



CULINARY  
INSTITUTE OF  
CHILD NUTRITION

# CULINARY QUICK BITES

BASIC FOOD PREP SKILLS:  
HOW TO DEVELOP A MISE EN PLACE LIST



# **CULINARY QUICK BITES**

## **BASIC FOOD PREP SKILLS: HOW TO DEVELOP A MISE EN PLACE LIST**

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Key Area: 2 – Operations

**USDA Professional Standards Code**  
Food Production – 2100

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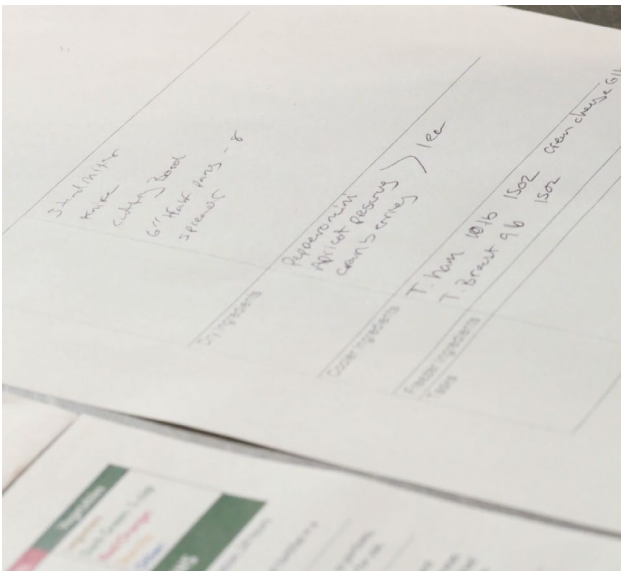
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# TRAINING OVERVIEW

The Culinary Quick Bites training series is a tool to help child nutrition professionals develop and refine their culinary skills. Each lesson is designed to last approximately fifteen minutes. Each lesson should be facilitated (led) by the person responsible for overseeing food production at a meal site, service area, or at the district level.

Training facilitators should review the training, in its entirety, prior to conducting the training.

This training has been developed to address a variety of learning styles. The training includes an overview of the topic presented by the facilitator, an infographic to reinforce the training topic visually, a video to demonstrate the topic, and an activity to reinforce learning.

Please contact the Institute of Child Nutrition Help Desk at 1-800-321-3054 or [helpdesk@theicn.org](mailto:helpdesk@theicn.org) if you have any questions about how best to facilitate this training.

## KEY AREA

Key Area: 2 – Operations

## PROFESSIONAL STANDARDS

### FOOD PRODUCTION – 2100

Employee will be able to effectively utilize food preparation principles, production records, kitchen equipment, and food crediting to prepare foods from standardized recipes, including those for special diets.

2130 – Develop culinary skills necessary for school meal preparation.

## FACILITATOR'S NOTES

This training counts for 15 minutes of training credit under USDA Professional Standards learning objective 2130 – Develop culinary skills necessary for school meal preparation.

