SET
Skills for Employment Tanzania

Training Manual

Basic Cookery

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Swisscontact

Swisscontact works in Tanzania as a facilitator in skills development to complement government efforts in youth empowerment.

Economic, social, and academically disadvantaged youth are supported through tailor-made vocational skills development opportunities to increase their employment chances and entrepreneurship opportunities. Projects are guided by a unique youth and market-driven learning group model, which is focused on sub-sectors and jobs which have potential to offer (self-)employment opportunities. These are agriculture/ agribusiness, and other rural trades or services.

Swisscontact projects in Tanzania employ an Inclusive Markets system approach which considers the limits and opportunities of the existing vocational skills development system. Project seeks to improve the prospects of self-employment among the youth through a sustainable and systemic contribution to improved access, relevance, and quality of vocational skills development. Since ownership is critical for sustainability, our projects apply a participatory approach that involves joint action planning with partners.

Introduction to Trainers

This **Basic Cookery Course** is designed to equip participants, especially young women and economically disadvantaged youth, with practical skills in food preparation and cooking. It focuses on creating economic opportunities through small-scale cooking businesses, enabling participants to generate income and support their families. The course emphasizes the use of **locally available ingredients** and affordable equipment, making it accessible to those in rural and peri-urban areas.

The course primarily targets participants with **limited formal education,** particularly young mothers and out-of-school youth. By providing practical, hands-on training, learners will develop the confidence to cook various dishes, understand kitchen safety, and manage food hygiene.

This 10-day program combines **theory and practical sessions** to cover essential topics such as kitchen practices, basic cooking methods, cost calculation, pricing, and customer service. By the end of the course, learners will have the knowledge and skills to run small food businesses and cater to local markets. The course is designed to be flexible, adaptable, and relevant to the specific needs of the community.

This training offers a pathway to **self-employment** and an opportunity for young people to improve their livelihoods by building sustainable cooking businesses.

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1.1 Module 1: Introduction

1.1 Characteristics of a cook

Cooks need certain characteristics to succeed; some of these important characteristics are:

1. **Personal:**
   - **Hard-working** to be able to prepare timely delicious dishes to sell
   - **Well organised**
   - **Time management:** working quickly and efficiently.
2. **Physical and health: :**
   - **Good health** and energy
   - **Clean;** good personal hygiene, especially for handling food that customers will eat.
3. **Business skills:**
   - **Good with people:** selling products to different markets e.g. children, general community, long-distance truck drivers, etc.
   - **Communication skills:** for buying materials, selling to customers, negotiating with shops to sell products.
   - **Sales** skills for direct selling
   - **Numeracy** for financial management and profitability

1.2 Personal hygiene

Cooks must be very clean so that they do not transfer any dirt from themselves to the food that they are preparing for other people. Dirt (and bacteria) can make food go bad and can make people sick.

- **Body hygiene:** bath, shower or wash every day, especially before and after work.
- **Hand washing:** hands transfer dirt and bacteria so they must be washed very often.
- **Hair** must be clean and tied up so that no hairs fall into the food. This will also stop you from pushing your hair out of your face and constantly touching it. Every time you touch your hair or face, your hands will pick up bacteria from them and then transfer them to the food you are working with.
- **Nails:** keep nails clean and short to prevent dirt from building up under the nails.
- **Wounds or injuries:** Cover any cut or injury with a clean waterproof plaster or bandage. If a wound is bleeding or oozing pus, you must stop working immediately and attend to the wound. Wounds should be properly treated as once there is

infection it becomes much more difficult to heal, and the risk of contamination is great.

- **Personal habits:** do not sneeze or cough near food; avoid touching hair, nose, face, mouth, etc.
- **Personal presentation to customers:** neat, tidy, and clean. It is important to look clean and professional when you are cooking food for paying customers to eat. If a customer sees you in the kitchen and you are dirty and untidy, they will not trust that the food that you are cooking is safe to eat.

