

## Skills for Success Curriculum Resource Cover Page

### Organization

College Sector Committee for Adult Upgrading (CSC)

### Curriculum Resource

#### ***Food Services Project***

This module is the fifth in a five-part series. Learners should complete the four food services modules associated with this project before starting it. The project tasks consolidates the basic kitchen math and science learned in the food services modules and provides students the opportunity to apply and present what they have learned by completing modules one through four.

### OALCF Alignment

Competency	Task Group	Level
Competency A - Find and Use Information	A1. Read continuous text	2
Competency B - Communicate Ideas and Information	B1. Interact with others	2
Competency B - Communicate Ideas and Information	B2. Write continuous text	2
Competency B - Communicate Ideas and Information	B3. Complete and create documents	2
Competency C - Understand and Use Numbers	C1. Manage money	2
Competency C - Understand and Use Numbers	C3. Use measures	3
Competency D - Use Digital Technology	N/A	3

**Goal Paths (check all that apply)**

- Employment
- Apprenticeship
- Secondary School Credit
- Postsecondary
- Independence

**Embedded Skills for Success (check all that apply)**

- Adaptability
- Collaboration
- Communication
- Creativity and innovation
- Digital
- Numeracy
- Problem Solving
- Reading
- Writing

**Notes:**

This resource can be used in a teacher-led or self-directed format.  
Note that fonts used in the equation editor differ from the rest of the text  
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## Introduction

This project is the final resource in a five-part series pertaining to the basic theory used in the kitchens of food service establishments, such as restaurants, cafeterias, and food trucks. The previous modules focused on the basic mathematics and science relevant to kitchens. Learners should complete modules one through four before doing this project.

The project consists of four subtasks.

- In subtask 1, students will find a recipe to scale and cost.
- In sub task 2, students will scale the recipe.
- In subtask 3, students will cost the recipe.
- In subtask 4, students will present their work to their instructor (and/or to classmates) using presentation software.

To be successful overall in this project, learners must have a successful outcome on subtask one **and** successful outcomes on any two of the other three subtasks. Thus, successful outcomes on three of the four subtasks are required for a successful outcome on this project.

## Instructor Notes

- If at any time a learner encounters difficulties with the content of this resource, the instructor can provide assistance.
- Instructors can provide learners with additional support (if needed) with the use of presentation software, e.g. Microsoft PowerPoint.
- Subtask 3 requires students to visit a grocer in their community to determine the cost of individual recipe ingredients for the recipe they choose in subtask 1.
- Alternatively, students who are not interested in visiting their local grocer can instead find the prices for individual recipe ingredients online; this search can be done in a piecemeal way if one website does not provide the retail cost of all the ingredients in the recipe.



## Subtask 1 – Find a Recipe

Carefully read the instructions on this page to complete subtask 1.

For this task you need to find a recipe to use for scaling and costing in subtasks 2 and 3. You can select a recipe online or in a book. Alternatively, the recipe can be a family recipe or a recipe you created yourself.

Be aware; the recipe you decide to use must provide the **number of servings and portion size**. If the recipe does not readily provide this information and you cannot calculate the number of servings and portion size from the information provided, please find another recipe to use instead.

It is important to find an appropriate recipe because this project relies on a recipe that can be scaled and costed. A recipe suitable for scaling and costing includes the following:

- an ingredient list;
- ingredient quantities; and
- a familiar measurement system.

Ingredient measurements can be in either Metric (e.g., grams, millilitres, etc.), U.S. Customary (e.g., ounces, tablespoons, etc.), or both. Please do not choose a recipe with Imperial measurements unless you're confident that you can convert the measurements to metric units.

Follow the checklist below to ensure you completed all the requirements for this subtask. If your instructor determines that the recipe is not suitable after scoring your work on this subtask, please search until you find a suitable recipe. You are required to achieve 100% on this subtask to proceed to the next one.

