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GOVERNMENT OF ROMANIA



GOVERNMENT OF BULGARIA



Project “Integrated Culinary Arts and Restaurant Sector Employment Solutions for a Skilled and Inclusive Romania-Bulgaria Cross Border Region”  
is co-financed by the European Union through European Regional Development Fund under the Interreg V-A Romania-Bulgaria Programme.  
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## COURSE

# RESTAURATEUR



The course was developed in the framework of Action 4 under the project "Integrated Culinary Arts and Restaurant Sector Employment Solutions for a Skilled and Inclusive Romania-Bulgaria Cross Border Region", co-funded by the European Union through the European Regional Development Fund under the Interreg VA Program Romania -Bulgaria. The project is implemented by the Dobrudja Agrarian and Business School (DABS), Dobrich, Bulgaria in partnership with the "Choose Your Occupation" Association - Center for Vocational Training, Constanta, Romania.



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## 1. Training objective

After the professional training the trainee shall:

- Know the restaurant business legislation in Romania and Bulgaria;
- Know the rules for healthy and safe working conditions in Romania and Bulgaria and how to control their implementation by the restaurant staff;
- Know the specifics in customers' communication in Romania and Bulgaria while in a restaurant;
- Work in a team with other nationality representatives;
- Know their rights and obligations as a working process member according to Bulgarian and Romanian legislation;
- Know the specifics of the meals and beverages typical for Romania and Bulgaria, the technology of their making and peculiarity of their serving.

In particular, the sub-objectives are as follows:

- Acquiring knowledge on the relevant legislation in restaurant business in Romania and Bulgaria;
- Acquiring knowledge on provision of safe and healthy working environment both for the staff and the customers of the restaurant;
- Acquiring knowledge and skills related to the specifics of the national cuisine in Romania and Bulgaria and peculiarity of the typical meals preparation;
- Acquiring knowledge and skills on combination of different products, spices and cooking techniques typical for preparation of specific for the Romanian and Bulgarian national cuisine;
- Acquiring knowledge and skills on preparation and serving of typical for the both countries beverages, their combination with means and specific presentation at different occasions;

## 2. Target group

Individuals participated in professional training for the following specialties: cook, barkeeper/waiter, baker/pastry-maker and restaurant manager, or having professional experience in the field.

## 3. Duration of the training:

The training will be provided within 66 classes with the following distribution:

18 theoretical lessons

16 practical training

32 training hours in the neighboring country (Romania/Bulgaria)

## 4. Content

The topics in the training course "Restaurant manager" are oriented toward the specifics of the cross-border region Romania-Bulgaria. It is directed to working individuals, actively searching jobs and/or mobile employees from the both sides of the border craving to succeed in the culinary sector. The training includes the following topics:

1. Legislative basis on restaurant business in Romania and Bulgaria.
2. Healthy and safe working conditions in Romania and Bulgaria.
3. Culinary techniques and technologies in Romania and Bulgaria.
4. Preparation of culinary products in Romania and Bulgaria.



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## 5. Serving and bar-keeping - specifics in Romania and Bulgaria.

### 5. Expected outcome:

The training programme provides the trainees with opportunity to:

- Be prepared for work in Romania and Bulgaria according to the relevant sectoral legislation;
- Have basic knowledge on Romanian and Bulgarian cuisine aiming professional realization on the labor market in the neighboring country;
- Acquire practical experience in Romania and Bulgaria.

### 6. Training plan

|                   |                           |                         |
|-------------------|---------------------------|-------------------------|
| <b>Profession</b> | <b>Restaurant manager</b> | <b>Code:<br/>811060</b> |
|-------------------|---------------------------|-------------------------|

In order to acquire partial professional qualification in Bulgaria or specialization/professional course in Romania.

|   |  |
|---|--|
| Total training hours                            | 66 training hours  |
| Theoretical lessons                             | 18   |
| Number of practical lessons in the home country | 16   |
| Number of practical lessons in Romania/Bulgaria | 32   |
| Training form:                                  | Daily  |
| Organizational form                             | Qualification course   |
| Minimum required entry education.               | Acquired right to attend State high school graduation exam or a high school graduate<br>Graduated the first high school level or 10 <sup>th</sup> grade. |

### General professional training

|                            |  |
|----------------------------|--|
| <b>Name of the module:</b> | <b>Legislative basis on restaurant management in Romania and Bulgaria</b>  |
| <b>Training outcome:</b>   | Knows the legislative basis on restaurant management in Romania and Bulgaria   |
| <b>Knowledge:</b>          | <ul style="list-style-type: none"> <li>• Knows the legal acts in Romania and Bulgaria related to restaurant management</li> <li>• Knows the specific requirements typical for the two countries</li> </ul> |
| <b>Skills:</b>             | <ul style="list-style-type: none"> <li>• Organizes and monitors the legislation implementation</li> <li>• Applies the legal standards</li> </ul>   |



|                               |   |
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| <b>Competence:</b>            | <ul style="list-style-type: none"> <li>Follows the requirements of the Bulgarian and Romanian legislation and observes their implementation by the restaurant staff</li> </ul>  |
| <b>Training conditions:</b>   | <ul style="list-style-type: none"> <li>Classroom</li> <li>Computer</li> <li>Multimedia</li> <li>Training materials</li> </ul>   |
| <b>Assessment tools:</b>      | <ul style="list-style-type: none"> <li>Written exam</li> </ul>  |
| <b>Assessment conditions:</b> | <ul style="list-style-type: none"> <li>Classroom</li> <li>Assessment materials</li> </ul>   |
| <b>Assessment criteria:</b>   | <p>For tool 1:</p> <ul style="list-style-type: none"> <li>Basic theoretical knowledge command on: <ul style="list-style-type: none"> <li>Legal framework on restaurant management in Romania/ Bulgaria;</li> <li>Organization and control of legal requirements implementation in the public catering in Romania/ Bulgaria</li> </ul> </li> </ul>   |
| <b>Name of the module:</b>    | <b>Healthy and safe working conditions in Romania and Bulgaria</b>  |
| <b>Training outcome:</b>      | Follows the requirements for healthy and safe working conditions  |
| <b>Knowledge:</b>             | <ul style="list-style-type: none"> <li>Knows the legal acts for healthy and safe working conditions in Romania and Bulgaria</li> <li>Can list the professional and health risks for different work activities</li> <li>Knows the protective tools and signaling and marking means designed for HSWC</li> <li>Describes the rules for safe management of machines and equipment</li> </ul> |
| <b>Skills:</b>                | <ul style="list-style-type: none"> <li>Organizes the working activities safekeeping everybody's life and wellbeing</li> <li>Works safely with machines, equipment, installations, instruments and other technical means</li> <li>Applies the standards and requirements for working and/or protective clothing and outfit</li> </ul>  |
| <b>Competence:</b>            | <ul style="list-style-type: none"> <li>Follows the safety measures and undertakes actions for working place wellbeing and safety with utmost care toward people</li> </ul>  |
| <b>Training conditions:</b>   | <ul style="list-style-type: none"> <li>Classroom</li> <li>Computer</li> <li>Multimedia</li> <li>Training materials</li> </ul>   |
| <b>Assessment tools:</b>      | <p>Tool 1:</p> <ul style="list-style-type: none"> <li>Written exam</li> </ul> <p>or</p>   |