The following guidelines will help you work hygienically in the kitchen

Do's	Don'ts
• Wash every day. • Wash hands correctly and often! • Wear clean clothes or a clean apron when making food and change your apron if it gets dirty. • Tie your hair up or wear a hair covering. • Keep your nails short and clean. • Cover any injuries or wounds with a waterproof bandage/plaster. • Cough or sneeze into your elbow. • Keep children and animals away from spaces where you are cooking	• Don't cook food for selling when you are sick • Don't wear jewellery, rings and watches while working in the kitchen. • Don't touch your nose, hair, mouth, and sores. • Don't handle ready-to-eat food with bare hands. • Don't cough or sneeze on food. • Don't touch food on customers' plates. • Don't taste food with fingers or utensils you are cooking with. • Don't let pets or other animals into the kitchen. • Don't cook barefoot or in open shoes – hot food or dropped utensils can hurt your feet!

1.3 Business licencing and tax

For small caterers in Tanzania, it is important to understand the licensing requirements. Micro-businesses, such as cooking dishes at home, may not always need a formal business license. However, if the business plans to expand or apply for small loans, official registration or licensing through the Business Registration and Licensing Agency (BRELA) becomes necessary.

Additionally, a Taxpayer Identification Number (TIN) is required, and businesses must comply with local council by-laws on hygiene and safety.

A small caterer may officialise his/her business. There are several benefits to this:

- Makes applying for small loans easier

1.	Register a busines name with BRELA (Business Registration and Licensing Agency)
2.	Get Tax Identification Number (TIN) for the business from the Tax Registration Authority (TRA)
3.	Get business licence from the local Council
4.	Apply to SIDO for business assessment/evaluation; submit required documents with fee. SIDO inspection visit and if meeting requirements, receive a letter of compliance
5.	Apply to Tanzania Bureau of Standards (TBS) for product certification.

- Provides a “quality product” certification
- May qualify for subsidies under SIDO
- May get business training from SIDO and other stakeholders

The important steps to officialise the business are as follows (for information purposes):

Businesses looking to operate legally must get a business license from their local authority. The purpose of a business license is to ensure that the business complies with local regulations and operates in a manner that is safe for the public. Most micro enterprises will not be licensed, but if the owner wants to get a loan/borrow money for e.g. equipment or aims for product certification, then they usually have to produce a business license. In this case, they will need to be registered with the local municipality.

Ultimately, they may also have their product certified by TBS. The process is a bit complicated for a small business, and it is best to first have the Small Industry

Development Organisation (SIDO) assess the production facility. This means that certain criteria or requirements must be met, such as:

- have a separate production facility (not a domestic kitchen due to family and children's issues)
- conduct regular health checks of the producer and staff
- use of Personal Protective Equipment (PPE), e.g. hair coverings, gloves to handle unpackaged food

SIDO conducts an evaluation of the producer, the process and the production facility and provides advice and guidance to the producer. If SIDO requirements are met, they issue a letter of compliance for the producer. The SIDO letter of compliance makes application for TBS certification much easier.

1.4 Health regulation and certification

Health inspections are essential to ensure that the cooking business meets public health and safety standards. Local authorities will inspect the cleanliness of the kitchen, water supply, ventilation, toilets, and food storage areas. Each local council may have specific rules to ensure the kitchen maintains hygiene and reduces any health risks.

A health certificate is also required to show that the business follows these health and safety rules. Additionally, anyone working in food production must obtain a medical certificate from the public health office every six months to ensure they are fit to handle food

2 Module 2: Kitchen Practice

2.1 Kitchen safety

There are a lot of things that can go wrong when cooking. You are working with heat, fire and sometimes with sharp implements. Always be careful and alert. By doing this, you minimise the risks of cutting yourself, starting a fire, getting burns or even slipping on slippery floors.

