

## GCSE Hospitality unit 3

## Pupil Activity Sheet: Time Planning

Content: Cooking methods – time planning

Learning Outcomes: Students will

- Know the importance of planning when cooking
- Draw up a simple time plan for one dish
- Sequence tasks across dishes

A chef must be able to plan when cooking dishes so that they are ready for service on time. If the food is prepared and cooked too early the quality may deteriorate or the food may be cold.

If a customer is kept waiting because the food takes too long to serve this will create a poor impression. The reputation of the business will be affected if the customer does not return or talks about poor service to friends.

In order to ensure that food is cooked and served promptly good time planning is essential. It involves all the stages and time required to prepare, cook and serve food.

Time planning is not easy. It needs a lot of practice.

YOU also need to learn how to plan so that the food you prepare, cook and serve shows off all your skills in hospitality classes.

There are a number of steps you must always follow.

**Step 1:** Read through the method of a recipe VERY CAREFULLY so you know what has to be done. Highlight stages.

**Step 2:** Decide if there is some preparation that can be done in advance and left aside to be cooked later.

**Step 3:** Look at how long it takes the food to cook and allow enough time to do the preparation and cooking so the dish is ready on time.

**Step 4:** Put all the stages on paper to refer to as you cook. This is your time plan.

If you are cooking more than one dish you have to dovetail or sequence what you need to do for all the dishes so you need to read all the recipes involved and decide what needs to be done first.

**The following activities will help you get started**

A time plan has 3 columns

Time	Job to be done	Reminders

The time may be split into 10 or 15 minute blocks to help you organise your tasks. It helps to start at the time the food has to be served and work backwards e.g. If the food has to be ready to serve at 1.00p.m and it takes 35 minutes in the oven the latest time it can go into the oven is 12.15. This gives time to make sure it is cooked, garnished and ready to serve.

**Start planning**

The attached recipe for cottage pie had been provided for you to work with but you can use any recipe you may have already cooked.

Use a large sheet of paper – A3 if possible.

Draw 3 columns. Label Column 1 Time, Column 2 Job to be done and Column 3 reminders.

Now cut the method for the cottage pie recipe into strips.

Decide the order tasks have to be done in, to prepare and cook the cottage pie. Arrange the strips in order in column 2 on the sheet.

Now using the time for your class e.g. if it starts at 9.15 and finishes at 11.00 work out the time jobs have to be completed by. You can plan within 10 or 15 minute blocks.

Time	Job to be done	Reminder
9.15-9.30	Mise-en-place Self preparation – Sanitise work surfaces/collect equipment/weigh ingredients	
9.30-9.40		

You may find you have to change your strips as you plan because you do not have enough time or too much.

Now think about reminders – that means writing in when you have to check food or remember to complete a task you started earlier or something that requires special attention.

Fill in any reminders in the reminders column. (column 3)

When you are happy with your timeplan copy it out onto a file page or stick all the strips on to the page. Use it to make the cottage pie in your next practical lesson.

**Time plan for a meal**

Now that you have done a time plan for one dish you can use what you have learnt to do a time plan for a meal.

Take the recipes you are using for a meal and print or copy each one on different coloured paper. Cut the method into strips and plan out the order when tasks have to be done. You will see from the different colours that you have to work on all dishes throughout the time so that they are ready for service. This is called sequencing or dovetailing.

When you have completed your time plan and are happy with it, word process it and colour code the steps for each dish so it is easy to follow when you are actually preparing the dishes.

## Cottage Pie

serves 4

### Savoury Mince

250g mince beef  
2x15mlsp. Oil  
1 carrot  
1 small onion  
50g mushrooms  
1 clove garlic  
25g flour  
1 small tin chopped tomatoes\1 level 5  
mlsp. sugar  
1x 5mlsp tomato puree  
1 beef stock cube  
Garnish: 1 tomato 2/3 sprigs parsley

### Mashed potatoes

500g potatoes  
half 5mls spoon salt  
knob of butter (15g -20g)  
2x15msp milk

### Equipment

Peeler, chopping board, 1large saucepan, 1medium saucepan, 2 pot stands, tin opener, 15ml spoon, 5mlspoon, plastic spatula, vegetable knife, garlic press, potato masher, baking tray, serving dish, pastry brush, fork

**Optional:** piping bag and nozzle

OVEN: 180°C Gas No 4

TIME: 30 – 35 minutes

Method

Peel and grate carrot. Peel and dice carrot. Wash and slice mushrooms. Peel and crush garlic.

Heat oil, add mince and cook for 5 minutes. Add onions and cook for 5 more minutes. Do not over stir so mince and onions brown and develop a good flavour.

Make up 100mls stock.

THINK POINT:  
Making up stock

Add carrots, mushrooms, garlic, pepper and salt. Cook for 2 minutes.

Stir in flour. Remove from the heat.

Add tinned tomatoes, stock, sugar, tomato, puree.

Bring to the boil, stirring all the time. Check seasoning. Add more water if necessary. Reduce heat and simmer for 15 minutes.

Pour into greased dish

Wash and peel potatoes. Cut into even size pieces and place in a saucepan. Just cover with cold water, add salt. Bring to the boil.

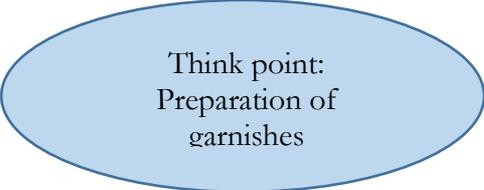
Reduce the temperature and cook until soft (about 20 mins)

Drain potatoes and allow to steam dry for 1 minute. Mash and add a knob of butter and a 1 x 15mlsp of milk, adding more if necessary.

Pipe the potatoes over the mince or spoon over using a 15ml spoon and track with a fork.

Brush with a little milk and brown in the oven for approx. 30 minutes.

Garnish with sliced tomato and parsley.



Think point:  
Preparation of  
garnishes