double boiling, par boiling
23. Degree of doneness in meat, poultry & fish



**SCHEME OF STUDIES****I.T Fundamentals**

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction to Computers	1	4	5
2.	Typing - Microsoft Word	2	6	8
3.	Internet & Electronic Mail	1	6	7
<b>Total</b>		<b>04</b>	<b>16</b>	<b>20</b>




**DETAIL OF COURSE CONTENTS**  
**I.T Fundamentals**

S. No	Detail of Topics	Theory Hours	Practical Hours
1	<p><b>Introduction to Computers</b></p> <p>1.1 What is a computer- Definition, functions and general features?</p> <p>1.2 What is Hardware –            1.2.1 Computer parts and units                1.2.1.1 Input Unit - Keyboard, Mouse etc.                1.2.1.2 Central Processing Unit                1.2.1.3 Output Unit</p> <p>1.3 What is Software –            1.3.1 Electronic Parts of a Pc it is                1.3.1.1 Software and Its types                1.3.1.2 System Software, Application Software</p> <p>1.4 Working with windows Operating System            1.4.1 How does windows desktops work?</p> <p>1.5 What are the Icons, Shortcuts and other graphic,            1.5.1 How to see computer contents on different drives etc</p>	1	4
2	<p><b>Typing and Word processing (MS Word)</b></p> <p>2.1 Proper way of typing correct and speedy - getting familiar with the keys</p> <p>2.2 Where to type in computer? How to save a file? How to get it back? Where to find your saved work?</p> <p>2.3 How to get it printed?</p>	2	6
3	<p><b>Emailing and Internet Surfing</b></p> <p>3.1 How to go to Internet, what is required for an internet connection etc.</p> <p>3.2 How to use email? How to search on web? Etc</p> <p>3.3 How to make new email account, login and logout an email account etc.?</p>	1	6
<b>Total</b>		<b>04</b>	<b>16</b>

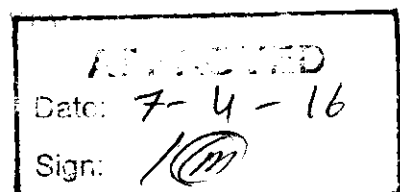
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**LIST OF PRACTICALS**  
**I.T Fundamentals**

S. No.	Name of Practical
1.	Turn On/Off and setting of power supply
2.	Accessing The Desktop
3.	Using of Icons and Shortcuts
4.	Setting / customizing the desktop
5.	Viewing the contents of computer – Directory
6.	Copying, Deleting and Moving Files in a folder
7.	Working with different Applications
8.	Opening MS Word for typing
9.	First lesson of Typing A S D F
10.	Second Lesson of typing J K L ;
11.	Third Lesson U I O P
12.	Fourth Lesson R E W Q
13.	Fifth Lesson N M , .
14.	Sixth Lesson V C X Z
15.	Seventh Lesson All letter using R index Finger
16.	Eighth Lesson All letter using L index Finger
17.	Formatting in MS Word Bold, Italic etc.
18.	Using Internet
19.	Opening Email, making new account
20.	Sending Receiving Emails




**SCHEME OF STUDIES**  
**Functional English**

S.No	Main Topics	Theory Hours	Practical Hours	Total Hours
1.	Introduction of English Sentence Structure	2	3	5
2.	Use of present indefinite tense	2	3	5
3.	Use of 'is' 'are' 'am' questions and negatives	2	3	5
4.	Ask questions	2	3	5
5.	Express daily routines	2	3	5
6.	Know how to address people	1	2	3
7.	Provide written feedback	1	2	3
8.	Dialogues	1	2	3
9.	Understand vocabulary	1	2	3
10.	Application/C.V.	1	2	3
<b>Total</b>		<b>15</b>	<b>25</b>	<b>40</b>

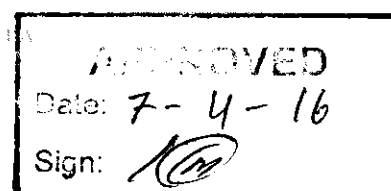
**DETAIL OF COURSE CONTENTS**  
**Functional English**

S. No	Detail of Topics	Theory Hours	Practical Hours
1	Introduction of English sentence structure	2	3
2	Use of present indefinite tense with exercises	2	3
3	Use of 'is' 'are' 'am' questions and negatives	2	3
4	<b>4.1 Ask questions</b> 4.1.1 At work place 4.1.2 In the market 4.1.3 In classroom	2	3
5	<b>1.1 Express daily routines</b> 1.1.1 Before going to college 1.1.2 Dealing with colleagues 1.1.3 Going to market	2	3
6	<b>1.2 Know how to address people</b> 1.2.1 In Meetings 1.2.2 In class	1	2
7	<b>1.3 Provide written feedback</b> 1.3.1 After visiting the market 1.3.2 On some official task	1	2
8	<b>1.4 Dialogues</b> 1.4.1 With colleague 1.4.2 Teacher/student 1.4.3 Employer/employee 1.4.4 Booking on railway station	1	2
9	Understand vocabulary	1	2
10	Application / C.V.	1	2
<b>Total</b>		<b>15</b>	<b>25</b>