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|                               | <p>Tool 2:</p> <ul style="list-style-type: none"> <li>• Problem solving scenario</li> </ul>  |
| <b>Assessment conditions:</b> | <ul style="list-style-type: none"> <li>• Classroom</li> <li>• Assessment materials</li> </ul>  |
| <b>Assessment criteria:</b>   | <p>For tool 1:</p> <ul style="list-style-type: none"> <li>• Basic theoretical knowledge fluency on healthy and safe working place conditions.</li> </ul> <p>For tool 2:</p> <ul style="list-style-type: none"> <li>• Choses the most appropriate behavior in the particular risky situation;</li> <li>• Knows the legal requirements of the Law on safe and healthy working conditions in Romania and Bulgaria.</li> </ul>   |
| <b>Name of the module:</b>    | <b>Culinary techniques and technologies in Romania and Bulgaria</b>  |
| <b>Training outcome:</b>      | Knows the specifics of Romanian and Bulgarian national cuisine   |
| <b>Knowledge:</b>             | <ul style="list-style-type: none"> <li>• Knows the basic characteristics of the national cuisine in both countries</li> <li>• Familiar is with the factors that have formed the national cuisine in Romania and Bulgaria - ethnoses, history, other influences</li> <li>• Knowledge on the traditional meals prepared for different occasions and holidays</li> <li>• Knowledge on regional national cuisine</li> <li>• Knowledge on specific foods processing techniques</li> </ul> |
| <b>Skills:</b>                | <ul style="list-style-type: none"> <li>• Prepares thematic, festive or traditional menu according to country specifics - Romania and Bulgaria</li> <li>• Collects information about the specific products and where they could be found for preparation of Romanian and Bulgarian cuisine</li> <li>• Organizes the introduction of new processing methods of the food products</li> <li>• Organizes staff training for implementation of new recipes</li> </ul>                      |
| <b>Competence:</b>            | <ul style="list-style-type: none"> <li>• Organizes the introduction of new meals for better cross-border adaptiveness</li> </ul>   |
| <b>Training conditions:</b>   | <ul style="list-style-type: none"> <li>• Classroom</li> <li>• Computer</li> <li>• Multimedia</li> <li>• Training materials</li> <li>• Training kitchen</li> </ul>  |
| <b>Assessment tools</b>       | <p>Tool 1:</p> <ul style="list-style-type: none"> <li>▪ Written exam</li> </ul> <p>Tool 2:</p> <ul style="list-style-type: none"> <li>• Prepares specific menu with particular ingredients</li> </ul>  |



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| <b>Assessment conditions:</b> | <ul style="list-style-type: none"> <li>• Classroom</li> <li>• Assessment materials</li> <li>• Training kitchen</li> </ul>  |
| <b>Assessment criteria:</b>   | <p>For tool 1:</p> <ul style="list-style-type: none"> <li>• Basic theoretical knowledge on the specifics of Romanian and Bulgarian national cuisine</li> <li>• Basic theoretical knowledge on traditional meals for different occasions and holidays in both countries</li> </ul> <p>For tool 2:</p> <ul style="list-style-type: none"> <li>• Prepares appropriate menu according to the occasion offering the necessary products for the particular region and country</li> </ul> |
| <b>Name of the module:</b>    | <b>Preparation of culinary products in Romania and Bulgaria</b>  |
| <b>Training outcome:</b>      | Knows the characteristics of products and spices typical for Romania-Bulgaria cross-border region. Ability to combine them to prepare different meals from Romanian and Bulgarian cuisine. Applies different processing techniques from the Romanian and Bulgarian national cuisine and meals design.  |
| <b>Knowledge:</b>             | <ul style="list-style-type: none"> <li>• Knows the ingredients' specifics and options for combination of typical Romanian and Bulgarian meals in the menu</li> <li>• Knows specific Romanian and Bulgarian spices and their use in meals</li> <li>• Knows the ingredients' processing techniques applicable in Romanian and Bulgarian cuisine</li> <li>• Knows modern and specific meals design techniques</li> </ul>  |
| <b>Skills:</b>                | <ul style="list-style-type: none"> <li>• Prepares menu with meals combining ingredients and spices used in in Romanian and Bulgarian cuisine</li> <li>• Uses ingredients' processing techniques for preparation of typical Romanian and Bulgarian meals</li> <li>• Applies modern design techniques for meals from Romanian and Bulgarian cuisine</li> </ul>   |
| <b>Competence:</b>            | <ul style="list-style-type: none"> <li>• Organizes the different culinary products specific for the Romanian-Bulgarian cross-border region</li> </ul>  |
|                               | <ul style="list-style-type: none"> <li>• Classroom</li> <li>• Computer</li> <li>• Multimedia</li> <li>• Training materials</li> <li>• Training kitchen</li> <li>• Practical materials</li> </ul>   |
| <b>Training conditions:</b>   | <p>Tool 1:</p> <ul style="list-style-type: none"> <li>▪ Written exam</li> </ul> <p>Tool 2:</p>   |