### Find a Recipe Checklist

I have...	Yes	No
found or created a recipe for this project.	<input type="checkbox"/>	<input type="checkbox"/>
found or created a recipe that includes the number of servings and portion size.	<input type="checkbox"/>	<input type="checkbox"/>
found or created a recipe that I believe can be scaled and costed, so I can successfully complete the remainder of the project tasks	<input type="checkbox"/>	<input type="checkbox"/>



**Subtask 1 – Scoring Instructions**

Learner Name: \_\_\_\_\_ Date: \_\_\_\_\_

<b>Evaluation Criteria</b>	<b>Yes</b>	<b>No</b>
Finds or creates a recipe to complete the culminating task	<input type="checkbox"/>	<input type="checkbox"/>
Finds or creates a recipe that includes the number of servings and portion size	<input type="checkbox"/>	<input type="checkbox"/>
Finds or creates a recipe that can be scaled and costed	<input type="checkbox"/>	<input type="checkbox"/>

**Outcome:**

Each checkmark in the “Yes” column receives one mark.

Success = 3/3

Total: /3	Successful: Y N
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## Subtask 2 – Scale the Recipe

*Carefully read the instructions on this page to complete subtask 2.*

In this subtask, you'll scale the recipe that you chose in subtask 1. The recipe must be scaled in Excel. Refer to Module 2, *Recipe Scaling for Food Services* to review this procedure.

To complete this subtask, you'll create a scaling table in and program all your calculations into Excel.

To scale the recipe, **double the original number of servings (x2)** and **halve the original portion size (0.5)**.

Follow the format found in the second module of this series to complete the subtask. Also, follow the checklist on the next page to ensure you complete all the requirements for this subtask.



**Subtask 2 – Scale the Recipe Checklist**

<b>I have...</b>	<b>Yes</b>	<b>No</b>
created and named an Excel file to scale a recipe and saved the file in a location where I can easily access it.	<input type="checkbox"/>	<input type="checkbox"/>
set the font size and font to 12-point Arial in my Excel spreadsheet.	<input type="checkbox"/>	<input type="checkbox"/>
created a bolded and wrapped recipe title in cell A1.	<input type="checkbox"/>	<input type="checkbox"/>
entered the titles for the Original Number of Servings and Original Portion Size (including measurement unit) into cells A3 and A4, respectively.	<input type="checkbox"/>	<input type="checkbox"/>
entered the numeric quantity for the original number of servings and the original portion size into cells B3 and B4, respectively.	<input type="checkbox"/>	<input type="checkbox"/>
entered the title for the Old Total Yield (including measurement unit) into cell A5 and programmed Excel to calculate this yield in cell B5.	<input type="checkbox"/>	<input type="checkbox"/>
entered the titles for the Desired Number of Servings and Desired Portion Size (including measurement unit) into cells A7 and A8, respectively.	<input type="checkbox"/>	<input type="checkbox"/>
entered the numeric quantity for the desired number of servings (double the number of original servings) and the desired portion size (halve the original portion size) into cells B7 and B8, respectively.	<input type="checkbox"/>	<input type="checkbox"/>
entered the title for the New Total Yield (including measurement unit) into cell A9 and programmed Excel to calculate this yield in cell B9.	<input type="checkbox"/>	<input type="checkbox"/>
entered the title for the Conversion Factor into cell A11 and programmed Excel to calculate the conversion factor to two decimal places in cell B11.	<input type="checkbox"/>	<input type="checkbox"/>
resized column A to ensure the recipe title and variable titles fit into column A.	<input type="checkbox"/>	<input type="checkbox"/>
entered the column titles, Ingredients, Old Quantity of Each Ingredient, Old Quantity of Each Ingredient in Metric, Conversion Factor, and New Quantity of Each Ingredient into cells A13 to E13, respectively.	<input type="checkbox"/>	<input type="checkbox"/>
bolded, wrapped, and centered the column titles as well as resized the columns to ensure the column titles fit nicely into their respective cells.	<input type="checkbox"/>	<input type="checkbox"/>
entered the recipe ingredients into column A, beginning in cell A14, and wrapped the text.	<input type="checkbox"/>	<input type="checkbox"/>
entered the old quantity of each ingredient into column B, beginning with cell B14.	<input type="checkbox"/>	<input type="checkbox"/>