1. **Sharp implements:** When working with knives or other sharp tools, it's important to practice safe handling:
   - Always use a sharp knife because dull blades can slip and cause accidents.
   - Cut away from the body and use a stable surface like a cutting board.
   - Carry a knife by the handle with the tip down and the blade turned away from your body.
   - Keep sharp tools stored safely out of children's reach when not in use.
2. **Working with stoves (jiko) and hot equipment:** Cooking involves handling hot stoves, ovens, and other heated equipment:
   - Always **use oven mitts** or cloths when handling hot trays or pans to prevent burns.
   - Make sure that the handles of pots and pans are turned inward to prevent them from being knocked over.
   - Be mindful when using a (charcoal stove to avoid burns or accidental contact with the hot surface.
3. **Preventing burns:** To stay safe from burns:
   - Never leave cooking equipment unattended, especially when using open flames.
   - Keep a safe distance from boiling liquids and hot oil to avoid splashes.
   - If something is hot, **test it first** with care before handling it.
4. **Safe practices: spills and slips:** Kitchens can be slippery, especially when spills happen:
   - Clean up spills immediately to prevent anyone from slipping and falling.
   - Use a **non-slip mat** in areas where water or oil might spill.
   - Make sure the floor is always dry and clear of obstacles.
5. **Children not to play in the kitchen:** The kitchen can be a dangerous place for children:
   - Keep children out of the kitchen while cooking. They may accidentally knock things over, touch hot surfaces, or cause distractions.
   - If children are around, make sure they understand the dangers of hot stoves, sharp tools, and spills.

By following these safety tips, small caterers can protect themselves, their families, and their kitchens from accidents or injuries, while maintaining a safe environment to prepare food.

2.1.1 Personal Protective Equipment (PPE)

Personal Protective Equipment (PPE) refers to any equipment or clothing worn to minimise exposure to hazards that can cause injuries or illnesses. The following are important PPE to have in a kitchen:

PPE:

- Hair covering/scarf or hairnet
- Apron, closed shoes
- Oven gloves for handling hot pots and pans
- Gloves for handling food for sale
- Mask – optional for when serving customers or working with unpackaged food

2.1.2 First Aid

Keep safe with a basic first aid kit. Include supplies to treat common injuries such as cuts and burns and be ready for emergencies.

What you need in your first aid kit::

- Disinfectant to clean any wounds e.g. Dettol, Savlon
- Antiseptic ointment e.g. Betadine; Savlon ointment
- Plasters to dress any wounds (cuts)
- Dressings/Gauze to cover any bigger cuts that a plaster may not cover, or stop bleeding
- Burn ointment to apply to burns
- Painkillers e.g. Paracetamol

It is important to check and restock a first aid kit regularly, it should be checked at least once every three months if it is not used often.

Basic first aid for cuts and burns
Cuts

1. Wash your hands with soap and water
2. Stop the bleeding, put pressure on the cut with a gauze pad or clean cloth.
3. Clean the wound: once the bleeding has stopped rinse the cut under clean running water.

4. Remove any dirt or debris, with a sterilised tweezer
5. Apply disinfectant with cotton wool
6. Apply an antiseptic ointment
7. Cover with a plaster for a small cut
8. Put a bandage on if the cut is deep or if it is on a part of the body that might get dirty or rub against clothes, change the bandage if it gets wet or dirty.
9. Call a doctor if the cut is very deep or long, or if it doesn't stop bleeding.

Burns

There are different types of burns, first-degree burns are painful but minor they may turn red and swell. Second-degree burns form blisters, the skin may be very red and painful. Third-degree burns make the skin look white or charred.

How to treat minor first-degree burns and small second-degree burns:

1. Place the burned area under running cool, not cold water, for 5 mins.
2. Apply an antiseptic/ antibiotic ointment to soothe the area.
3. Loosely wrap the gauze bandage around the burn.
4. Take Ibuprofen to relieve pain.

Never pop any blisters that form, you could damage the skin and cause an infection. For any third-degree burns go to the doctor immediately. When treating burns, be careful with natural remedies. But honey is a safe choice that can help heal burns.