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|                               | <ul style="list-style-type: none"> <li>• Preparation of specific menu with the necessary ingredients; meal design</li> </ul>   |
| <b>Assessment tools</b>       | <ul style="list-style-type: none"> <li>• Classroom</li> <li>• Assessment materials</li> <li>• Training kitchen</li> </ul>  |
| <b>Assessment conditions:</b> | <p>For tool 1:</p> <ul style="list-style-type: none"> <li>• Basic theoretical knowledge on Romanian and Bulgarian cuisine specifics</li> <li>• Basic theoretical knowledge on the processing techniques and preparation of different meals from Romanian and Bulgarian cuisine</li> </ul> <p>For tool 2:</p> <ul style="list-style-type: none"> <li>• Prepares the most appropriate menu for an occasion offering particular ingredients according to the state and region</li> </ul>                                  |
| <b>Assessment criteria:</b>   | <b>Serving and bar-keeping - Romanian and Bulgarian specifics</b>  |
| <b>Name of the module:</b>    | Knows the specifics in combination and serving wines with appropriate meals and desserts from Romania-Bulgaria cross-border region. Prepares and serves typical for both countries beverages. Mastered the meals and beverages serving specifics on different occasions in Romania and Bulgaria.   |
| <b>Training outcome:</b>      | <ul style="list-style-type: none"> <li>• Knows the different wines and beverages typical for both countries and the principles for their serving with appropriate meal</li> <li>• Knows the rules for beverages and meals serving in both countries (timing, sequence, utensils, etc.)</li> <li>• Knows the typical for both countries beverages, timing and presentation means</li> </ul>   |
| <b>Knowledge:</b>             | <ul style="list-style-type: none"> <li>• Identifies different beverages and meals typical for Romania and Bulgaria</li> <li>• Offers the clients different appropriate beverages according to the ordered meals</li> <li>• Correctly uses the specific terminology according the particular language</li> <li>• Estimates time for particular meal preparation and takes it into account for serving the appropriate beverages</li> <li>• Observes the application of rules for meals and beverages serving</li> </ul> |
| <b>Skills:</b>                | <ul style="list-style-type: none"> <li>• Organizes and controls the offering of meals and beverages typical for Romania-Bulgaria cross-border region</li> </ul>  |
| <b>Competence:</b>            | <ul style="list-style-type: none"> <li>• Classroom</li> <li>• Computer</li> </ul>  |



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|                               | <ul style="list-style-type: none"> <li>• Multimedia</li> <li>• Training materials</li> <li>• Commercial hall</li> <li>• Practical materials</li> </ul>   |
| <b>Training conditions:</b>   | <p>Tool 1:<br/>Written exam</p> <p>Tool 2:</p> <ul style="list-style-type: none"> <li>• Prepares a table with typical meals and appropriate beverages on set menu - Romania and Bulgaria</li> </ul>  |
| <b>Assessment tools</b>       | <ul style="list-style-type: none"> <li>• Classroom</li> <li>• Assessment materials</li> <li>• Training kitchen</li> <li>• Practical exam materials</li> </ul>  |
| <b>Assessment conditions:</b> | <p>For tool 1:</p> <ul style="list-style-type: none"> <li>• Knows meals and beverages typical for the cross-border region and the combination options</li> <li>• Has theoretical knowledge on serving meals and beverages from Romanian and Bulgarian menu</li> </ul> <p>For tool 2:</p> <ul style="list-style-type: none"> <li>• Prepares and serves typical Romanian and Bulgarian beverages</li> <li>• Selects appropriate meals and beverages from a menu of Romanian and Bulgarian meals and serves them</li> </ul> |
| <b>Assessment criteria:</b>   |  |

#### Distribution according to type of training, classes and number of lessons

| No                               | Types of professional training, classes                           | Number of lessons |
|----------------------------------|---|-------------------|
| I.                               | Legal background on restaurant management in Romania and Bulgaria | 1                 |
| II.                              | Healthy and safe working conditions in Romania and Bulgaria       | 1                 |
| III.                             | Culinary techniques and technologies in Romania and Bulgaria      | 5                 |
| IV.                              | Preparation of culinary products in Romania and Bulgaria          | 5                 |
| V.                               | Serving and bar-keeping - Romanian and Bulgarian specifics        | 6                 |
| VI.                              | Practical training in the home country                            | 16                |
| VII.                             | Practical training in Romania and Bulgaria                        | 32                |
| <b>Theoretical lessons total</b> |   | <b>18</b>         |
| <b>Practical lessons total</b>   |   | <b>48</b>         |
| <b>Total lessons</b>             |   | <b>66</b>         |



## 7. Training programme

Distribution according to type of training, classes and number of lessons

| No          | Subjects   | Number of lessons |
|-------------|--|-------------------|
|             | <b>Theoretical training</b>  |                   |
| <b>I.</b>   | <b>Legal background on restaurant management in Romania and Bulgaria</b>   | <b>1</b>          |
|             | <u>For Bulgarians</u>  |                   |
| 1.          | Legal background on restaurant management in Romania:<br>- Legislation on public catering<br>- Legislative documents - structure and scope   | 1                 |
|             | <u>For Romanians</u>   |                   |
| 1.          | Legal background on restaurant management in Bulgaria:<br>- Legislation on public catering<br>- Legislative documents - structure and scope  | 1                 |
| <b>II.</b>  | <b>Healthy and safe working conditions in Romania and Bulgaria</b>   | <b>1</b>          |
|             | <u>For Bulgarians</u>  |                   |
| 1.          | Healthy and safe working conditions in Romania:<br>- State policy concerning health and working safety<br>- Labor medicine service - in employers' assistance<br>- Employees participation in the healthy and safe working conditions provision<br>- Professional risks<br>- Labor traumatism  | 1                 |
|             | <u>For Romanians</u>   |                   |
| 1.          | Healthy and safe working conditions in Bulgaria:<br>- State policy concerning health and working safety<br>- Labor medicine service - in employers' assistance<br>- Employees participation in the healthy and safe working conditions provision<br>- Professional risks<br>- Labor traumatism | 1                 |
| <b>III.</b> | <b>Culinary techniques and technologies in Romania and Bulgaria</b>  | <b>5</b>          |
|             | <u>For Bulgarians</u>  |                   |
| 1.          | Specifics of Romanian national cuisine:<br>- characteristics<br>- ethnoses<br>- food through the ages in Romanian territory<br>- nations influenced Romanian national cuisine<br>- factors forming the Romanian national cuisine specifics   | 1                 |
| 2.          | Romanian cuisine - holidays, traditions, customs:<br>- Typical meals<br>- Typical ingredients<br>- Typical products processing techniques<br>- Typical meals preparation technologies  | 2                 |
| 3.          | Romanian regional cuisine - specifics of the cuisine in the different Romanian regions:  | 1                 |