included the measurement units and set the decimal places for the old quantities of each ingredient to 2 decimal places.	<input type="checkbox"/>	<input type="checkbox"/>
programmed Excel to convert each of the old ingredient quantities to metric measurements in column C if necessary, beginning in cell C14.	<input type="checkbox"/>	<input type="checkbox"/>
included the metric unit and set the decimal places for the old quantities of each ingredient in metric to 2 decimal places.	<input type="checkbox"/>	<input type="checkbox"/>
equated old ingredient quantities already in metric units with their respective C cells under the Old Quantity of Each Ingredient in Metric column title (see step 6b in Module 2).	<input type="checkbox"/>	<input type="checkbox"/>
entered the conversion factor into each cell in column D that is adjacent to an ingredient quantity, beginning in cell D14, and used an absolute value reference and the fill handle to do so.	<input type="checkbox"/>	<input type="checkbox"/>
calculated the new quantity of each ingredient and used the fill handle, beginning in cell E14.	<input type="checkbox"/>	<input type="checkbox"/>
included the metric measurement units for the new quantity of each ingredient and rounded weights to two decimal places, items without units to one decimal place, and volumes to two decimal places and one decimal place for liter and milliliter, respectively.	<input type="checkbox"/>	<input type="checkbox"/>
attached and emailed the Excel file of the scaled recipe to my educator for review.	<input type="checkbox"/>	<input type="checkbox"/>

**Subtask 2 – Scoring Instructions**

Learner Name: \_\_\_\_\_

Date: \_\_\_\_\_

Yes = 1 mark

Partly – ½ mark

<b>Evaluation Criteria</b>	<b>Yes</b>	<b>Partly</b>	<b>No</b>
Creates and names an Excel file to scale a recipe and saves the file in a location where they can easily access it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets the font size and font to 12-point Arial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creates a bolded recipe title in cell A1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the titles for the Original Number of Servings and Original Portion Size (including measurement unit) into cells A3 and A4, respectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the numeric quantity for the original number of servings and the original portion size into cells B3 and B4, respectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the title for the Old Total Yield (including measurement unit) into cell A5 and programs Excel to calculate this yield in cell B5	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the titles for the Desired Number of Servings and Desired Portion Size (including measurement unit) into cells A7 and A8, respectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the numeric quantity for the desired number of servings (double the number of original servings) and the desired portion size (halve the original portion size) into cells B7 and B8, respectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the title for the New Total Yield (including measurement unit) into cell A9 and programs Excel to calculate this yield in cell B9	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the title for the Conversion Factor into cell A11 and programs Excel to calculate the conversion factor to two decimal places in cell B11	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Resizes column A to ensure the recipe title and variable titles fit into column A	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the column titles: Ingredients, Old Quantity of Each Ingredient, Old Quantity of Each Ingredient in Metric, Conversion Factor, and New Quantity of Each Ingredient into cells A13 to E13, respectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Bolds, wraps, and centers the column titles as well as resizes the columns to ensure the column titles fit nicely into their respective cells	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enters the recipe ingredients into column A, beginning in cell A14, wraps the text	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the old quantity of each ingredient into column B, beginning with cell B14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes the measurement units and sets the decimal places for the old quantities of each ingredient to 2 decimal places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs Excel to convert each of the old ingredient quantities to metric measurements in column C if necessary, beginning in cell C14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes the metric unit and sets the decimal places for the old quantities of each ingredient in metric to 2 decimal places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equates old ingredient quantities already in metric with their respective C cells under the Old Quantity of Each Ingredient in Metric column title (see step 6b in Module 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the conversion factor into each cell in column D that is adjacent to an ingredient quantity, beginning in cell D14, and uses an absolute value reference and the fill handle to do so	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs Excel to calculate the new quantity of each ingredient and uses the fill handle, beginning in cell E14	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes the metric measurement units for the new quantity of each ingredient and rounds weights to two decimal places, items without units to one decimal place, and volumes to two decimal places and one decimal place for liter and milliliter, respectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attaches and emails the Excel file of the scaled recipe to educator for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Outcome:**

Each checkmark in the “Yes” column receives one mark. Each checkmark in the “Partly” column receives a half mark.