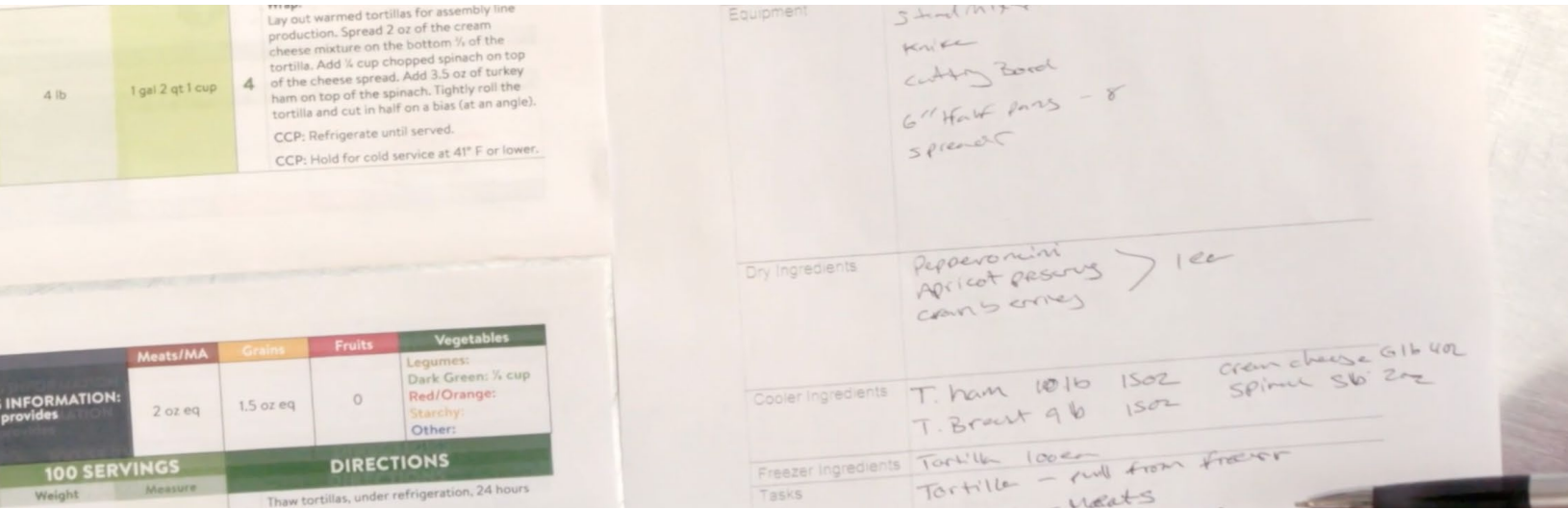
Before the training, prepare for the lesson activity and set up the kitchen workstation as described on page 12.

Deliver the lesson/training to participants:

- Read the lesson overview to the participants.
- Discuss the infographic and how it relates to the training topic.
- View the instruction video with participants.
- Answer any questions participants may have on the lesson, infographic, and video.

Complete the activity as instructed on page 13.

# MATERIALS NEEDED



- Infographic: Mise en Place Steps – 1 per person
- Handout: Mise en Place List Template – 1 per person
- Cycle menu – 1 per person
- Access to a screen to show the training video. Possible options include:
  - Site computer monitor with sound
  - Projector with sound
  - Tablets and smartphones
    - A QR code has been provided for quick access to the video on handheld devices.

# LESSON OVERVIEW

## OBJECTIVE:

At the end of the lesson, participants will be able to develop a mise en place list.

## Key Messages

- By setting up the production area in an organized manner, you can increase efficiency by preparing more than one item at a time.
- Mise en place is a French term meaning “to put in place” and is used by culinarians around the world.
- Make sure to use mise en place to ensure all items are ready for assembly.
  - Culinary professionals use this phrase to describe the steps needed to plan for the production of a dish or menu item.
    - The six steps are:
      - Step 1: Review recipes and production records
      - Step 2: Prioritize your work
      - Step 3: Collect tools and prepare equipment
      - Step 4: Gather recipe ingredients
      - Step 5: Prepare ingredients
      - Step 6: Set up your workstation
- Developing a mise en place plan helps:
  - Create an economy of motion (make more efficient use of time and limit the number of unnecessary steps and movements)
  - Ease operator tasks
  - Reduce fatigue
  - Minimize cumulative trauma for repetitive use of muscle groups
- Organizing and planning your work will enable you to better execute tasks in an efficient manner with minimal opportunities for mistakes to occur.
- Developing a plan enables the food preparation staff to make more efficient use of time and limit the number of unnecessary steps and movements - commonly referred to as an economy of motion.
- For example, think of making 25 sandwiches. Instead of making each one individually, make 25 at once, one step at a time. First, lay out 50 slices of bread, then top 25 with cheese, then turkey, then tomato, then lettuce, then top with the remaining 25 slices of bread. Once complete wrap each one.