|            |  |          |
|------------|--|----------|
|            | <ul style="list-style-type: none"> <li>- Regional meals</li> <li>- Typical ingredients and processing</li> <li>- Specifics in meals preparation</li> </ul>   |          |
| 4.         | <p>Northern Dobrudzha cuisine:</p> <ul style="list-style-type: none"> <li>- Specific meals</li> <li>- Ingredients processing methods</li> <li>- Typical meals preparation techniques</li> </ul>  | 1        |
|            | <u>For Romanians</u>   |          |
| 1.         | <p>Specifics of Bulgarian national cuisine:</p> <ul style="list-style-type: none"> <li>- characteristics</li> <li>- ethnoses</li> <li>- food through the ages in Bulgarian territory</li> <li>- nations influenced Bulgarian national cuisine</li> <li>- factors forming the Bulgarian national cuisine specifics</li> </ul> | 1        |
| 2.         | <p>Bulgarian cuisine - holidays, traditions, customs:</p> <ul style="list-style-type: none"> <li>- Typical meals</li> <li>- Typical ingredients</li> <li>- Typical products processing techniques</li> <li>- Typical meals preparation technologies</li> </ul>   | 2        |
| 3.         | <p>Bulgarian regional cuisine - specifics of the cuisine in the different Bulgarian regions:</p> <ul style="list-style-type: none"> <li>- Regional meals</li> <li>- Typical ingredients and processing</li> <li>- Specifics in meals preparation</li> </ul>  | 1        |
| 4.         | <p>Sothern Dobrudzha cuisine:</p> <ul style="list-style-type: none"> <li>- Specific meals</li> <li>- Ingredients processing methods</li> <li>- Typical meals preparation techniques</li> </ul>   | 1        |
| <b>IV.</b> | <b>Preparation of culinary products in Romania and Bulgaria</b>  | <b>5</b> |
|            | <u>For Bulgarians</u>  |          |
| 1.         | Combination of vegetable and animal products for preparation of typical Romanian cuisine meals   | 1        |
| 2.         | Combination of basic kinds of products for preparation of typical Romanian meals, color matching and in accordance with the healthy nutrition  | 1        |
| 3.         | Typical techniques and thermal processing of products, modern techniques in Romanian cuisine, techniques combination   | 1        |
| 4.         | Spices and herbs used in Romanian cuisine. Combination of spices in typical Romanian meals. Color and taste matching   | 1        |
| 5.         | <p>Design of the culinary products, specific for Romanian cuisine:</p> <ul style="list-style-type: none"> <li>- Proper dishes</li> <li>- Appearance of the final products - height, color matching, decoration</li> </ul>  | 1        |
|            | <u>For Romanians</u>   |          |
| 1.         | Combination of vegetable and animal products for preparation of typical Bulgarian cuisine meals  | 1        |
| 2.         | Combination of basic kinds of products for preparation of typical Bulgarian meals, color matching and in accordance with the healthy nutrition   | 1        |



|            |   |           |
|------------|---|-----------|
| 3.         | Typical techniques and thermal processing of products, modern techniques in Bulgarian cuisine, techniques combination   | 1         |
| 4.         | Spices and herbs used in Bulgarian cuisine. Combination of spices in typical Bulgarian meals. Color and taste matching  | 1         |
| 5.         | Design of the culinary products, specific for Bulgarian cuisine:<br>- Proper dishes<br>- Appearance of the final products - height, color matching, decoration  | 1         |
| <b>V.</b>  | <b>Serving and bar-keeping, specifics in Romania and Bulgaria</b>   | <b>6</b>  |
|            | <u>For Bulgarians</u>   |           |
| 1.         | Preparation and serving of typical Romanian beverages   | 2         |
| 2.         | Combination and serving of typical Romanian wines with appropriate meals and desserts<br>- Combination and serving of table wines and appropriate meals<br>- Combination and serving of dessert wines<br>- Selection and offering of appropriate wines for different occasions  | 2         |
| 3.         | Serving specifics for different occasions in Romania:<br>- Religious holidays<br>- Family holidays and occasions<br>- Formal events   | 2         |
|            | <u>For Romanians</u>  |           |
| 1.         | Preparation and serving of typical Bulgarian beverages  | 2         |
| 2.         | Combination and serving of typical Bulgarian wines with appropriate meals and desserts<br>- Combination and serving of table wines and appropriate meals<br>- Combination and serving of dessert wines<br>- Selection and offering of appropriate wines for different occasions | 2         |
| 3.         | Serving specifics for different occasions in Bulgaria:<br>- Religious holidays<br>- Family holidays and occasions<br>- Formal events  | 2         |
|            | <b>Total number of lessons</b>  | <b>18</b> |
|            | <b>Practical training in the home country</b>   |           |
|            | Practical training  |           |
| <b>I.</b>  | <b>Culinary techniques and technologies in Romania and Bulgaria</b>   | <b>6</b>  |
|            | <u>For Bulgarians</u>   |           |
| 1.         | Preparation of thematic, festive or traditional menu according to Romanian specifics with description of the necessary ingredients and processing techniques of the particular meals in the menu, pricing   | 6         |
|            | <u>For Romanians</u>  |           |
| 1.         | Preparation of thematic, festive or traditional menu according to Bulgarian specifics with description of the necessary ingredients and processing techniques of the particular meals in the menu, pricing  | 6         |
| <b>II.</b> | <b>Preparation of culinary products in Romania and Bulgaria</b>   | <b>6</b>  |
|            | <u>For Bulgarians</u>   |           |
| 1.         | Preparation of one specific Romanian cuisine meal with the necessary ingredients, typical processing and spices selection   | 5         |



|             |   |           |
|-------------|---|-----------|
| 2.          | Design and presentation of the final meal   | 1         |
|             | <u>For Romanians</u>  |           |
| 1.          | Preparation of one specific Bulgarian cuisine meal with the necessary ingredients, typical processing and spices selection  | 5         |
| 2.          | Design and presentation of the final meal   | 1         |
| <b>III.</b> | <b>Serving and bar-keeping - specifics in Romania and Bulgaria</b>  | <b>4</b>  |
|             | <u>For Bulgarians</u>   |           |
| 1.          | Selection of appropriate meal and beverages from Romanian menu, serving   | 1         |
| 2.          | Table arrangement for particular occasion   | 3         |
|             | <u>For Romanians</u>  |           |
| 1.          | Selection of appropriate meal and beverages from Bulgarian menu, serving  | 1         |
| 2.          | Table arrangement for particular occasion   | 3         |
|             | <b>Total number of lessons</b>  | <b>16</b> |
|             | <b>Practical training in Romania/Bulgaria</b>   |           |
|             | Practical training  |           |
| I.          | <b>Composition of a draft menu on set requirements:</b><br>- Meals and beverages<br>- Necessary ingredients<br>- Providers' research<br>- Pricing   | 8         |
| II.         | <b>Preparation of the meals from the draft menu:</b><br>- Ingredients pre-processing<br>- Application of typical ingredients' processing techniques<br>- Selection of proper spices<br>- Preparation of compatible soups or dipping<br>- Color matching of ingredients<br>- Meals design<br>- Serving and presentation of meals | 8         |
| III.        | <b>Preparation of typical breads and bakery products:</b><br>- Selection of proper flours<br>- Selection of necessary ingredients<br>- Ingredients pre-processing<br>- Preparation of breads/bakery products<br>- Serving and presentation  | 8         |
| IV.         | <b>Field trip to a cellar/restaurant:</b><br>- Observation of sommelier's work<br>- Work with sommelier's equipment<br>- Degustation of different wines<br>- Comments and degustation analysis<br>- Acquiring with different wines typical for Romania/Bulgaria   | 8         |
|             | <b>Total number of lessons</b>  | <b>32</b> |
|             | <b>Total theoretical lessons</b>  | <b>18</b> |
|             | <b>Total practical training in the home country</b>   | <b>16</b> |
|             | <b>Total practical training in Romania/Bulgaria</b>   | <b>32</b> |
|             | <b>Total lessons</b>  | <b>66</b> |