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**LIST OF PRACTICALS**  
Functional English

S. No.	Practical
1.	Group discussion
2.	Interviews
3.	Role play






**LIST OF LABS**

**Kitchen Helper**

- Kitchen

**I.T Fundamentals**

- Computer Lab

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**LIST OF TOOLS AND EQUIPMENT**

(FOR CLASS OF 25-STUDENTS)

<b>Name of Trade</b>	<b>Kitchen Helper</b>
<b>Duration of Course</b>	<b>3-Months</b>


<b>S. No</b>	<b>Tools / Equipments</b>	<b>Quantity</b>
1.	Mops & buckets (imported)	6
2.	Mops & Buckets (Local)	6
3.	Squeezer (Local)	6
4.	Brooms (Local)	6
5.	Wash cloths, dusters (Local)	6
6.	Scrubbing pads (Metal, plastic etc)	6
7.	Abrasive pads	6
8.	Cleaning powder for floor (Local)	-
9.	Cleaning powder for pots / pans (Local)	-
10.	Cleaning powder for manual dish washing (Local)	-
11.	Cleaning powder for floor (imported)	-
12.	Cleaning powder for manual dishwashing (imported)	-
13.	Cleaning powder for sanitation (imported)	-
	<b><u>Cleaning Machines</u></b>	
1.	Steam cleaners	1
2.	Floor cleaners	1
3.	Dish washer	1
	<b><u>Kitchen Equipment</u></b>	
1.	Oven with top burner.	1
2.	Griddle	1
3.	Grill	1
4.	Deep fat fryer	1
5.	Minced Machine Electric (Local)	1
6.	French fries cutter (Manual & local)	1
7.	Karahi	2

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8.	Blender electric	2
9.	Chopper electric	1
10.	Various pots and pans and frying pans with cooking spoons	-
11.	Cutting board	25
12.	Various knives and choppers.	-
13.	Various whisks bowls, strainers etc.	-
<b><u>Storing Food</u></b>		
1.	Refrigerator / freezer	1
<b><u>Beverages</u></b>		
1.	Juice extractor (Manual)	1

**COMPUTER LAB**


S. No.	Tools / Equipment	Quantity
1.	Desktop computer (Specifications as per notification issued by MIS Section, TEVTA)	26 (1 for each student & 1 for the teacher)
2.	Printer (Laser)	01
3.	Scanner	01
4.	Internet Connection (At least 1 MB speed)	01
5.	UPS 10 KVA	01
6.	Air Conditioner 1 ½ Ton	02
7.	Multimedia Projector	01

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**LIST OF CONSUMABLE MATERIAL**


<b>Name of Trade</b>	<b>Kitchen Helper</b>
<b>Duration of Course</b>	<b>3-Months</b>

<b>S. No.</b>	<b>Item</b>	<b>Quantity</b>
1	Cooking Oil	50 Litre
2	Rice (Sella super Basmati)	20 Kg
3	Red chili powder	1Kg
4	Coriander powder	2 Kg
5	Turmeric powder	2 Kg
6	Cumin	1 Kg
7	Caraway	1 Kg
8	Red chili crushed	1 Kg
9	Cardamom black	250 Grams
10	Cardamom green	250 Grams
11	Cloves	500 Grams
12	Black pepper whole	1 Kg
13	Cinnamon	100 Grams
14	Corn flour	5 Kg
15	Salt	5 Kg
16	Chicken powder	1 Kg
17	Tomato ketch up	8 Kg
18	Red chili sauce	5 Liter
19	Vinegar white	5 Liter
20	Green chili sauce	5 Liter
21	Soya sauce	5 Liter
22	Daal chana	3 Kg
23	Dal mash	3 Kg
24	Dal mong	3 Kg
25	Masar salam	1 Kg
26	Pineapple tin	5 Nos
27	Almond American	1 Kg
28	Eggs	6 Dozen
29	Beef	10 Kg
30	Mutton	5 Kg
31	Chicken (Boneless, whole, with or without skin)	10 Kg
32	Fish	5 Kg
33	Prawns	2 Kg
34	Vegetables (Seasonal)	20 Kg
35	Onion	30 Kg
36	Garlic	5 Kg
37	Baking powder	1 Kg
38	Chicken cubes	2 Dozen