## REVIEW

- Utilizing the infographic, review the information on developing a mise en place list.
- Review the embedded training video.
- After we review the infographic and video, there will be an activity to reinforce skills learned.



## Culinary Quick Bites

BASIC FOOD PREPARATION SKILLS

## MISE EN PLACE (TO PUT IN PLACE)

### MISE EN PLACE (TO PUT IN PLACE)



#### Step 1: Review Recipes & Production Records

- Review recipes several days in advance to identify needed food and equipment
- Look for ways to combine like tasks, identify foods that require time to defrost, and check inventory to ensure you have enough product on hand

#### Step 2: Prioritize Your Work

- List the sequence of activities needed to complete the recipe
- Pay attention to cook and cool times of food items
- Start with the meal service time and work backwards



#### Step 3: Collect Tools & Prepare Equipment

- While gathering and collecting equipment and tools, make sure what you need is in good operating condition
- If equipment is malfunctioning, you can adjust the menu and schedule

#### Step 4: Gather Recipe Ingredients

- Gather ingredients and place them in the proper storage location
- Make sure your production plan includes time for retrieving items throughout the production process



#### Step 5: Prepare Ingredients

- Double-check the type of cut and the quantity associated with each item
- Ensure food safety by only having foods you are actively working with at your workstation

#### Step 6: Set Up Your Workstation

- Ensure your workstation coincides with steps one through five
- Limit unnecessary movements by keeping items easily accessible and building an economy of motion





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# CULINARY QUICK BITES

## How To Make A Mise En Place List

[WATCH THE VIDEO](#)

<https://vimeo.com/854356034/a7bea69747>

### QR CODE

Utilize the QR code embedded to the right to share the video with staff utilizing handheld devices such as smartphones and tablets. Use the photo app on the smart device to scan the code to be directed to the video.



# MISE EN PLACE LIST TEMPLATE

<b>MISE EN PLACE LIST TEMPLATE</b>	
<b>EQUIPMENT</b>	
<b>DRY INGREDIENTS</b>	
<b>INGREDIENTS FROM COOLER</b>	
<b>INGREDIENTS FROM FREEZER</b>	
<b>TASK</b>	

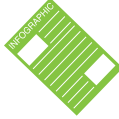
# ACTIVITY

## SETUP

### MATERIALS:



Infographic: Mise en Place Steps– 1 per person



Handout: Mise en Place List Template – 1 per person



Cycle menu – 1 per person

## SETUP INSTRUCTIONS FOR FACILITATOR

- 1** Prior to the training, gather all the materials needed for the activity.
- 2** During the activity, remember to encourage staff to actively participate in the discussion.

# ACTIVITY

## ACTIVITY INSTRUCTIONS FOR PARTICIPANTS

- 1** Refer the participants to the infographic and video. Then read the instructions for the activity. Ask the participants if there are any questions before beginning the activity.
- 2** Divide participants into groups of 2 or 3. Provide each group with a Mise en Place List Template.
- 3** Provide each group with a few days worth or a full week of recipes from your site.
- 4** Instruct participants to develop a mise en place list for the week using the Mise en Place Steps infographic and the selected site recipes.
- 5** Ask each group to report their respective mise en place lists. Ask other groups for feedback on any gaps they may have in their list.

## POST ACTIVITY

- After completing the discussion, recap the lesson with the participants. Offer an opportunity for participants to share their learning experience during the training and highlight any tips or takeaways they want to share with the group.
- If time allows, facilitate a discussion with the participants. Suggested discussion topics include:
  - Ask participants if they think incorporating mise en place would be useful.
- Ask if the participants feel more comfortable with developing a mise en place list or want more time to develop the skill further if time allows.
- Plan the next training session based on the needs of your staff.



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