## 8. Restaurant manager job description

The restaurant manager plans, organizes and controls the workflow in catering and entertainment establishments (restaurants, pastry shops, café, etc.) Their responsibility is provision of high quality services offered by the establishment. Responsibilities:

- Controls and observes the implementation of sanitary requirements for food safety and the rules for safe and healthy working conditions;
- Controls the outfit of staff in the commercial hall, their behavior service quality;
- Controls the maintenance of the commercial hall and the entrance unit of the catering and entertainment establishment;
- Plans the meals and beverages assortment, plans and controls the provision and storage of products, selects providers, organizes the introduction of new recipes, controls the technological process for meals and beverages preparation and their presentation in the restaurant;
- Explores the search and demand of different restaurant services;
- Develops, advertises, offers, organizes and controls particular events (wedding party, cocktail, degustation, parties on different occasions, children fests, catering, etc.);
- Is responsible for waiters', barkeepers', the commercial hall staff', chefs', assistant chefs', cleaning staff and technologists' performance and reports to the establishment owner;
- Assessment of every staff member, proposals for bonuses, sanctions or qualification upgrade of particular employees;
- Is responsible for correct functioning of the equipment in all premises of the catering and entertainment establishment (kitchen block, commercial hall, foyer, WCs, etc.);
- Makes adequate and responsible decisions;
- Shows initiative, patience, responsiveness and compassion to customers' issues and desires and is tolerant to their tastes, culture and customs;
- Provides information and has good articulation;
- In case of unusual situation undertakes fast and adequate measures;
- Uses different ingredients, technological equipment in catering and entertainment establishments, technical means for premises and equipment safety, working clothes, individual and group protection means, computer, storage equipment, working documentation, legal documentation etc.;

The restaurant manager's working time is according to the corporate policy of the catering and entertainment establishment - late at night, during weekends, seasonality of employment.

*(The descriptions are cited from State Educational Requirements for restaurant manager's position)*

## 9. Facilities and equipment requirements

The theoretical classes take place in classrooms and the practical training in training kitchens, waiting and bar-keeping rooms, training restaurants, hotels, catering and entertainment facilities. The trainees are divided in groups. Providing the specific state requirements for neighboring country training (Romania/Bulgaria) the practical training will take place only in the training kitchen and restaurant where there are no visitors. Practical production is not included in the training.



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- Classroom equipment - working tables, chairs, white board, technical and audio-visual equipment. Training appliances - auxiliary materials, movies about technological sequence of different breads making, a set of training handbooks.
- Practical training premises equipment - training kitchen/restaurant shall be equipped with tables and chairs for the trainees, working place for the teacher, sink, refrigerator, scales, separate group working places according to the number of trainees (maximum 3-4 trainees per working place), including stove with appropriate ventilation, sink, working surface, kitchen cabinet, kitchen utensils, serving dishes and utensils, guest-hall furnishing. For proper and safe practical training are required changing room and raw materials and foods storage.

*(The descriptions are cited from State Educational Requirements for restaurant manager's profession)*

## 10. Requirements to theoretical and practical training providers

The professional education for restaurant manager shall be provided by experts with master degree, bachelor degree in "Tourism" from university education department "Social, commercial and legal sciences" and specialties from "Food technologies" professional field from university education department "Technical sciences" as listed in the Classifier of the university education departments and professional fields, accepted with CMD №125/2002 (State Gazette 64/2002), in accordance with the training topics of the sectoral and the specific mandatory professional training.

It's recommendable that the trainers shall pass a professional knowledge, skills and competence update courses triennially.

*(The descriptions are cited from State Educational Requirements for „restaurant manager“ profession)*

## 11. Training methods

The methods that will be applied in the training process are oriented toward achievement of maximum results within the short course and are most appropriate for the specific programme topics. In general, the methods to be applied are as follows:

- Lecture or discourse - theoretical training
- Discussion - theoretical training
- Cases solving - practical training
- Presentation - theoretical and practical training
- Learning through making - practical training

The present programme includes mainly practical classes and will apply the "learning-through-making", presentation and cases solving methods. Providing the cross-border character of the programme applying the practical training methods may lead to better results to be implemented in real working environment.

Along with the traditional methods it is recommendable application of modern techniques and new technologies uniform for the culinary sector and are mandatory part of the work in public catering establishments. Due to the Romanian and Bulgarian cuisine similarities it is difficult to discriminate the meals, products, their processing and preparation techniques. Unifying aspect is the application of modern and innovative methods for food preparation and presentation.



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## 12. Soft skills necessary for the baker/pastry-maker

According to culinary business representatives who took part in an IKAR project study on the soft skills that must be obtained by individuals working as restaurant managers, the following skills were determined: team work, food presentation skills, organization and prioritization of tasks, time management, and ability to work under pressure.

On one hand the brief “Restaurant manager” course lecturer shall direct the professional skills of the trainees toward the regional specifics of Romania-Bulgaria cross-border area. On other hand, in order to succeed in another country, the employee must possess a number of non-professional skills that will help them in the work in unfamiliar environment. The soft skills are the skills we carry everywhere we go, we use them and develop them throughout our whole life. A positive outcome from this project would be simultaneous teaching on the programmed subjects in combination with the soft skills would be useful to succeed outside the home country. The trainer could include the soft skills along with the main topics.