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39	Colors (Red, yellow, green, orange Food grade)	100 Gram
40	Flavors (Mango, orange, pineapple)	500 mL each
41	Coconut powder	1 Kg
42	Mono Sodium Glutamate	500 Grams
43	Butter	10 Kg
44	Detergents	5Kg
45	Sanitizers	5 Litre
46	Sponge and Wire Sponge	6 Dozen
47	Dusters (Cotton)	12 Dozen
48	Gloves (Disposable)	6 Packs (100 per Pack)
49	Sugar	5 Kg
50	Flour	10 Kg
51	Fennel (Sounf)	1 Kg
52	Poppy seeds (Khaskhas)	1 Kg
53	Soda sweet	1 Kg
54	Chilli garlic sauce	5 Kg
55	Kachri powder	1 Kg
56	Spaghetti	12 Packs
57	Elbow macaroni	6 Packs
58	Sweet corn	6 Tin
59	Mushrooms	6 Tin
60	Fruit cocktail	6 Tin
61	Vermicelli	6 Packets
62	Rice broken	8 Kg
63	Imli (Tamarind)	6 Kg
64	Feenugreek (Qasoori)	6 Packs
65	Tomatoes	20 Kg
66	Yoghurt	40 Kg
67	Milk	20 Liters
68	Potatoes	20 Kg
69	Jelly	12 Packs
70	Raisins	2 Kg
71	Dates (Chohare)	2 Kg
72	Preserve (Ashrafi red and green)	6 Kg
73	Nutmeg (Jafal)	500 Grams
74	Mace (Javatri)	500 Grams
75	Basin	10 Kg
76	Grams (Black)	2 Kg
77	Mayonnaise	6 Kg
78	Sesame seeds	2 Kg
79	Ajwain	1 Kg
80	Red chili whole	2 Kg
81	Oyester sauce	2 Bottle
82	Gram (White)	3 Kg
83	Porriadge	4 Kg
84	Milk cream	12 packets
85	Custard powder	12 Packs

Approved by the Academic Department, T.Y.B.A.  
 For September 2015

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**Functional English**

S. No.	Item	Quantity
1.	Stationery	As per requirement
2.	Board Markers	As per requirement

**I.T Fundamentals**

S. No.	Item	Quantity
1.	Printing Paper	As per requirement
2.	Printer Toner	As per requirement

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**MINIMUM QUALIFICATION OF INSTRUCTOR**

➤ DAE in Food Technology

OR

➤ B.Sc. (Home Economics)

OR


➤ A certified cook

**Functional English**

➤ M.A. (English)

**I.T Fundamentals**

➤ DAE CIT/ BCS from HEC recognized university

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Date 7-4-16  
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**EMPLOYABILITY OF GRADUATES**

On successful completion of this course, trainee can find employment in following sectors/areas:

1. As a cook helper in hotels, restaurants or any other food service organization.
2. Catering industry
3. Prepare food for non-commercial and commercial operations.

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Date: 7-4-16  
Sign: /@



**REFERENCE BOOKS**

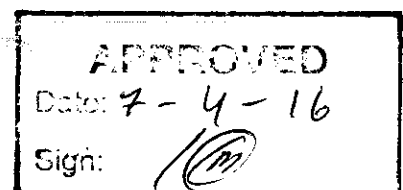
1. Food Hygiene, Health and Safety by *J. Audrey Stretch HA Southgate*
2. Professional Cookery the Process by *Dainiel R Stevenson*
3. Exploring Professional Cooking by *Marry Prey Ray & Evelyn Jones Lewis*
4. The Art & Science of Culinary Preparations by *Jerald W. Chesses CEC, CCE*
5. The Indian kitchen by *Monisha Bharadwaj*
6. Microorganisms in foods by *ICMSE*
7. Applied Food Service Sanitation 3<sup>rd</sup> Edition by *John Wiley Sons*

**Functional English**

1. High School English Grammar By *Wren & Martin*
2. Oxford English Grammar


**I.T Fundamentals**

1. Introduction to Computer by *Peter Norton*
2. 2007 Microsoft® Office System Step by Step by *Joyce Cox, Steve Lambert and Curtis Frye*
3. Internet and E-mail with Windows 7 by *Studio Visual Steps*



**LIST OF TRADE RELATED JARGON**

- First Aid
- Sanitation
- Utensil
- Cooker
- Knife
- Culinary
- Mince
- Chop
- Garnish
- Household
- Laundry
- Garbage
- Cleanliness
- Hazard
- Decorate
- Maintenance
- Bouquet Garni

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Date: 7-4-16  
Sign: 

**Curriculum Revision Committee**

- 1 Muhammad Mukhtar** **Convener**  
Chief Instructor  
HOD, Food Department  
GCT, Samanabad  
Faisalabad
- 2 Muhammad Umar Farooq** **Member**  
Lecturer (Hotel & Management)  
GTTI Gulberg, Lahore
- 3 Muhammad Ajmal,** **Member**  
Instructor (HOD) Food Technology,  
GCT Sahiwal

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