

**GOVERNMENT OF THE PUNJAB**  
**TECHNICAL EDUCATION & VOCATIONAL**  
**TRAINING AUTHORITY**



**CURRICULUM FOR**  
**KITCHEN HELPER**

**(3-Months Course)**  
**Revised June, 2015**

**CURRICULUM SECTION**  
**ACADEMICS DEPARTMENT**

96-H, GULBERG-II, LAHORE  
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**APPROVED**

Date: 11/6/15

Sign: 

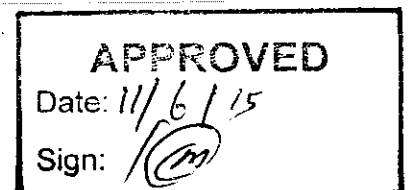
## TRAINING OBJECTIVES

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

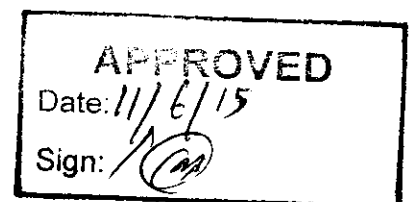
Entry Level	:	Middle (Male / Female)
Duration of course	:	3 - Months
Total training hours	:	400 Hours
	:	40 Hours per week
	:	7 Hours per Day
	:	(Friday 5 Hours)
Training Methodology	:	Practical 85%
	:	Theory 15%
Medium of instructions	:	Urdu / English
	:	• 1 hour per week for Work Ethics



## **SKILL COMPETENCY DETAILS**

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

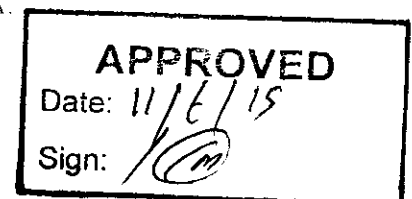
1. Apply food safety practices.
2. Demonstrate first aid and responding to emergencies.
3. Apply kitchen sanitation.
4. Produce safe food handling to avoid food from contamination.
5. Use kitchen tools and equipment.
6. Demonstrate skills for food preparations.
7. Relate the use of food temperatures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



**CURRICULUM DELIVERY STRUCTURE**

Area	Curriculum Delivery	Make up Session	Revision	Final Test	Total
W E E K	1 – 10	11	12	13	13
	10	1	1	1	13

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

<b>Sr. No</b>	<b>Main Topics</b>	<b>Theory Hrs.</b>	<b>Practical Hrs.</b>	<b>Total Hrs.</b>
1.	Personal hygiene, appearance and grooming for food handlers	5	8	13
2.	Basic Hygiene	7	8	15
3.	Introduction to kitchen tools & equipments	6	4	10
4.	Kitchen organization	6	-	6
5.	Knowledge of food	6	4	10
6.	Basic skills for food preparations	5	33	38
7.	Food preparations	6	36	42
8.	Cooking techniques	8	36	44
9.	Food preservation & storage	6	22	28
10.	First aid and safety	4	6	10
11.	Pest control	4	7	11
12.	Practical cooking	-	173	173
<b>Total Hours</b>		<b>63</b>	<b>337</b>	<b>400</b>

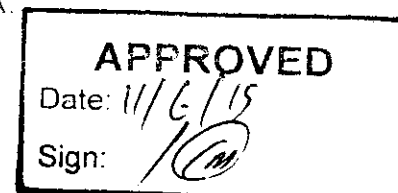
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**DETAIL OF COURSE CONTENTS****Kitchen Helper  
(3-Months Course)**

<b>Sr. No.</b>	<b>Subject main Topic</b>	<b>Theory Hours</b>	<b>Practical Hours</b>
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	7	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	6	-