Injuries to the eye: splashes of hot oil or chemical

First aid care for injuries to the eye:

1. **Use clean water:** Pour clean, cool water into a small, clean container like a cup or bottle.
2. **Wash the eye gently:** With clean hands, gently scoop the water over the affected eye to flush out any chemicals or soothe burns from hot oil.
3. **Tilt the head:** Tilt the head so the affected eye is lower, allowing the water to run out without contaminating the other eye.
   Pour such clean water over the eye until it is well flushed. This may take 10 – 15 minutes of trickling the water over the affected eye.
4. **Avoid rubbing the eye:** Do not rub the injured eye, as this can make the injury worse.
5. **If the eye is red and damaged,** cover it with a dressing and bandage to rest it and let it heal.
6. **Seek medical help:** After rinsing, if the pain continues or vision is affected, go to a doctor or clinic immediately for further care.

Natural remedies for minor cuts and burns in Tanzania

In Tanzania, there are several traditional remedies and natural methods that are commonly used to treat minor cuts and burns. These remedies are often based on locally available plants and household items::

1. **Honey (Asali):**
   Honey has natural antibacterial properties and is often used to treat small cuts. Applying a thin layer of honey over the cut can help clean the wound and keep it moist, promoting healing while preventing infection. It can also be applied to minor burns to reduce pain and inflammation.
2. **Aloe Vera (Mshubiri):**
   Aloe vera is commonly found in many Tanzanian households and is known for its healing properties. Applying fresh **aloe vera gel** directly to a minor burn can help soothe the skin, reduce pain, and promote faster healing. It's also effective for small cuts because it acts as an anti-inflammatory and helps prevent infection.
3. **Turmeric (Manjano):**
   Turmeric powder mixed with a little water can be applied to small cuts to reduce inflammation and fight infection. Turmeric contains curcumin, which has powerful healing properties. It can also help in stopping minor bleeding.
4. **Coconut Oil (Mafuta ya Nazi):**
   Coconut oil is used to soothe minor burns and keep the skin moisturized. It helps reduce the risk of scarring and promotes skin regeneration. It can also be applied to minor cuts to keep the area moist and protect it from bacteria..
5. **Guava Leaves (Majani ya Mpera):**:
   Boiled **guava leaves** are used in some Tanzanian regions to clean wounds. The leaves have antiseptic properties that help prevent infections when applied to cuts. Guava leaves can also be used to treat minor burns.
6. **Papaya (Papai):**
   Papaya pulp can be applied to small burns or cuts to promote healing. Papaya contains enzymes like papain, which help clean wounds and remove dead tissue, speeding up the healing process.

When using these natural remedies, it's important to first clean the wound with clean water to reduce the risk of infection. If the cut or burn does not improve or becomes worse, it's advisable to seek medical attention.

These natural remedies are widely used in Tanzania due to the availability of these plants and items in many households.

2.1.3 Handling a small fire

If there is a small fire in the kitchen, there are a few simple ways to put it out, as follows.



How to handle small kitchen fires:

- Cover quickly with a metal lid or tray, or a fire blanket to smother the flames.
- Do not carry it outside in case you trip, stumble, or burn yourself on the pot/pan or flames.
- Turn off the heat!
- You can use salt or sand to put out a fire on a flat surface: dump a lot of salt or sand/ground onto the fire (not anything else as it is too light!)
- Do not put water on oil fires!

2.2 Food Hygiene

2.2.1 Bacteria

Bacteria are tiny little creatures that you cannot see with the naked eye. Bacteria are everywhere around us, even inside our bodies. Some bacteria are good for us and help us with our digestion but there are a lot of bacteria that can give us diseases, there are specific ones that live on foods and in kitchens like the bacteria that live on chicken is called salmonella. Some of the bacteria can make people very sick with food poisoning. We need to know how to stop these bacteria from growing and

spreading so that we don't give customers food that will make them sick

Where do bacteria live?

