

You may have heard the saying, “If you want to get something done, give it to a busy person.” People who plan and organize their work often get much done. Planning and organizing are important in meal preparation. They will save you both time and energy. This section will help you plan your meal preparation and organize your kitchen in the school lab and at home.

Meal Preparation Planning

Meal preparation planning takes both time and energy. Taking time to plan for successful meals is important. See **9-20**. You can do the same at school. Because class time is limited, a food preparation schedule will help. A **food preparation schedule** is a written plan for one person that lists when food preparation tasks should be started and completed. This helps prevent a last-minute rush.

For instance, you and your classmates are planning a class project to serve lunch to a small group of invited guests. Your goal is to have the food prepared well and served on time. To plan a schedule, consider the following steps.

1. Decide on the time you want to serve the meal.
2. Choose the menu and recipes. Keep them simple, since time is limited. Read all the recipes. Decide how long it will take to prepare, cook, and serve each food. Identify any preparation you can do ahead of time.
3. Make sure you have all the ingredients and tools you need. If not, prepare a shopping list and buy them.

After you have evaluated these factors, you are ready to create a food preparation schedule. Make a chart showing when you will start and finish each task. Be sure to include time for setup and cleanup in your schedule.

Discuss

What are the steps to remember in creating a *food preparation schedule* for preparing a meal?

Note

Learning to work well with others enables teens to form close friendships that are mutually supportive. According to the Harvard School of Public Health Project on Parenting of Adolescents, it is vital for teens to develop peer relationships that provide support and connection in their lives.



9-20

This brother and sister took the time to plan a meal, which helps them prepare it more quickly.

Vocabulary

Explain *multitasking* your work when preparing a meal. Choose a favorite recipe, and note examples of possible multitasking.

Discuss

Does your family plan special menus for busy days? How do these special meals differ from other menus?

Vocabulary

Describe the activities for a *work center* in your school foods lab or at home.

While following your time schedule, you can plan to multitask. **Multitasking** is doing more than one task at a time. For instance, you can prepare a tossed salad *while* the main dish is cooking.

More people are cooking meals at home instead of eating out to save money and have more nutritious foods. Preparing and serving meals at home with others can be fun, just as it is in the school lab. In the busy lives of families, eating together can be a time of pleasure and sharing daily events.



Reading Review

1. How can making and following a food preparation schedule help you when preparing meals at school?
2. How can multitasking help you manage your time better?

Organizing Your Kitchen

Part of being a good cook is organizing your kitchen so meal preparation is easy and enjoyable. Begin by arranging the kitchen tools.

Store tools at the correct work center. A **work center** is an area of a kitchen designed around a specific activity or activities. These activities include preparing and serving food, storing food, and cleaning up.

Storing tools near where you use them can make working in the kitchen much easier. If you always have to stop and look for the tools you need, you will waste time and energy. See 9-21.

You can store tools you often use together, such as mixing bowls and rubber scrapers, in the same place. You can also store the same type of tools in two different places. For instance, you may store mixing spoons near the cooktop and preparation area.

Succeed in Life

Making Meal Preparation Easier

There are many ways you can make meal preparation easier. Here are some ideas to consider before you begin to work in the kitchen.

- Plan meals according to other activities. On busy days, plan meals that are easy to prepare and serve. This leaves you free to do other tasks.
- Prepare food for more than one meal when you can. The extra food may be served the next day or frozen for later use.
- Store extra food in containers you can use in both the refrigerator and the microwave. This prevents unnecessary dishwashing.
- Rinse and stack tools as you finish using them. This makes dishwashing easier.
- Peel fruits and vegetables over a large piece of paper to help keep your work area clean.

Storing Ingredients and Kitchen Tools

In the preparation and serving area of your kitchen, you should store

- cooking tools
- cookware and bakeware
- standard measuring tools
- pot holders
- serving dishes

In the food storage area of your kitchen, you should store

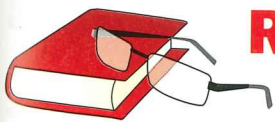
- food storage containers
- foods that do not need to be refrigerated
- foil and plastic wrap
- tools for serving refrigerated and frozen foods

In the cleanup area of your kitchen, you should store

- knives
- cutting board
- tableware
- flatware
- cleaning supplies
- wastebasket

9-21 Tools and ingredients are easy to find when they are stored in the correct work center.

Store tools you use often in easy-to-reach places. You may want to store tools you use less often in the backs of drawers and cabinets. For instance, store a can opener you use frequently in the front of a drawer in the food preparation area. Store holiday cookie cutters you use only once a year in the back of a cabinet.