Success = at least 16/23

Total: /23	Successful: Y N
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### Subtask 3 – Cost the Recipe

*Carefully read the instructions on this page and the next page to complete subtask 3.*

In this subtask, you will cost the **original recipe** that you chose in subtask 1, not the scaled recipe in subtask 2. The recipe must be costed in Excel.

You will also calculate the menu price at a **30% food cost percentage**. Refer to Module 3, *Basic Recipe Costing and Food Cost Percentage Pricing for Food Services* to review this procedure.

To cost the recipe, you are first required to find the individual ingredient cost for each ingredient in the recipe. For this subtask, you'll be costing the recipe with retail sales prices, not wholesale.

Ingredient costs can be found by either visiting a local grocer and searching the aisles or searching online. If you choose to visit your local grocer, don't forget to record the quantity of the ingredient along with the price. For example, a 340g bag of chocolate chips costs \$4.29 (see Figure 1 and note the weight printed on the bag).

#### Figure 1.

*Bag of Chocolate Chips*



You are not required to purchase anything for this subtask, nor should you concern yourself with sales taxes.

To complete this subtask, you will create a costing table and program all your calculations into Excel. If any ingredient quantities are not in metric units of measurement, you must first convert them to metric before creating a costing table.

Follow the format found in the third module of this series to complete the subtask. Also, follow the checklist on the next page to ensure you complete all the requirements for this subtask.



**Subtask 3 – Cost the Recipe Checklist**

<b>I have...</b>	<b>Yes</b>	<b>No</b>
found the individual ingredient costs either at my local grocer or online.	<input type="checkbox"/>	<input type="checkbox"/>
converted all ingredient quantities, not already in metric, to metric units of measurement.	<input type="checkbox"/>	<input type="checkbox"/>
created and named an Excel file for costing the original recipe from subtask one and saved the file in a location where I can easily access it.	<input type="checkbox"/>	<input type="checkbox"/>
set the font size and font to 12-point Arial.	<input type="checkbox"/>	<input type="checkbox"/>
created a bolded and wrapped recipe title in cell A1.	<input type="checkbox"/>	<input type="checkbox"/>
entered and wrapped titles for the Number of Portions, Portion Size, and Food Cost Percentage (%) into cells A3, A4, and E4, respectively.	<input type="checkbox"/>	<input type="checkbox"/>
entered the following column titles in the spreadsheet, from A6 to J6: Ingredient, Ingredient Quantity, As Purchased (AP) Cost, # of Units, Unit Quantity, Converted Unit Quantity, Cost Per Unit, Yield Factor, Edible Portion (EP) Cost, Ingredient Cost. The column titles are bolded, wrapped, centered, and oriented vertically.	<input type="checkbox"/>	<input type="checkbox"/>
entered the quantity for the number of portions, portion size, and food cost percentage into cells B3, B4, and F4, respectively. The unit of measurement and number of decimal places are displayed for the portion size.	<input type="checkbox"/>	<input type="checkbox"/>
entered the ingredients into the spreadsheet and wrapped the text, beginning at cell A7.	<input type="checkbox"/>	<input type="checkbox"/>
entered the ingredient quantities into the spreadsheet, beginning at cell B7. The ingredient quantities have been converted to metric units of measurement if required. The units of measurement and original number of decimal places are displayed for the ingredient quantities.	<input type="checkbox"/>	<input type="checkbox"/>
entered, bolded, and wrapped the titles for Total Recipe Cost, Cost Per Portion, and Menu Price in the <b>I column</b> , beginning in first <b>I cell</b> directly underneath the row for the last ingredient.	<input type="checkbox"/>	<input type="checkbox"/>
entered the AP costs into the spreadsheet, beginning at cell C7. The AP costs in the C column are formatted to currency and two decimal places and the fill handle was used.	<input type="checkbox"/>	<input type="checkbox"/>

