

DACUM Skill Rating Scale

- 1 - Can perform some parts of this skill satisfactorily but requires assistance and/or supervision to perform the entire skill.
- 2 - Can perform this skill satisfactorily but requires periodic assistance and/or supervision.

- 3 - Can perform this skill competently without assistance or supervision.
- 4 - Can perform this skill competently with more than acceptable speed and/or quality and can teach the skill to others.

COMMUNICATE
A

Read and follow recipes A1	Follow instructions (e.g., prep list) A2	Listen A3	Demonstrate manners / etiquette A4	Communicate verbally A5	Interpret non-verbal communication A6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Develop / maintain interpersonal skills A7	Spell A8	Write A9	Write instructions A10	Create a prep list A11	Use word processing A12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Use communication technologies (email, phone, text, fax, scan) A13	Ask for help A14	Explain ideas A15	Accept / learn from feedback A16	Give constructive feedback A17	Resolve conflict A18
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Use terminology A19	Select medium for greatest impact (e.g., hand written note) A20				
1 2 3 4	1 2 3 4				

MANAGE INVENTORY
D

Rotate product / stock				Receive and inspect products and supplies				Perform portion control				Order products and supplies				Maintain stock sheets				Conduct Inventory			
D1				D2				D3				D4				D5				D6			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Use inventory programs				Manage and research suppliers																			
D7				D8																			
1	2	3	4	1	2	3	4																

USE EQUIPMENT
E

Clean and maintain equipment				Train others in proper use				Create S.O.P.s (Standard Operating Procedures)				Post operating and maintenance instructions				Document sanitation procedures				Use a mixer			
E1				E2				E3				E4				E5				E6			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Use dividers, rounders and sheeters				Use proofers				Use slicers				Use retarders				Use depositors (cookies, muffins)				Use ovens			
E7				E8				E9				E10				E11				E12			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Use a variety of hand tools				Use a variety of small appliances				Use scales and measuring equipment				Use molds				Use specialized equipment (e.g., flour mills, oil presses, ice cream makers)				Use a dishwasher			
E13				E14				E15				E16				E17				E18			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Use pots and pans				Use thermometers				Use decorating tools															
E19				E20				E21															
1	2	3	4	1	2	3	4	1	2	3	4												

MANAGE PRODUCTION
F

Conduct daily and weekly planning meetings F1	Create production sheet F2	Revise production schedule F3	Manage surplus product F4	Minimize waste F5	Estimate sales F6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Plan seasonal production F7	Plan for special events (e.g., weddings, annual events, etc.) F8	Respond to community requests F9			
1 2 3 4	1 2 3 4	1 2 3 4			

MANAGE MARKETING
G

Create a marketing / events calendar G1	Manage media requests G2	Budget donations G3	Build community G4	Use social media G5	Manage web presence G6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Respond to / seek front line advertising (i.e., demos) G7	Manage brand G8	Represent your business / organization G9	Network G10		
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4		

WORK WITH
CHOCOLATE
H

Temper chocolate				Blend ganaches				Mold chocolate				Enrobe chocolate (hand dipped)				Create (chocolate) decorations				Melt chocolate			
H1				H2				H3				H4				H5				H6			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Pipe with chocolate				Assemble chocolate (e.g., for a show piece)				Manipulate chocolate				Make chocolate (i.e., from beans)				Clean chocolate							
H7				H8				H9				H10				H11							
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4

PRODUCE CAKES AND
TORTES
I

Assemble cakes				Prepare icings				Prepare fillings				Pipe				Ice cakes				Transfer cakes onto boards			
I1				I2				I3				I4				I5				I6			
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4
Score cakes				Cut cakes and tortes				Prepare no-bake items				Custom decorate cakes											
I7				I8				I9				I10											
1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4	1	2	3	4				

PRODUCE YEAST PRODUCTS, DOUGHS AND QUICKBREADS
J

Grow and maintain a dough starter	Scale / measure ingredients	Mix doughs and batters	Portion doughs	Proof doughs	Shape / pan doughs
J1	J2	J3	J4	J5	J6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Score doughs	Garnish / glaze product	Load oven	Bake / deep fry / boil doughs	Test / assess product	Cool product
J7	J8	J9	J10	J11	J12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Laminate dough					
J13					
1 2 3 4					