Reading Review

1. What are the three types of activities that make up work centers?
2. Why is it helpful to store tools you use together in the same place?

Section Summary

- There are many ways to make meal preparation easy.
- Making a food preparation schedule will save you time and energy before you begin preparing food.
- Organizing your kitchen is important and will help you avoid wasting time.
- You will save time and energy when you store tools in easy-to-find places.

Research

Have students perform online research about *kitchen storage and organization*. Ask them to find three good ideas to share with the class. Compile a master list for home distribution.

Activity

On a piece of paper, make a diagram of the work centers in your kitchen at home. Show how you would arrange the tools needed for each work center. Compare your plan with how your kitchen is arranged. Share your plans with your family.

Reflect

Think about a time when you helped others prepare a meal. How did you feel? What are the advantages and disadvantages of preparing a meal with others rather than by yourself? Write a few paragraphs about your feelings and the experience.



Section 9-7

Working with Others

Objectives

After studying this section, you will be able to

- **define** *work plan*.
- **demonstrate** how to work with others in the kitchen.
- **explain** how to make and follow a work plan.

Key Term

work plan: a list of tasks to be done, who is to perform them, and the tools and ingredients needed.

Main Ideas

- You can learn to work well with others in the kitchen at home or in the school foods lab.
- A work plan can help you work with others to complete food preparation tasks.

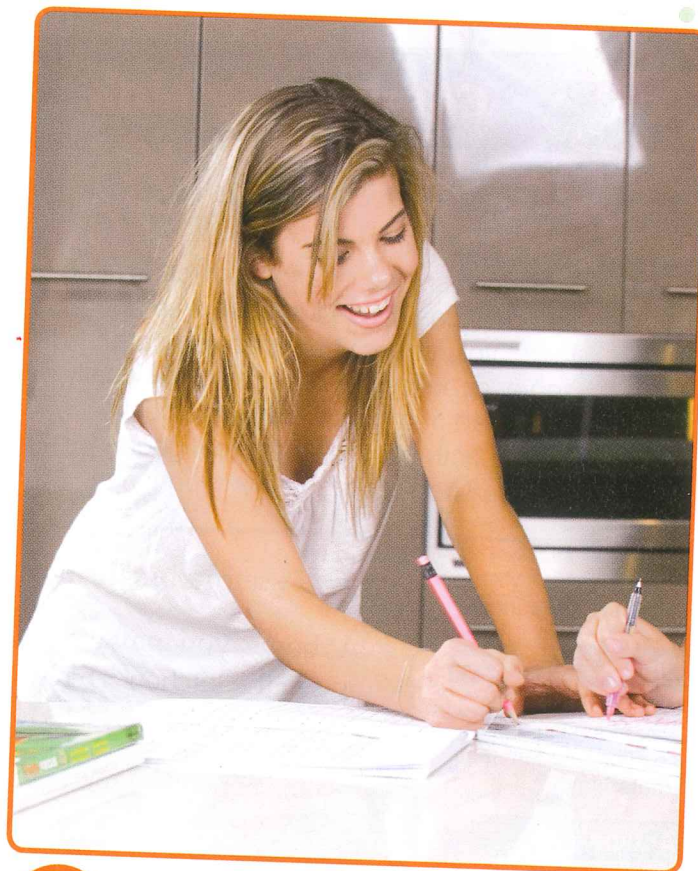
Food preparation and cleanup tasks are shared at home or in the school foods lab. You may prepare certain foods or an entire meal by yourself. Preparing meals can often involve more than one person. Others may help you by setting the table and cleaning up after the meal. Someone may also help you prepare the food.

Sharing in food preparation and cleanup tasks is important both at home and in the school foods lab. Knowing how to work well with others can make this work more enjoyable.

Ready for Class

Use class time wisely in your foods lab. Begin working right away to make good use of your time. Do not waste time standing around talking with your friends. This is not fair to the other people in your lab group.

Also, come to class prepared. See 9-22. For some classes, you may only need a pencil and paper. For other classes, you may need your textbook, an apron, or other supplies.



9-22

When working in the foods lab, be sure to bring the supplies you need. This will allow you to start working right away.



Reading Review

1. Why is wasting time in the foods lab unfair to your lab partners?
2. How can being prepared help you in class? Give examples.

The Work Plan

Preparing meals in a foods class may seem harder than at home. There are several reasons for this. There are usually fewer people working in the kitchen at home. Working with family members can be less confusing because you know one another's habits. You also have more time to prepare meals at home. Because class time is limited, schedule time more carefully.