Food poisoning bacteria live in food and on surfaces in the kitchen. Bacteria like to live and grow on some foods more than others. These are called 'High-risk foods' and 'low-risk foods.' Low-risk foods are foods that bacteria don't grow on very quickly, but High-risk foods are foods where bacteria will grow quickly and can make people very sick.

High-risk foods	Low risk foods
Dairy and egg products: milk, cream, eggs	**Acid foods:** pickled vegetables, citrus fruits, anything in vinegar
Meats: meat and chicken	**Foods with high salt or spice content:** salted fish, sambal
Fish: fish and shellfish	**Foods high in sugar content:** jam and syrup
Any food containing the above	**Dry foods:** biscuits, flour
	Fatty foods: butter, cooking oil

Food poisoning bacteria also live in our bodies, on our hands, in our mouths, noses, hair and other parts of our bodies that come into contact with food. We can easily spread these bacteria onto food by using bad kitchen hygiene habits.

What do bacteria need to grow?

Bacteria are like people – they need food, water, warmth and time to grow. If we can prevent them from getting food and water, keep them from getting warm, and not give them enough time, then we can stop them from growing into large numbers that could make people sick.

Food and water: bacteria grow the best in unsafe foods as these types of foods provide plenty of food and water for the bacteria.

Warmth: bacteria grow the fastest at warm temperatures of 10 - 65°C – this is the **Danger Zone!** We need to keep food out of this temperature zone as much as possible. The less time food spends at these dangerous temperatures, the less time bacteria have to grow into dangerous amounts. We do this by:

- **Keeping foods cold:** keeping food in clean, covered containers in a cool place out of the sun.
- **Keeping hot foods hot:** keep any cooked food (like rice) that is ready for serving, above 65°C.
- **Put food back in storage** after you have used it as an ingredient.
- **Do not leave food standing around in the kitchen** as the temperature in the kitchen is usually between 25 – 35°C – right in the middle of the Danger Zone!

Time: if food is in the Danger Zone for any time, then the bacteria can double every

20 minutes! We need to make sure that food does not spend time in this temperature range otherwise the number of bacteria will grow to high levels that make people sick. This is tricky in Tanzania as the normal temperature (in the kitchen) is often between 25 – 35°C.

We minimise time in the Danger Zones by:

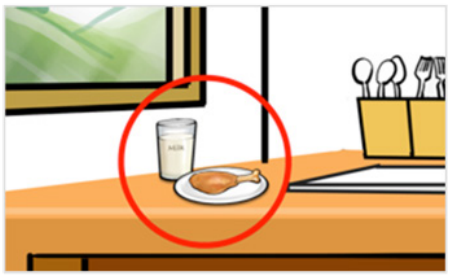
- **Cooling foods quickly:** they need to go from hot to cold as fast as possible
- **Heating foods quickly:** they need to go from cold to hot as fast as possible
- **Do not leave foods standing around in the kitchen:** put them in the clean, covered containers in a cool place out of the sun or keep them hot!



Cool foods quickly



Heat foods quickly



Do not leave food standing around in kitchen

If you will be displaying your food to be sold, the best way to keep it safe is to:

- Cook foods as close to serving time as you can.
- Keep it on display for the shortest time possible
- Put leftover foods into clean, covered containers in a cool place out of the sun just after serving time.
- Display only a small sample of the dish but keep the rest in cool storage and heat it when someone orders it.

2.2.2 Good Kitchen Practices

Important things to do: we can stop bacteria from spreading by doing the following things in our kitchen:

1. Handle food as little as possible
2. Keep food covered or wrapped
3. Store and keep cooked food separate from raw foods

4. Use different utensils for raw and cooked food
5. Store different types of food separately – meat, fish, and chicken must all be in their own separate, clean, sealed containers.
6. Clean utensils and equipment properly after using them for each food item
7. Wash fruits and vegetables that come into the kitchen in clean water: make sure to wash away any soil as this contains bacteria
8. Wash your hands:
    - Before you start working
    - After unpacking food supplies
    - After handling raw foods
    - After handling rubbish
    - After smoking
    - After coughing or sneezing
    - After handling money
    - After going to the toilet
9. Cleaning: Regularly clean equipment, facilities, floors, surfaces, and waste containers.
10. Food storage principles: Practice food storage principles to prevent loss of goods and profit.