entered the number of units and unit quantities associated with the AP costs for each ingredient in the recipe, beginning at cells D7 and E7. Unit quantities display the correct units of measurement and decimal places as found in the grocery store or online.	<input type="checkbox"/>	<input type="checkbox"/>
programmed Excel to convert unit quantities to the same metric unit of measurement as the ingredient quantity in each row where necessary in column F, beginning at cell F7. The unit of measurement and correct number of decimal places is displayed in each F cell with a quantity.	<input type="checkbox"/>	<input type="checkbox"/>
equated unit quantities already in metric to their adjacent F cells under the Converted Unit Quantity column title (see Step 7 in Module 3)	<input type="checkbox"/>	<input type="checkbox"/>
programmed Excel to calculate the cost per unit for each ingredient and used the fill handle. Each cell is formatted to display a dollar sign, five decimal places, and the unit of measurement.	<input type="checkbox"/>	<input type="checkbox"/>
entered the yield factor for each ingredient, starting at cell H7. Note that you will have to search online for yield factors not available on the yield factor sheet in Appendix C of module 3. If you cannot find a yield factor for an ingredient, assume the yield factor is 1.	<input type="checkbox"/>	<input type="checkbox"/>
programmed Excel to calculate the EP costs in <b>column I</b> , beginning with cell I7 and used the fill handle. Each EP cost is formatted to have a dollar sign, five decimal places, and the correct unit of measurement.	<input type="checkbox"/>	<input type="checkbox"/>
programmed Excel to calculate the cost of each ingredient in column J, beginning in cell J7, and used the fill handle. Each ingredient cost is formatted to currency and two decimal places.	<input type="checkbox"/>	<input type="checkbox"/>
programmed Excel to sum the ingredient costs to calculate the total recipe cost. The total recipe cost is formatted to currency and two decimal places.	<input type="checkbox"/>	<input type="checkbox"/>
programmed Excel to calculate the cost per portion. The cost per portion is formatted to currency and two decimal places.	<input type="checkbox"/>	<input type="checkbox"/>
programmed Excel to calculate the menu price for a portion of the recipe at a food cost percentage of 30%. The Menu Price is formatted to currency and two decimal places.	<input type="checkbox"/>	<input type="checkbox"/>
attached and emailed the Excel file of the scaled recipe to my educator for review.	<input type="checkbox"/>	<input type="checkbox"/>

**Subtask 3 – Scoring Instructions**

Learner Name: \_\_\_\_\_

Date: \_\_\_\_\_

Yes = 1 mark

Partly – ½ mark

Evaluation Criteria	Yes	Partly	No
Finds the individual ingredient costs either at local grocer or online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Converts all ingredient quantities, not already in metric, to metric units of measurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creates and names an Excel file for costing the original recipe from subtask one and saves the file in a location where they can easily access it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sets the font size and font to 12-point Arial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Creates a bolded and wrapped recipe title in cell A1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters and wraps titles for the Number of Portions, Portion Size, and Food Cost Percentage (%) into cells A3, A4, and E4, respectively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the following column titles into the spreadsheet, from A6 to J6: Ingredient, Ingredient Quantity, As Purchased (AP) Cost, # of Units, Unit Quantity, Converted Unit Quantity, Cost Per Unit, Yield Factor, Edible Portion (EP) Cost, Ingredient Cost. The column titles are bolded, wrapped, centered, and oriented vertically	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the quantity for the number of portions, portion size, and food cost percentage into cells B3, B4 and F4, respectively. The unit of measurement and number of decimal places are displayed for the portion size	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the ingredients into the spreadsheet and wraps the text, beginning at cell A7	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the ingredient quantities into the spreadsheet beginning at cell B7. The ingredient quantities have been converted to metric units of measurement if required. The metric units of measurement and original number of decimal places are displayed for the ingredient quantities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters, bolds, and wraps the titles for Total Recipe Cost, Cost Per Portion, and Menu Price in <b>column I</b> , beginning in the first <b>I cell</b> directly underneath the row for the last ingredient	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