### Preferable restaurant manager’s soft skills

- Communication skills - this skill is put first for restaurant and culinary business representatives on purpose. The restaurant manager shall find the appropriate attitude and wording for every particular customer and staff member. Development of this skill is difficult and requires high cultural background, tactfulness, emotional maturity and control, equanimity, discretion and resourcefulness. The restaurant manager provides a direct connection with customers, responds for the general atmosphere in the restaurant and in case of a problem shall solve it with minimum damages. That’s why the good communication skills are especially important and one shall work for their improvement;
- Tasks organization and prioritization - this skill could be considered also a hard one since the restaurant manager’s job is mainly to organize. The level of his self-organization determines the working process in the establishment because it is related to the chefs’, waiters’, barkeepers’, cleaners’ providers’ and every other employee’s work. The prioritization of the tasks, their distribution and implementation control are basic skills he shall possess and apply. During the training process shall be solved cases provoking and developing these skills and freely discussed afterwards;
- Decision making - basic requirement for application of this skill is the awareness. Making an informed decision is the most relevant way. Before undertaking whatever measure, the restaurant manager shall acquire the necessary information. Further he must be able to analyze this information and to estimate what is the most relevant decision, i.e. most useful for fluent work. Other important skill is to be determined and persistent in particular issue solving and decision making. The teacher could present the trainees different situations offering them a case and necessary information for its solution though decision making. A useful method may be group work with presentation of the solution to the other participants;
- Team work - this skill is important for every culinary profession including restaurant managers since they are working with all staff members and cooperation with them reflects on the quality of the provided services. The trainer shall apply team work during the practical training when the learning process is bound with particular results. The team working skills of every trainee can be tested and corrected through appropriate tasks;;



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- Time management - this skill is related to the tasks organization and prioritization. The manner the restaurant manager distributes the different workers' tasks and prioritizes them according to their significance and completion time determines how good they manage their own time and the time of the staff they are responsible for. During the practical training the trainer may pay attention to this skill setting tasks to be implemented within particular time-frame and with particular quality;

### Training methods

The training methods that could be applied are:

- discussion - theoretical training
- presentation - theoretical and practical training
- cases solving - practical training
- learning through making - practical training

Since it is most appropriate these skills to be obtained during practical training classes through cases solving and particular tasks, the third and fourth methods are most relevant. Thus it will not be necessary the trainer to spare special time during classes to work on particular soft skill but could do that along with the hard skill development process.

## 13. Applications

### *Romania*

#### National meal

##### MAMALIGA

Mamaliga is traditional Romanian meal. It is prepared from maize farina. There are a few varieties for mamaliga serving - with red pepper, sunflower oil and white cheese topping or with milk/cream dip.

Ingredients:

300 g maize farina

200 g white cheese

60 g onion

100 g bacon

15 ml sunflower oil

1. Pour the maize farina in 1 l boiling water.
2. Stir well and cook for about 25 minutes on low temperature.
3. Reduce the temperature and keep cooking stirring continuously to get the thick consistence of mamaliga.
4. To be sure that it is ready, dip a thick wooden skewer and roll it.
5. If the mixture does not stick to the skewer mamaliga is ready.
6. Cut it in squares.
7. Serve with grinded cheese, cream or with fried bacon and onion.

#### Festive meal



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### CHEF KATALYN SKARLATESKU'S EASTER BREAD RECIPE

An interesting fact is that for Christmas Romanians prepare also Easter bread. Despite that it is part of the festive Romanian table the Easter bread is not an easy dessert to prepare. The recipe presented by chef Katalyn Skarlatesku will help you in your first attempt to prepare Easter bread. If you already have some experience then you will have a chance to make different Easter bread. The recipe is special and has an authentic Romanian taste. The airy and tasty Easter bread will have success on your festive table.

Ingredients:

- 1 kg flour
- 250 g sugar
- 450 ml milk
- 5 eggs
- 60 g yeast
- 300 g Belgian butter
- 500 g nuts
- 200 g Turkish delight
- 150 g Belgian chocolate
- 30 g candied oranges
- 30 g lemon peel

1. Mix the yeast with 100 ml milk and 3 tablespoons flour. Leave it to ferment until it doubles its volume.
2. Boil the milk dissolving the sugar in it.
3. Whip the egg yolks with salt.
4. Put the flour and add carefully mixing well the yolk, the milk with the sugar, the butter and the candied oranges. The dough should be smooth, thick and pliable.
5. Leave the dough to ferment for an hour.
6. Take a piece of dough and stretch it. Spread Belgian chocolate, sprinkle Turkish delight and raisins and roll it. Cut the roll in two long parts, braid them and smear with whipped egg.
7. Put the braid in a baking form smeared with oil and sprinkled with flour. And leave it for two hours.
8. When the dough has fermented and increased its size bake it for 45-60 minutes at 160 degrees.

### Regional meal

#### BRASOV SARMI

Every region in Romania has its own specific meals. Transylvanian cuisine is very diverse and here we offer an interesting recipe for sarmi from Brasov.

Ingredients:

- Onion - 4 - 5 bulbs
- Walnuts - 1 teacup, crushed
- Noodles - 2 coffee cups
- Tomatoes - 4 - 5 fresh or canned
- Sunflower oil - ½ tea cup
- Black pepper - 1 teaspoon
- Savory - 1 teaspoon



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Vine leaves to roll in  
Salt

1. Cook the chopped onion in the half of the oil. Take off the hot plate when softens and leave it to cool down.
2. Add the walnuts, crushed noodles, half of the grinded tomatoes, herbs and salt.
3. Mix well and make vine leaf rolls (sarmi) with the mixture. Lay in a saucepan covered with vine leaves.
4. Pour the rest of the grinded tomatoes and the oil between the sarmi.
5. Boil for 50 minutes.

### Northern Dobrudja

#### MITITEI

The mititei are small sausages typical for Northern Dobrudja and Moldova. Can be baked in an oven or grilled but they taste better grilled.

Ingredients:

Bovine or sheep meat mixed with pork meat and bacon in ratio 9:1

Garlic - 5 cloves

Water - 100 ml

Celery - 50 g

Salt, black pepper, red pepper - at your discretion

1. Wash the meat. Put on kitchen paper to absorb extra water. Cut off the skin and the ligaments. Cut in small pieces (about 50 g each). Put in a bowl sprinkled with salt. Cover with towel and leave it for a day in a fridge or a cooler. If you do not have sufficient time or do not want to postpone the preparation of the sausages, leave the seasoned meat for at least 2-3 hours in a cool place.
2. Mince the meat twice through a hasher.
3. Mash the garlic with a press. Add it to the minced meat and the spices. Put the chopped celery.
4. Mince the bacon through hasher. Separate a tablespoon of bacon and mix the rest of it with the minced meat.
5. Add water and knead it with hands.
6. Put the mixture in a cool place for another 3-4 hours. If it is necessary the time could be reduced to hour and a half.
7. Oil your hands to avoid mince sticking to them and form 8-10 cm long and 2 cm thick sausages.
8. Put temporary the sausages on baking paper smeared with sunflower oil.
9. Bake in an oven or grill them. If you prepare mititei in the oven, pre-heat it to 200 degrees and bake for 30 minutes. Grilled they will be ready three times faster.