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

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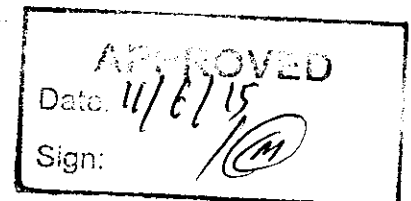
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	<p>7.4 Marinades, spiced vinegars, brines &amp; seasoning</p> <p>7.5 Mother sauces</p> <p>7.6 Stocks and Soups</p>		
8.	<p><b>Cooking techniques</b></p> <p>8.1 Handling &amp; storage of eggs</p> <p>8.2 Checking freshness of eggs</p> <p>Preparation of</p> <p>8.2.1 Boiled eggs</p> <p>8.2.2 Poached eggs</p> <p>8.2.3 Fried eggs</p> <p>8.2.4 Omelets</p> <p>8.2.5 Scrambled eggs</p> <p>8.3 Grilling &amp; broiling method</p> <p>8.4 Roasting method</p> <p>8.5 Sautéing method</p> <p>8.6 Stir frying method</p> <p>8.7 Deep frying method</p> <p>8.8 Braising &amp; stewing method</p> <p>8.9 Steaming method</p> <p>8.10 Poaching, simmering &amp; double boiling, par boiling</p> <p>8.11 Cooking instruction for various grains</p> <p>8.12 Degree of doneness in meat, poultry &amp; fish</p>	8	36
9.	<p><b>Food preservation &amp; storage</b></p> <p>9.1 Food spoilage</p> <p>9.2 Food preservation</p> <p>9.3 Storage principles</p> <p>9.4 Types of storage</p> <p>9.5 Chilling, dry storage &amp; freezing</p> <p>9.6 Sanitary features</p> <p>9.7 Operating practices</p> <p>9.8 Handling storage of specific items</p> <p>9.9 Cooked &amp; partially cooked food</p>	6	22



	<p>9.10 Meat</p> <p>9.11 Poultry &amp; eggs</p> <p>9.12 Seafood</p> <p>9.13 Dairy products</p> <p>9.14 Fruits &amp; vegetables</p> <p>9.15 Stock, label &amp; rotate giddiness</p>		
10.	<p><b>First aid and safety</b></p> <p>10.1 The cause of accidents (human hazards &amp; environmental hazards)</p> <p>10.2 Preventing cuts &amp; lacerations</p> <p>10.3 Preventing burns</p> <p>10.4 Preventing falls &amp; other common injuries</p> <p>10.5 Fire safety</p> <p>10.6 First aid in emergencies (choking &amp; heart attack)</p> <p>10.7 Procedure for bomb scares</p> <p>10.8 Safe lifting &amp; carrying techniques</p>	4	6
11.	<p><b>Pest control</b></p> <p>11.1 Kinds of cockroaches</p> <p>11.2 Detecting &amp; preventing cockroaches &amp; flies infestation</p> <p>11.3 Methods of killing cockroaches &amp; flies &amp; other insect pests</p> <p>11.4 Signs of rats &amp; mites infestation</p> <p>11.5 Preventing &amp; controlling rodents</p> <p>11.6 Birds</p> <p>11.7 Pesticides</p> <p>11.8 Use of pesticides</p> <p>11.9 Precautions in use of pesticides</p> <p>11.10 Precautions In storage &amp; disposal of pesticides</p>	-	7
12.	<p><b>Practical cooking</b></p>	-	173



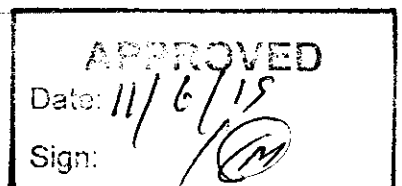
**LIST OF TOOLS AND EQUIPMENT**  
(FOR CLASS OF 25-STUDENTS)

NAME OF TRADE	KITCHEN HELPER
DURATION OF COURSE	3-MONTHS

SR. NO.	TOOLS / EQUIPMENTS	TOOLS QUANTITY
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



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



**MINIMUM QUALIFICATION OF INSTRUCTOR**

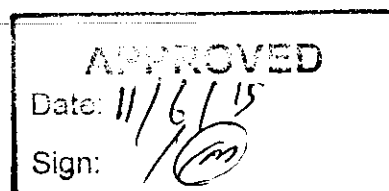
DAE in Food Technology

OR

B.Sc. (Home Economics)

OR

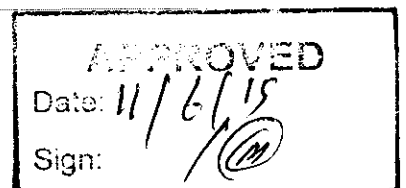
A certified cook with graduation and minimum 03 years experience of professional cooking



**EMPLOYABILITY OF GRADUATES**

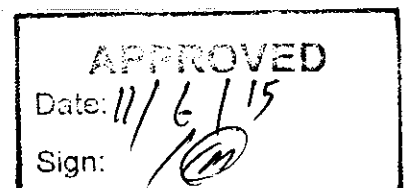
On successful completion of this course, trainee can find employment in following sectors/areas:

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.



**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*



## CURRICULUM REVISION COMMITTEE

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Member