Enters the AP costs into the spreadsheet beginning at cell C7. The AP costs in the C column are formatted to currency and two decimal places and the fill handle was used	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the number of units and unit quantities associated with the AP costs for each ingredient in the recipe beginning at cells D7 and E7. Unit quantities display the correct units of measurement and decimal places as found in the grocery store or online	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs Excel to convert unit quantities to the same metric unit of measurement as the ingredient quantity in each row where necessary in column F beginning at cell F7. The unit of measurement and correct number of decimal places is displayed in each F cell	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Equates unit quantities already in metric to their adjacent F cells under the Converted Unit Quantity title (see Step 7 in Module 3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs Excel to calculate the cost per unit for each ingredient and, uses the fill handle. Each cell is formatted to display a dollar sign, five decimal places, and the unit of measurement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Enters the yield factor for each ingredient starting at cell H7.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs Excel to calculate the EP costs <b>column I</b> , beginning with cell I7 and, uses the fill handle. Each EP cost is formatted to have a dollar sign, five decimal places, and the correct unit of measurement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs Excel to calculate the cost of each ingredient in column J, beginning in cell J7 and, uses the fill handle. Each ingredient cost is formatted to currency and two decimal places	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs Excel to add the ingredient costs to calculate the total recipe cost. The total recipe cost is formatted to currency and two decimal places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs Excel to calculate the cost per portion. The cost per portion is formatted to currency and two decimal places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Programs Excel to calculate the menu price for a portion of the recipe at a food cost percentage of 30%. The menu price is formatted to currency and two decimal places.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Attaches and emails the Excel file of the costed recipe to educator for review	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Outcome:**

Each checkmark in the “Yes” column receives one mark. Each checkmark in the “Partly” column receives a half mark.

Success = at least 16/23

Total:	/23	Successful:	Y	N
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## Subtask 4 – Presentation

*Carefully read the instructions on this page and the next page to complete subtask 3.*

In this subtask, you will prepare and deliver a presentation to your instructor and/or classmates. You'll be presenting your work on the previous subtasks.

To do so, you can use presentation software that you're familiar with, for example PowerPoint, Prezi, or Canva. Your instructor can help you select which software will likely work best based on the technology available at that location.

In total, the presentation will consist of 5 slides:

- a “title” slide
- an “original recipe” slide
- a “scaled recipe” slide
- a “costed recipe” slide
- a “questions” slide

You are expected to verbally present (talk about) each of the first four slides. The presentation should be 4 minutes long with a 30 second allowance on either end of the 4-minute timeline.

Therefore, if the presentation is between 3 mins 30 seconds and 4 mins 30 seconds, no marks will be deducted for time. The presentation should be approximately four minutes long before questions are asked.

You can have notes for each slide to help you stay on track, but do not read them word for word; use the notes as cues. Below are some suggestions to help you with your presentation.

1. When speaking to the ‘title slide’, you can introduce the requirements of this project, any difficulties you have encountered, and anything you may have learned along the way.
2. The ‘original recipe’ slide should include an inserted copy of the recipe you chose to scale and cost. If it is a long recipe, you might need to use two slides to show it.

3. When speaking to the original recipe slide, use a reference to explain how and where you found the recipe as well as why you chose the recipe. If you created the recipe, explain why you chose to create this recipe rather than another. Also, compare and contrast how well the recipe meets the guidelines set out in Canada’s Food Guide.
4. The ‘scaled recipe’ slide should include an inserted copy of the recipe you scaled in Excel. When speaking to this slide, explain how it was scaled.
5. The ‘costed recipe’ slide should include an inserted copy of the recipe you costed. When speaking to the slide, explain how you found your As Purchased (AP) ingredient costs as well as how you costed the recipe.
6. At the end of the presentation your audience (instructor and/or classmates) may ask you questions.

