**Culinary Essentials Chapter 4 Reading Guide**

**Becoming a Culinary Professional**

**4.1 Employability Skills**

1. Every employer expects you to have certain basic skills, which include the ability to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and to work as a member of a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. To \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ means to work with numbers. Some situations where math skills are used include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, working with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

3.\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the skill of paying attention and interacting with the speaker.

4. When using the telephone, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when you speak, even if you cannot be seen.

5. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a personal commitment to doing your very best as part of the team.

6. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is your ability to be aware of what a particular situation demands of you. When you are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you accept the consequences of your actions, without blaming others for your mistakes.

7. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the ability to adapt willingly to changing circumstances.

8. You practice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the job when you are truthful and loyal in words and actions.

9. You are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when other people can count on you to do what you say that you will do.

10. When you learn to effectively communicate, resolve conflicts, and develop negotiation skills, it is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You can practice \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ on the job when you support the efforts of your coworkers.

11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the dedication that you show to doing something.

12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the ability to motivate others to cooperate in doing a common task. It is a quality every employee should have.

13. Two leadership organizations are \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

14. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a raw material with which to do your work. The key resources are \_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. You waste people resources when you perform so poorly that someone has to redo your work.

15. Name some inappropriate uses of computers at work.

**4.2 Seeking Employment**

1. According to the National Restaurant Association, more than \_\_\_\_\_\_\_\_ million people in the U.S. prepare and serve food for a living.

2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ means using all of your personal connections to reach your career goals. Your networks can also include \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, or \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ such as FCCLA and Skills USA.

3. a magazine or a newsletter produced by and for members of the industry is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

4. A business that puts employees in touch with potential employers is an \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Most charge a fee for their services.

5. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a summary of your career objectives, work experience, job experiences, education and training. A \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a form that employers use to collect personal information and previous work experience from applicants.

6. A \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a collection of papers and samples that can be given to a potential employer.

7. The \_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a formal meeting between you and a potential employer.

8. You would write a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ when a job lead asks you to send a written response.

9. List the 6 steps to follow in an interview:

 1.

 2.

 3.

 4.

 5.

 6.

10. After an interview, you should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_, and send a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

**4.3 On the Job**

1. As an employee, your responsibility is to do the best job possible for your employer. This means that you must be \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, and \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

2. An \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a written report of how well you have performed your duties.

3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the energy required to begin new tasks and see them through to completion.

4. An employer is responsible to:

 a)

 b)

 c)

5. An insurance that pays for medical expenses and lost wages if you are injured on the job is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

6. An injury which can happen to employees who must perform the same motions over and over is called a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

7. U.S. labor laws are meant to protect the following rights of workers:

 a)

 b)

 c)

 d)

8. The \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_ is the lowest hourly amount a worker can earn. Paid time off to reimburse employees for overtime is called \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_.

9. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is am organization in a similar line of work. Labor unions act as the voice of their members in collective bargaining with employers. This involves negotiating employees work conditions, job contracts, and benefits. About \_\_\_\_\_\_\_\_\_\_ of Americans belong to labor unions.

10. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is unfair treatment based on age, gender, race, ethnicity, religion, physical appearance, disability, or other factors.

11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a short period of time when you first start working that gives your employer a chance to monitor your job performance closely. Most last three months.

12. To create an effective team, each employee must practice good teamwork skills. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is the skill of thinking about what it would be like to be in another’s place.

13. Disputes and conflicts are an inevitable part of being part of a team. You should concentrate on performing your work to the best of your abilities. If you are unable to work because of a conflict, you should \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

14. Ethical behavior means doing what is \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. Your \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are your internal guidelines to distinguish right from wrong.

15. If you are paid a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, you will be paid a certain amount for each hour that you work. If you receive a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, your employer will pay you a set amount of money regardless of how many hours you work.

16. The total amount of money you are paid from working is your \_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ is money that is withheld from your gross pay for taxes, insurance, and other fees. The amount of money you actually receive after deductions is called your \_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_, or take-home pay.

17. A \_\_\_\_\_\_\_\_\_\_\_\_\_\_ is a small bonus payment from a customer as a reward for excellent service. Because employers are allowed to count tip money as part of a worker’s minimum wage, some foodservice workers may actually earn more in tips than they do in wages.

18. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ are services or payments provided by an employer in addition to wages. These could include health insurance, paid vacation days, discounts on company products, life insurance, disability insurance, tuition reimbursement, and savings or investment plans.