Making plans is an important part of cooking. Plans are needed whether you cook alone or in a group. When you work alone, use a food preparation schedule. When working in a group, use a work plan. A **work plan** is a list of tasks to be done, who is to perform them, and the tools and ingredients needed.

Work plans can help group members work well together. They let you know what is expected of you as part of the group. They also let you know

Vocabulary

What is the difference between a *food preparation schedule* and a *work plan*?

Vocabulary

Describe a *work plan* for use in your school foods lab or when cooking at home.



Community Link

Feeding Those in Need

Every community has either a homeless shelter or another organization that provides meals for those who need them. Volunteer to help plan, prepare, serve, or deliver meals either individually or as part of a group. Helping others makes both you and them feel good. Write a short report on the experience.

Discuss

What is the best way to assign tasks so every student is treated fairly?

Activity

Use one of your recipes for a class assignment. List the tools you need for preparing the recipe. Check a work center in the school foods lab or kitchen. Are the tools conveniently located? How might you improve the arrangement of tools for convenience?



Reading Review

1. How can a work plan help you when you are working in the school foods lab?
2. When you are cooking with other people, why is it important to plan the tasks each person will perform?

Group Food Preparation

When tasks are divided, only one or two people in the group are responsible for the actual food preparation. The other members of the group are assigned serving and hosting tasks. See 9-23. Each task is needed to create a successful meal. The experience you gain from performing each of these tasks will help you prepare meals in the future.

Group tasks should be rotated each time a new work plan is written. In a *rotation work plan*, you are assigned a task to perform for a day or a week. Then, you are assigned another task the next day or week. This gives you a chance to practice all the tasks involved in food preparation.

Cleanup tasks should be included in your work plan. These tasks are needed to put a room or work area in order. It

Food Preparation Task List

Cook: responsible for food, does most of the actual food preparation.

Assistant cook: helps the cook prepare food.

Host/food server: set table, serve food, greet any guests. There may be one student for each task or two students working together.

9-23 This is one way to divide food preparation tasks when working with others in the kitchen.

is easier to work in a clean and orderly foods lab than a messy one. Know what your assigned cleanup task is and do it well. The next people using the kitchen or work area will appreciate it.

You should have two goals for preparing meals:

- *Food production*—produce foods that are nutritious, well prepared, flavorful, carefully served, and appealing to the eyes and taste buds.
- *Enjoyment*—enjoy the experience of eating food you prepared with others.



Reading Review

1. How does a rotation work plan help you learn all the tasks involved in food preparation?
2. Why should you leave your school foods lab clean and orderly?

Section Summary

- Working well with others is important whether you are working in your kitchen at home or in the school foods lab.
- Learn to use your time wisely.
- A work plan can help you complete all the tasks you are assigned.
- When working with others in the kitchen, food preparation and cleanup tasks are often rotated.

Chapter Summary

There is more involved in making food than just preparing it. There are several guidelines to follow to make sure the food turns out right. Before you begin preparing food, find out what the different kinds of tools are and how to use them. Also, follow the safety and sanitation guidelines. Otherwise, accidents and illnesses may occur.

Correctly reading and following recipes is important. Knowing how to correctly measure, cut, mix, and cook different foods are also necessary skills. Use the right tools and follow the correct methods when preparing food.

To prepare food, there are simple rules to follow. They are different for each type of food. Follow these guidelines carefully to prepare food that is nutritious, attractive, and tasty.

Meal preparation can be made easier by making a food preparation schedule and organizing your kitchen. This will help you save time and energy. These same guidelines apply when you are working with others. Make a work plan and follow it. Work plans help you organize the work to be done and decide who will do each task.

Discuss

How will the experience you gain from performing all the different tasks in meal preparation help you in the future?

Note

Meal preparation can be part of a community service project for teens. Giving back through community service enhances self-esteem, boosts self-confidence, and heightens a sense of responsibility. The Family, Career and Community Leaders of America (FCCLA) organization has partnered with the America's Promise Alliance to increase the chances of youth becoming successful adults. Visit the FCCLA and America's Promise Alliance websites for more information.

Note

EdNet, the National Food Safety Educator's Network, is a monthly, multi-agency electronic news journal from the FDA, CDC, and Food Safety and Inspection Service (FSIS). EdNet provides up-to-date information about food safety and nutrition programs and activities for educators. Subscribe through the U.S. Health and Human Services' food safety website.