It is highly recommended that you practice your presentation a few times before presenting it. You can practice in front of a friend or family member, or you can just practice with a classmate, or even just by yourself.

Also, use the checklist on the next page to make sure you complete all the requirements for this subtask.



**Subtask 4 – Presentation Checklist**

<b>While creating the presentation, I have...</b>	<b>Yes</b>	<b>No</b>
chosen a presentation software to use that is compatible with the technological capabilities of my education institution.	<input type="checkbox"/>	<input type="checkbox"/>
included a “title” slide.	<input type="checkbox"/>	<input type="checkbox"/>
included an “original recipe” slide with a copy of the original recipe inserted.	<input type="checkbox"/>	<input type="checkbox"/>
compared and contrasted how well the recipe meets the guidelines of Canada’s Food Guide.	<input type="checkbox"/>	<input type="checkbox"/>
included a “scaled recipe” slide with a copy of the scaled recipe inserted.	<input type="checkbox"/>	<input type="checkbox"/>
included a “costed recipe” slide with a copy of the costed recipe inserted.	<input type="checkbox"/>	<input type="checkbox"/>
included a “questions” slide.	<input type="checkbox"/>	<input type="checkbox"/>
ensured the slides are visually pleasing	<input type="checkbox"/>	<input type="checkbox"/>
<b>While presenting, I have...</b>	<b>Yes</b>	<b>No</b>
explained each slide.	<input type="checkbox"/>	<input type="checkbox"/>
spoken for 4 minutes +/- 30 seconds.	<input type="checkbox"/>	<input type="checkbox"/>
spoken at a reasonable pace.	<input type="checkbox"/>	<input type="checkbox"/>
spoken clearly.	<input type="checkbox"/>	<input type="checkbox"/>
spoken at a reasonable volume.	<input type="checkbox"/>	<input type="checkbox"/>
maintained eye contact throughout the presentation.	<input type="checkbox"/>	<input type="checkbox"/>
not read word for word from my notes.	<input type="checkbox"/>	<input type="checkbox"/>
answered questions satisfactorily.	<input type="checkbox"/>	<input type="checkbox"/>

**Subtask 4 – Scoring Instructions**

Learner Name: \_\_\_\_\_

Date: \_\_\_\_\_

Yes = 1 mark

Partly – ½ mark

<b>Evaluation Criteria</b>	<b>Yes</b>	<b>Partly</b>	<b>No</b>
Choses a presentation software to use that is compatible with the technological capabilities of the education institution	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes a “title” slide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes an “original recipe” slide with a copy of the original recipe inserted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Compares and contrasts how well the recipe meets the guidelines of Canada’s Food Guide.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes a “scaled recipe” slide with a copy of the scaled recipe inserted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes a “costed recipe” slide with a copy of the costed recipe inserted	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Includes a “questions” slide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensures the slides are visually pleasing	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Explains each slide	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaks for 4 minutes +/- 30 seconds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaks at a reasonable pace	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaks clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Speaks at a reasonable volume	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Maintains eye contact throughout the presentation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Does not read word for word from notes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Answers any questions satisfactorily	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Outcome:**

Each checkmark in the “Yes” column receives one mark. Each checkmark in the “Partly” column receives a half mark.

Success = at least 11/16

Total: /16	Successful: Y N
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## Summary

Congratulation! You have completed all four food service modules and the associated project. The theory and skills you learned will serve you well in your future career in food services.

Should you decide to continue your learning journey in culinary school and/or as an apprentice cook, you can refer to these resources when necessary to help you refresh the knowledge and skills you learned.

If you intend to manage or open a food service establishment, these modules will be useful for those purposes as well.



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## References

Lam, W. (2016). *Trader Joe's chocolate chips bag* [Image]. Wikimedia Commons.

[https://commons.wikimedia.org/wiki/File:Trader\\_Joe%27s\\_Chocolate\\_Chips\\_bag\\_\(26434429993\).jpg](https://commons.wikimedia.org/wiki/File:Trader_Joe%27s_Chocolate_Chips_bag_(26434429993).jpg)