

2012 MISSOURI SKILLS USA CHAMPIONSHIPS TASK AND MATERIAL LIST

SKILL OR LEADERSHIP AREA: **FOOD AND BEVERAGE SERVICE**

TASKS TO BE PERFORMED: The student must be prepared for any of these tasks.

- Written SkillsUSA professional development test
- Guest Relations
- Taking of an order/menu descriptions
- Service and clearing (follow rules of service)
- Check writing and presentation
- Table setting
- Use of a large oval tray, beverage tray, order booklet, tray jack, and kitchen relation skill.

STUDENTS MUST SUPPLY THE FOLLOWING:

- 1 page resume
- Ink pen (black or blue ink)
- Hair restraint (if men or women's hairstyle extends below the collar, the hair must be restrained with a hair tie, barrettes, or braids.)
- 2 (two) #2 pencils

MATERIALS SUPPLIED BY THE TECHNICAL COMMITTEE:

- All supplies and tools necessary for table service
- SkillsUSA One Specials and Specials list

(All specials of the day will be given to the contestant at time of precontest meeting)

Stages of Competition:

- Orientation meeting: Meet to discuss the contest format (approximate time 30 minutes)
- Table Set Up: Arrange table cloth, set, polish, and align table settings for (2) guests. Time allotted for set up is 10 minutes.
- Host & Guest Relations: Greeting and seating (2) guests. (5 minutes per contestant)
- Greeting and Guest Service for (2) guests (approximate time 25 minutes per contestant).
- Guest Check: Guest check completed properly and accurately (5 minutes per contestant).

CLOTHING REQUIREMENTS:

1. Tennis shoes, shorts, corduroy or denim slacks are not allowed.
2. Each contestant is expected to be completely dressed, according to SkillsUSA contest description.
3. Jewelry worn should be minimal and only be that which is acceptable to the standards of the industry. A good example would be the wearing of a wedding and/or engagement rings, and wristwatches (1 small item per hand, 1 item per wrist, 1 non-dangling necklace inside of shirt not visible, earrings should be minimal studs). Facial piercings should be replaced by non-noticeable or clear plastic studs.

COMPETITION LOGISTICS: Step by step guide through the contest

1. Group Orientation (30 minutes)

General introduction and discussion of the contest format, timing, contestant sequence and basic guidelines. Any questions will be answered at this time. Also, the SkillsUSA One daily specials and menu will be distributed and discussed. Menu will be available online for study and review ahead of time.

2. Table Set Up (10 minutes total time allowed for set up)

Each contestant will be provided with a blank table, settings, and cloth. All contestants will then have ten (10) minutes to set up table including checking of table base, chair, cloth, and settings (including polishing). Table setting will accommodate two (2) guests for luncheon service (see attached sketch and revised SkillsUSA Leadership Handbook). Sketch is intended as a uniformity guide and is not as accurate as final set-up during competition will require. At the conclusion of the set up, the contestant will stand behind their table, to be judged on appearance, grooming and uniform.

Contestants may not discuss any aspect of the competition with each other or advisors until the contest is completed. ADVISORS MAY NOT ENTER THE TEST AREA OR COMMUNICATE WITH THE CONTESTANTS. Group critique of each server will follow final judging so that contestants can receive brief, informal suggestions by judges. Contestants are to be on hand for this portion. Competition results will be announced at the SkillsUSA Conference closing awards session.

3. Host/Guest Relations (5 minutes per contestant)

Each contestant (in sequence) will be directed to an area intended to serve as the entrance to the dining room. A table will be available to use to greet two guests. Contestants should inquire as to number in party, smoking or non-smoking, reservation or not, etc. and then escort "guests" to dining room, seating guests, presenting menus and making closing remarks. Judging will be based on technique, skill, polish, poise and student's displayed knowledge of the role of host.

4. Greeting and Service Techniques (25 minutes per contestant)

The contestant will approach a table of two (2) guests introduce themselves, and serve water into glasses from a pitcher. The server will briefly discuss the menu highlighting the specials of the day. The server can offer a beverage such as coffee or tea. Server may then proceed to take the guest's order. **(Note: There are 2 people at the table, both are given water and offered a beverage, however an order is taken from only one (1) person.)** Having taken the order, the server begins with the first course (at SkillsUSA One, bread and butter should accompany the first course and may be replenished with the entrée). The service sequence is: serving and clearing the first course, entrée, dessert, coffee and finally, the guest's check, following the rules of service. The check should be neatly written, totaled (8% tax will be added for competition) and presented in the center of the table in a guest check cover or placed face down. Closing remarks conclude service. Once the service is completed the contestant is expected to clear the table.

Note that we will not be using actual food. Obviously, food will not be coming out of the kitchen hot, but should be treated as though this were the case. Beverage (coffee and water) will be used and poured.

5. Tray Handling

The contestant will demonstrate proper tray handling by lifting with the legs and not the back. They will center their hand under the tray and stabilize the tray with the opposite hand if needed. The tray may be held in either the right or left hand. The tray jack will be set near the table, yet not behind a guest, nor any closer than an arms length away. Please note:

Servers should be aware of the criteria for judging: servers will be scored on appearance, table side manner, professionalism ease with guests, courtesy and verbal skills.

Technically, judges will score on correct handling of china, flatware and glassware, beverage service, merchandising, general knowledge, taking of the order, service sequence, clearing, awareness of table, overall perception and poise. In short, all service skills are subject to evaluation. Judges/Guests may ask questions about items on the menu. Judges may also ask server general knowledge questions during service and may also make written notes and scoring notations during service. Server should not allow

this to be a distraction. Contestants should also note that time will be required for judges to record scores following each contestant and that this may affect schedule times of completion.

RULES OF SERVICE

SERVE FOOD FROM LEFT WITH LEFT HAND

CLEAR FROM RIGHT WITH RIGHT HAND

SERVE BEVERAGE FROM RIGHT WITH RIGHT HAND

SET UP SPECIFICS

Table Set Up Includes:

1. Salt, pepper, sugar and creamer
2. Tablecloth
3. Two (2) chairs
4. Centerpiece

Each cover includes:

1. Water glass, wine glass
2. Bread and butter plate
3. Napkin Note: Napkins may be placed in two (2) acceptable positions: 1. Center of cover, 2. Left of the fork
4. Dinner knife and fork, salad fork, soup spoon, teaspoon, dessert spoon, dessert fork.

Note: For judging purposes, standard will be (1") spacing from table edge. Covers should be centered on table, directly opposite one another. Salt and Pepper, Sugars will be pre-filled.

Table Setting for Two Guests

Pre-Contest Meeting and Contest:

Date: Friday, March 30

Time: 8:00 a.m. – Completion

Pre-Contest Meeting Location: Off Site - Columbia Career Center

Optional Conference-Provided Transportation Arrangements:

Departure Location: Truman Hotel – Jefferson City

Departure Time: 7:00 a.m.

Return Time/Location: Completion of contest/Truman Hotel – Jefferson City