

OALCF Tasks for the Apprenticeship Goal Path: Prepared for the Project, *Developing Best Practices for Increasing, Supporting and Retaining Apprentices in Northern Ontario (2014)*

OALCF Task Cover Sheet

Task Title: Banquet Event Order

Learner Name:	
Date Started:	Date Completed:
Successful Completion: Yes ___ No ___	
Goal Path: Employment ___ Apprenticeship <input checked="" type="checkbox"/> Secondary School ___ Post Secondary ___ Independence ___	
Task Description: Use a Banquet Event Order form to find and use information and make calculations.	
Competency: A: Find and Use Information C: Understand and Use Numbers D: Use Digital Technology	Task Group(s): A2: Interpret documents B2: Write continuous text C1: Manage money D2: Use Digital Technology
Level Indicators: A2.1: Interpret very simple documents to locate specific details A2.2: Interpret simple documents to locate and connect information C1.2: Make low-level inferences to calculate costs and expenses that may include rates such as taxes and discounts D.2: Perform well-defined, multi-step digital tasks	
Performance Descriptors: see chart on last page	
Materials Required: <ul style="list-style-type: none"> • Pencil and paper • Computer with internet access • Calculator - optional 	

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Cooks at a banquet facility read and use information about special events. Look at the banquet event order form.

Learner Information and Tasks:


Task 1: Highlight, underline, or circle the expected number of guests to attend (GTD).

Task 2: Highlight, underline, or circle the event date and times of meal and meeting.

Task 3: If 50 guests attend the event, calculate the total for the Long Distance Runner including 13% tax and 15% gratuity.

Task 4: Use the internet to find <http://ontariofarmfresh.com/consumers/whats-in-season/> . It is the summer time. List five (5) fruits that are in season that could be used for the fruit display.

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Banquet Event Order		<i>Wannabea Hotel</i> 52 Elizabeth Street, Toronto, ON M5V 2X3 Tel. 416-555-9654 Fax 416-555-3625	BEO #: 25631
Printed: 2/10/2013 Page: 1 of 1			

ACCOUNT:	People Propounding Porcine Pulchritude	EVENT DATE:	Monday, July 12, 2013
POST AS:	PPPP Annual Convention	CONTACT:	Marsha Swiney
ADDRESS:	15 Pygmy Way Toronto, ON M6R 8B4	PHONE:	416-555-3147
		FAX:	416-555-8456
		ON-SITE:	Bob Wildeboar
METHOD OF BILLING:	Master Account	CATERING SRC:	Tricia Wiseman

Time	Room	Function	Set-up	Gtd	Attd	Rental
7:30 AM – 8:30 AM	Markham Boardroom	Breakfast	RD 5	50		0.00
8:30 AM – 10:30 AM	Markham Boardroom	Meeting	RD 5	50		450.00

<u>Menu</u> The Long Distance Runner Chilled Orange, Apple and Grapefruit Juice Low fat Fruit Yogurt Cold Cereal and Milk Sliced Fresh Fruit Cinnamon scones, bran muffins and whole wheat toast Margarine and Preserves Freshly brewed coffee and tea(regular and herbal) \$15.50 per person ++	<u>Beverage</u> No Beverages are required <u>Room Requirements</u> RD 5 Set-up 50 chairs 8' table at front, skirted Registration desk near door, skirted, 2 chairs <u>Audio-Visual</u> 1 LCD Data Projector, plus screen - \$450 2 Flipcharts with Markers - \$10 each <u>Special Instructions</u> Set up breakfast inside the room.
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*Guaranteed guest count must be confirmed 72 hours prior to the event. Group will be charged for this guarantee or the actual guests served, whichever is greater.

*15% service charge will be levied on all catered functions. In addition, applicable Provincial and Federal taxes will apply.

* I have read, understood and accepted the terms and conditions enclosed.

People Propounding Porcine Pulchritude

T Wiseman

Tricia Wiseman

Date

Date

BANQUETS KITCHEN X 4 STEWARDING A/V STORES ACCOUNTING
HOUSEKEEPING FRONT OFFICE RESTAURANT PAYROLL

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Answer Key

Task 1: 50

Task 2: Monday, July 12, 2013

7:30 am – 8:30 am

8:30 am – 10:30 am

Task 3: Calculate tax: $15.50 \times 0.13 = 2.015$. Round up to \$2.02

Calculate gratuity: $15.50 \times 0.15 = 2.325$. Round up to \$2.33

Add $\$15.50 + \$2.02 + \$2.33$

\$19.85 total cost per person

Multiply cost per person times 50 people

$\$19.85 \times 50 = \992.50

Total: \$992.50

Task 4: Open the internet

Enter the url: <http://ontariofarmfresh.com/consumers/whats-in-season/>

Summer time is understood to be June, July, August, and September

A fruit is understood to be a product of a tree or other plant. It usually contains seeds and can be eaten as food.

Answers may include any of the following: apples, blueberries, cherries, grapes, melons, nectarines, peaches, pears, plums, raspberries, strawberries, tomatoes.

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Performance Descriptors		Needs Work	Completes task with support from practitioner	Completes task independently
A2.1	<ul style="list-style-type: none"> scans to locate specific details 			
	<ul style="list-style-type: none"> interprets brief text and common symbols 			
	<ul style="list-style-type: none"> locates specific details in simple documents, such as labels and signs 			
A2.2	<ul style="list-style-type: none"> performs limited searches using one or two search criteria 			
	<ul style="list-style-type: none"> extracts information from tables and forms 			
	<ul style="list-style-type: none"> uses layout to locate information 			
	<ul style="list-style-type: none"> makes connections between parts of documents 			
	<ul style="list-style-type: none"> makes low-level inferences 			
C1.2	<ul style="list-style-type: none"> calculates using numbers expressed as whole numbers, fractions, decimals, percentages and integers 			
	<ul style="list-style-type: none"> represents costs and rates using monetary symbols, decimals and percentages 			
	<ul style="list-style-type: none"> interprets, represents and converts amounts using whole numbers, decimals, percentages, ratios and simple, common fractions (e.g. $\frac{1}{2}$, $\frac{1}{4}$) 			
	<ul style="list-style-type: none"> uses strategies to check accuracy (e.g. estimating, using a calculator, repeating a calculation, using the reverse operation) 			
D.2	<ul style="list-style-type: none"> selects and follows appropriate steps to complete tasks 			
	<ul style="list-style-type: none"> locates and recognizes functions and commands 			

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	<ul style="list-style-type: none"> • makes low-level inferences to interpret icons and text 			
	<ul style="list-style-type: none"> • begins to identify sources and evaluate information 			

This task: was successfully completed ____ needs to be tried again ____

Learner Comments

Instructor (print)

Learner Signature