Use different cutting boards for different food items: one for raw meat, one for poultry, one for cooked items and one for fruit and vegetables.

Important!

Do not allow any animals in the kitchen as they spread dirt, hair, and bacteria into the kitchen and often on to the food. Animals include cats, dogs, and chickens.

Zuia wadudu kuingia jikoni au katika chakula kwa:

- Putting screens on widows that can open
- Clean up any mess or spills of food
- Keep food covered and sealed
- Check regularly for any signs of pests – droppings, dead pests, etc.

2.2.3 Cleaning

It is important to work in a clean environment. What you can do to keep your kitchen clean while you are working:

- Clean as you go! If you use something, clean it immediately or give it to someone who does the cleaning.

- Throw rubbish away – in the waste bowl or in the bin.
- Wash the counters after every time you use them.
- Keep your workstation and the kitchen tidy – put all things away where they belong.
- Immediately put chilled foods back in clean, covered containers in a cool place out of the sun once you have used what you need.

Clean dishes and cooking utensils and equipment

A cook should always work with clean cooking utensils and equipment:i:

- Clean cooking equipment as soon as possible after using it to prevent flies, cockroaches, and other pests.
- Clean dishes and utensils thoroughly using proper equipment: clean cloths and detergent. Wash the cloths after use, wring them out and dry them in the sun after using them.
- Rinse dishes and utensils with clean water to remove the soap.
- Dishes and utensils should be dried properly before being stored and used: dry them in the sun, in a clean place, or using a clean cloth.

2.2.4 Food Storage

Follow food storage principles, for example, FIFO (first in first out). Apply the FIFO principle to ensure that older items are used before newer ones, reducing the risk of food waste. Always use older stock before using new stock. It is important to learn how to store food properly, as incorrect storage could lead to food poisoning or a loss of ingredients and that will affect the profits of the business.

Different foods need to be stored differently:

1. **Flour:** airtight, moisture-proof containers on a cool, dark shelf, off the floor to prevent pests and dampness.
2. **Spices:** put ginger and cinnamon etc. into clean, sealed containers and write the names on the containers. This prevents moisture from getting to the spices and then they won't clump together.

2.2.5 Family Hygiene

When preparing food at home, it is important to keep the area clean, especially if children are around. Make sure that:

- Diapers are not changed where the food is being made.
- Hands are washed after changing diapers or looking after sick children.
- Sick children do not come into the place where dishes are being made.
- Children do not cough, sneeze, or wipe their noses near the food.

2.2.6 Pests

Prevents pests by:

- Putting screens on windows that can open.
- Clean up any mess or spills in the food store.
- Keep food covered and sealed against ants, cockroaches and flies.
- Check regularly for any signs of pests – droppings, dead pests, etc.

2.2.7 Cross contamination

How do bacteria spread?
Bacteria can spread very easily from one place to another if we are not careful. They can spread in three main ways:

How bacteria spreads	Explanation
From one food to another food	Bacteria from one food can get into another food if they come into contact with each other. For example, if raw meat and raw chicken are in the same bowl, the bacteria from the chicken will infect the meat. If raw meat is put on a shelf above-cooked meat in the cool storage area, blood from the raw meat can drip onto the cooked meat and infect the cooked meat.
From people to food	People spread bacteria onto food with their hands. These bacteria can come from their bodies (e.g. from coughing) or from other food (touching raw chicken then touching meat), or from rubbish bins, money or the outside world and then onto clean food. This is why we need to wash our hands all the time in the kitchen!

How bacteria spreads	Explanation
From equipment to food	Bacteria on kitchen equipment can spread to any food that is prepared with that equipment. For example, a cutting board and knife that cuts raw chicken will spread the bacteria from the chicken onto meat or fish that is cut on that same board with the same knife. We need to use different boards for different food items, or properly clean equipment between using it for different food items.