DEMONSTRATE PROFESSIONAL AND PERSONAL COMPETENCE
K

Display strong work ethic	Maintain a positive attitude	Display pride in work	Demonstrate personal integrity	Work with a sense of urgency	Display initiative
K1	K2	K3	K4	K5	K6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Maintain consistency	Learn continuously (lifelong learning)	Improve continuously	Practice skills to improve speed and accuracy	Demonstrate organization (mise-en-place)	Lead by example
K7	K8	K9	K10	K11	K12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Demonstrate commitment to excellence	Employ all senses when cooking / baking	Read and research	Display confidence	Show humility	Identify strengths and limitations
K13	K14	K15	K16	K17	K18
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

Continued

**DEMONSTRATE
PROFESSIONAL AND
PERSONAL
COMPETENCE
K**

Identify / reflect on successes / failures K19	Prioritize K20	Manage time K21	Solve problems / troubleshoot K22	Manage change K23	Manage stress K24
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Adapt to new situations K25	Work within a hierarchy K26	Identify and explain nutritional values K27	Write a professional resume K28	Maintain healthy work / life balance K29	Situate self within culinary / baking history K30
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Demonstrate manual dexterity K31	Demonstrate physical strength and abilities (endurance) K32	Research market K33			
1 2 3 4	1 2 3 4	1 2 3 4			

**WORK IN TEAMS
L**

Respect others L1	Demonstrate reliability L2	Accept responsibility for own and team's actions / mistakes L3	Support others L4	Work independently (within a team) L5	Demonstrate flexibility L6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Compromise L7	Exhibit patience (with self and others) L8	Demonstrate appropriate sense of humor L9			
1 2 3 4	1 2 3 4	1 2 3 4			

APPLY BASIC SKILLS
M

Separate eggs	Temper	Fold	Scald	Whip	Demonstrate knife skills
M1	M2	M3	M4	M5	M6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Use senses to develop correct consistency	Use colour wheel	Follow a recipe	Alter recipes based on climate and environment (internal and external)	Alter recipes based on quality of ingredients	Apply food science
M7	M8	M9	M10	M11	M12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Prepare thickening agents	Prepare sauces				
M13	M14				
1 2 3 4	1 2 3 4				

DISTRIBUTE PRODUCT
N

Package products	Merchandise product	Display product	Deliver / ship product	Wholesale / retail product	Label product
N1	N2	N3	N4	N5	N6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Price product					
N7					
1 2 3 4					

DEMONSTRATE
CREATIVITY
O

Develop palate	Experiment	Apply basic art principles (e.g., colour and design)	Plate desserts	Innovate
O1	O2	O3	O4	O5
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

PRODUCE FROZEN
DESSERTS
P

Blend and freeze grenita	Cook custards	Add flavour	Churn ice creams and sorbets	Prepare semifreddos and frozen souffles
P1	P2	P3	P4	P5
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

SERVE CUSTOMERS
Q

Take orders	Resolve customer complaints	Meet with clients	Create product menu / portfolio	Demonstrate product knowledge	Refer clients
Q1	Q2	Q3	Q4	Q5	Q6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Demonstrate knowledge of other local bakeries	Upsell	Use Point of Sale (P.O.S.) equipment			
Q7	Q8	Q9			
1 2 3 4	1 2 3 4	1 2 3 4			

PRODUCE SUGAR
WORKS AND
CONFECTIONS
R

Select appropriate sugar	Colour sugar	Manipulate sugar	Heat sugar
R1	R2	R3	R4
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

Continued

MANAGE HUMAN RESOURCES U

Manage volunteers	Terminate staff	Conduct interview s	Conduct and evaluate trial shifts	Manage pay raises and bonuses
U13	U14	U15	U16	U17
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4

MANAGE FINANCES V

Use spreadsheets	Calculate food costs	Calculate selling price	Calculate labour costs	Schedule staff	Budget
V1	V2	V3	V4	V5	V6
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Manage government remittances	Manage cash flow	Manage payroll	Pay invoices	Analyze profit and loss statements	Contribute to the development of a marketing plan
V7	V8	V9	V10	V11	V12
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Negotiate contracts	Develop and modify business plan	Invoice customers	Collect payment	Analyze customer data (from P.O.S. software)	Employ loss prevention strategies
V13	V14	V15	V16	V17	V18
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4
Calculate cost of ingredients	Track and adapt to ingredient costs	Manage fixed costs	Consult w ith professional service providers		
V19	V20	V21	V22		
1 2 3 4	1 2 3 4	1 2 3 4	1 2 3 4		