### Festive table

The Easter celebration in Romania is similar to it in Bulgaria. Eggs are dyed on Thursday mostly in red. On that day people prepare the traditional Easter bread known also as “pasha” and its form symbolizes Christ’s tomb. According to a popular ritual egg shells are thrown in the river to “invite” the holiday. Friday before Easter, Good Friday, is a day for visiting the



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church like Bulgarian custom to pass under the table. Saturday evening is dedicated to the Easter Mass. According to the customs on Saturday evening dyed eggs and festive food are taken to the church in a special bowl to be blessed by the priest. The blessed food must be taken back home, the family eats it first and then the rest of the food. A typical Romanian meal for the Easter table is the so called sufat.

#### SUFAT (LAMB STEW WITH ONION AND GARLI)

The lamb sufat is one of the traditional Easter meals. Romanians follow strictly the holiday customs. This recipe is for the people who love lamb meat and traditional Romanian meals.

Ingredients:

1 kg lamb meat

8-10 bunches green onion

8-10 bunches green garlic

2 tablespoons tomato puree

Butter

1 tablespoon flour

Salt and red pepper

Lemon juice

1. Clean the meat and wash it with cold water.
2. The quantity of onion and garlic depends on the individual taste but 8 bunches are suitable for every taste. If you prefer add more.
3. Put 4 tablespoon butter in a saucepan or frying pan, add the lamb meat and fry it on both sides.
4. Add a glass of water and let it boil.
5. While stewing the meat clean, wash and chop the onion and garlic into medium size pieces. The quantity will reduce twice while frying.
6. When the meat is semi-prepared, add the onion and garlic. Pour a glass of water and boil again.
7. Mix tomato puree, flour and lemon juice separately, spice with salt and black pepper. Dilute with a bit of water and add to the lamb meat.
8. After adding the sauce, stir it and leave it on the hot plate. Meanwhile pre-heat the oven to 180 degrees.
9. Transfer the meal in a pan or another heat-resistant dish and bake until the sauce is reduced to the desired consistence.
10. Serve with warm prunes.

#### ***Bulgaria***

##### National meal

#### BEAN SOUP

The bean soup is traditional meal from Bulgarian cuisine. It is prepared with boiled butter bean, vegetables (carrot, tomato, pepper, onion) and spices and can be consumed with or without fried onion. Often they add some sausage or chopped bacon in the soup. Bean soup is served also as ritual meal on Christmas Eve.

Ingredients:

1/2 kg butter bean



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2 l water  
2 carrots  
1 onion  
1 pepper  
1 teaspoon savory  
1 teaspoon wild mint  
1 teaspoon red pepper  
Salt  
100 ml sunflower oil

1 tomato

1. Soak the bean (1/2 kg) in water for 1 night.
2. Rinse it and put in a saucepan. Add 2 l water.
3. Boil while collecting the foam from the surface.
4. After scooping out the foam add the oil. (100 ml).
5. When the bean is semi-soften add cleaned and chopped carrots, pepper and onion.
6. Add the spices and keep cooking until complete softening the ingredients.
7. A few minutes before the bean soup is ready add the peeled, grinded or chopped tomato.
8. Serve the bean soup hot.

### Festive meal

#### LAMB DROB SARMA

The recipe for lamb drob sarma can be considered one of the classic Bulgarian national cuisine meals. To prepare a tasty drob sarma is easy. It is a typical springtime meal, part of the Easter and Saint George Day table when Bulgarians traditionally consume lamb meat. Drob sarma can be served as a main dish but could be also a garnish to the festive Easter roasted lamb meat.

Ingredients:

Lamb inwards - liver, lungs, thymus, intestines - 1 tea cup

Green onion - 1 bunch

Rice - 1 tea cup

Lamb veil - 1

Parsley - 1 bunch

Wild mint - 1 bunch

Black pepper - 1/2 teaspoon

Eggs - 3

Yogurt - 600 g

Sunflower oil - 1/2 tea cup

1. The first step in drob sarma making is to prepare the filling.
2. Boil the inwards. Use a complete set of lamb inwards to have a rich flavour. Wash the products carefully and boil them.
3. Right before the water starts boiling pour it out and wash the products. Pour fresh water and boil about 15-20 minutes.
4. While cooking the inwards wash and chop the onion, wild mint and parsley. Wash the rice.
5. Heat the oil in a saucepan and add the chopped onion.
6. After 2-3 minutes add the rice and stir until it gets transparent.



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7. Cut the cooked inwards in small pieces and add to the rice together with the chopped wild mint and parsley, black pepper and 2 teaspoons salt and mix them well.
8. Add two tea cups of the broth from the boiled inwards and cook until it absorbs the water.
9. Cut the lamb veil in big pieces.
10. Put 2-3 tablespoons of the mixture in a piece of the veil and make a bundle.
11. Put all bundles in a pan folding the edges downwards to keep them closed while baking.
12. Bake on 180 degrees until they get golden and form a crust.
13. Whip the eggs and the yogurt and pour the mixture on drob sarma.
14. Bake again till readiness.

### Regional meal

#### PATATNIK

Patatnik is a typical meal in Rodopi mountain. It has a number of varieties in the different parts of the region - baked or fried, with or without crusts, with or without cheese, with or without onion. Its name speaks for itself - comes from potato, potatoes. In Rodopi region they call the potato „patat“, i.e. potato pie.

Ingredients:

700 g potatoes (5-6 middle size potatoes)

2 eggs

50 g white cheese

1/2 tablespoons dry mint

1/2 teaspoon salt

1 small onion

60 g butter

1. Peel and grind the potatoes on a big grater.

2. Salt them and leave to rest for 5 minutes.

3. Squeeze out the water liquid.

4. The next step is to add eggs.

5. Add the dry mint and chopped onion at the end and mix well. If you prefer can pre-cook the onion to make it softer or you do not like its intense flavour.

6. Melt half of the butter in a pre-heated frying pan. The second half will be necessary for frying the other side of patatnik.

7. Bake/fry each side for about 10-12 minutes on lower temperature to avoid burning and put a lid if possible to steam it a little. To get a perfect result it is essential to bake it on low temperature.

8. In order to flip patatnik put a plate on the frying pan. Melt the other half of the butter and slide patatnik in the pan to bake the other side.

9. Patatnik is ready in 10-12 minutes.

It is best to serve it with a bowl of yogurt.

### Southern Dobrudja

#### DOBRUDJA KAVARMA WITH ROLLED OUT CRUSTS

Dobrudja rolled-crusts kavarma is a typical and very tasteful regional banitza. The specific is that it is prepared with home-made and very thin rolled out crusts.

Ingredients:



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Water - 600 ml  
Salt - 2 teaspoons  
Vinegar - 2 teaspoons  
Soft lard - 5 tablespoons  
Flour - 1 kg  
White cheese - 400 gr (home-made)  
Eggs - 5, domestic  
Yogurt - 1 pail  
Fresh milk - 400 ml

1. Pour the water in a deep bowl adding the salt, vinegar and 1 tablespoon of soft lard. Sift the flour. Make a dent in it and pour the water with the dissolved ingredients as described above. Mix and make dough. Leave it to rest for 40 minutes covered with a soft towel.
2. Divide the dough in 4 pieces and round them. Roll out each of them into a separate very thin crust.
3. Crumb the cheese in a bowl. This kind of banitza is made with hard mature white cheese.
4. The lard must be soften, i.e. to be left on room temperature. It is best to be white domestic refined lard as it is made in Dobrudja region and is typical for this variety of banitza.
5. Sprinkle cheese on top of the crust and ruffle it taking the both sides.
6. Smear the pan with lard and lay the crust. Repeat with all crusts.
7. Whip the eggs in a bowl. Add yogurt and fresh milk and mix well.
8. After you lay all ruffled crusts pour the mixture of eggs and dairy on them thoroughly.
9. Pour the rest of the lard.
10. Bake kavarma at 180 degrees in a pre-heated oven to readiness. It shall be soft and fragrant, yellow thanks to the domestic products /eggs, yogurt and milk/.  
Serve it with milk or compote.

### Festive table

Christmas is one of the most venerable religious holidays in Bulgaria. For the Christmas table basic is „blajene“, i.e. eating animal products after the long fasting. The Christmas table consists of lot of meat since the winter season supposes a big consumption of meat meals. Along with the meat are served the other prohibited during the fasting foods - white and yellow cheese, milk, butter and other animal foods. One of the typical Christmas dishes is kapama - a meal consisting of three kinds of meat. There are different regional traditions for preparation of this specific national Bulgarian meal. For Christmas we prepare winter kapama. It is fatter and includes a lot of meat since everything must be abundant. In general kapama consists of sauerkraut, minced meat, even meat sarmi, fresh or flat sausage, black pudding, bacon. The perfect kapama includes all these ingredients. They are put in a clay pot and cooked a long time on low temperature - at least few hours. The pot is sealed with dough to stew the meat well. Along with the main course are served other meat products - flat and fresh sausages, black pudding, liver, grilled chicken and other appetizers.

### KAPAMA

Ingredients:

1 chicken  
1/2 kg veal



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- 1/2 kg pork meat
- 300 g minced meat
- 300 g smoked brisket
- 200 g sausages
- 1 sauerkraut
- 100 g rice
- 3 onion bulbs
- 200 ml sunflower oil
- black pepper
- red pepper
- savory
- salt

1. The chopped onion is stewed in some oil together with the minced meat.
2. When the products soften and the minced meat starts crumbling add the washed rice. Mix until rice becomes transparent. Spice the filling with black pepper, red pepper, salt and savory.
3. Make sarmi with the sauerkraut leaves putting the filling of rice, minced meat, onion and spices.
4. In a clay pot put on layers the chicken cut in portions, smoked brisket cut in pieces, port and veal meat cut on steaks, sausages and sarmi.
5. Add the oil, some water and sauerkraut broth to cover the products in the pot.
6. Cover it, seal with dough and stew in an oven for about six hours on low temperature.

#### 14. Assessment techniques

| Title                 | Description   | Data use  |
|-----------------------|---|---|
| Lesson summary        | The last couple of minutes of the class the trainees answer in writing the following questions: “What have I learned today?”; “What is the essence of the learned?”; “What is less clear for me?” The aim is to get feedback on the level of subject understanding. | Marking the useful comments and discuss the problematic answers in the following classes in order to clarify the subjects left unclear.                         |
| Chain answers         | The trainees get an envelope with only one question. Each trainee gets the envelope, gives a brief answer to the question, puts it in the envelope and gives it to the next participant.  | Review of the answers and discussion to clarify the most correct answer. This may lead to better teaching approach.   |
| Comparable list       | The trainees fulfill a comparable list of skills (soft and hard) marking on a scale what skill they have been working on most that day and have progress.   | Through this technique the trainer can make a precise profile of the soft and hard skills of each trainee and assess on what skill they should work to improve. |
| Classroom discussions | The trainees are encouraged to share their knowledge and opinions on particular   | Assessment of the general knowledge level of the group.   |



|  |   |   |
|--|---|---|
|  | question or case put as a task to be completed.   | Examples may be used for clarification.   |
| Homework                                 | The trainees receive homework to get prepared for the next class. The assignment includes brief practical researches.   | The aim is to increase their awareness and put a ground for the forthcoming subject.  |
| Group work                               | The trainees are separated in few groups and get a group task they have to solve and then present to the others.  | The task requires the acquired knowledge and skills to be applied in the group work, for set period of time and a performance in front of the others.   |
| Debate between trainees                  | Debates as an assessment technique not only reflect the subjects presented to the trainees but also develop skills like communicativeness, presentation ability and initiative. This is a tool proven to be successful for presenting one situation from different viewpoints. After forming the groups they are given at random the viewpoint they have to defend. A jury observes the presentation, knowledge on the subject, structure of the argument and group coordination. | Assessed is the understanding of the subject and the aim is to develop skills like communicativeness, presentation ability, team work, time management. |
| Test questions generated by the trainees | The trainees write the test questions themselves and formulate the answers on the grounds of the training topics. This gives them the opportunity to select and assess training topics and test the results.  | Questions and answers assessment - relevant or irrelevant, good or not. The good questions could be used for participants' assessment.                  |
| Subject summary                          | The trainees summarize the subject thus testing the knowledge acquired during the class.  | Fast assessment of each summary and evaluation whether the trainees understand the basic terms related to the subject.                                  |
| Cases solving                            | The trainer gives practical cases aiming to solve many problems during the classes.   | Assessment of the subject awareness level and the necessity to work on the weak points of the topic.  |