2.3 Measurements

2.3.1 Units of measurement

The main units of measurement associated with cooking are volume, mass, and temperature. When measuring dry ingredients or liquids, volume or mass may be used. Although it's more accurate to measure dry ingredients by mass, they may be measured by volume because:

- It may be more convenient to measure in volume.
- Accurate scales are required, especially to measure small amounts and they may not be available.

The proportion of the ingredients is very important in cooking. Accurate measuring utensils and the correct use of these utensils are both required for this.

In Africa, the international metric system is used (SI system). This system uses metricated units for measurement. The following units are used:

- Mass (grams, kilograms)
- Volume (millilitres, litres)
- Distance (centimetres, metres, kilometres)

- Temperature (degrees centigrade)

The metric system offers simplicity with only a few units and SI prefixes to remember::

- Kilo (k) means 1 000
- Deci (d) means 0.1
- Centi (c) means 0.01
- Milli (m) means 0.001

2.3.2 Measuring ingredients by volume

The volume of any substance is the amount of space which it occupies. Liquids are the easiest to measure by volume. The common units of measurement for volume are millilitres and litres. *1 000 millilitres = 1 litre.* When measuring food by volume, the following amounts are often used:

Measuring tools

Measuring spoons are the following sizes:

Spoons	Volume (usually in a set or 4 or 5 spoons)
1 Tablespoon (Tbs)	15ml
1 teaspoon (tsp)	5ml
½ teaspoon	2,5 ml
	2ml
	1ml



Measuring cups contain the following sizes

Cups	Volume (usually in a set of 4 or 5 cups)
1 cup	250ml
½ cup	125ml
¼ cup	60ml



Measuring cup sets may also be in sizes of 250 ml, 100 ml, 50ml, and 25ml..

Measuring jugs: : Various sizes of measuring jugs may be found. Most of them have a volume scale printed on the jug so that smaller amounts can also be measured. The sizes of measuring jugs include:

- 250 Mls
- 500 Mls
- 1 litre



When measuring liquids in a measuring jug:

- Place the jug on a flat surface.
- Bring your eye to the level of the liquid.
- Read the level of the water against the numbers on the side of the jug..

Oil is usually measured in millilitres or litres..

Sugar: Sugar should be placed into the measuring cup and levelled off with a flat utensil such as a knife. Icing sugar creates lumps and packs tightly, so it should be measured like flour

Flour: Flour tends to pack or compress during storage. The following method should be followed so that flour is not compressed when measured::

- Sift the flour.
- Scoop the flour into the measuring cup with a scoop. (Do not use the measuring cup to collect the flour as this will cause the flour to compress into the cup)
- Level the surface of the flour off with a knife.

If large quantities of flour are used, the flour is usually measured by mass, as this is quicker and more accurate.

2.3.3 Measuring ingredients by mass

Mass is the weight of an object. The common units of measurement for mass are grams and kilograms. *1000 grams = 1 kilogram*

Scales (weighing balance) are used for the measuring of mass. They can weigh in grams and kilograms depending on the scale.

Measuring ingredients by masso

Dry ingredients and solids are measured most accurately by mass. Liquids, such as milk, water, and oil are usually measured by volume.

1. Switch the scale on then add the container that will contain the item to be weighted.
2. Set the scale to zero.
3. Add the item to the container until the right mass is reached. .

2.4 Prepare to cook

It is important to ensure that cooking areas and equipment are ready for use. The equipment needed for cooking must be clean and ready for use. Collect all the equipment you will need before you start working.

Organise your working and cooking area to avoid wasting time. If you have correctly planned, all the ingredients and equipment that you need will be close at hand. Stack or soak used equipment in the sink area

2.4.1 Your Workstationi

It is good practice to have all your ingredients, cookware, and your cooking area prepared and ready before doing your cooking.

For the best results when cooking, follow these steps to ensure your kitchen is organised, clean, and ready for work
:

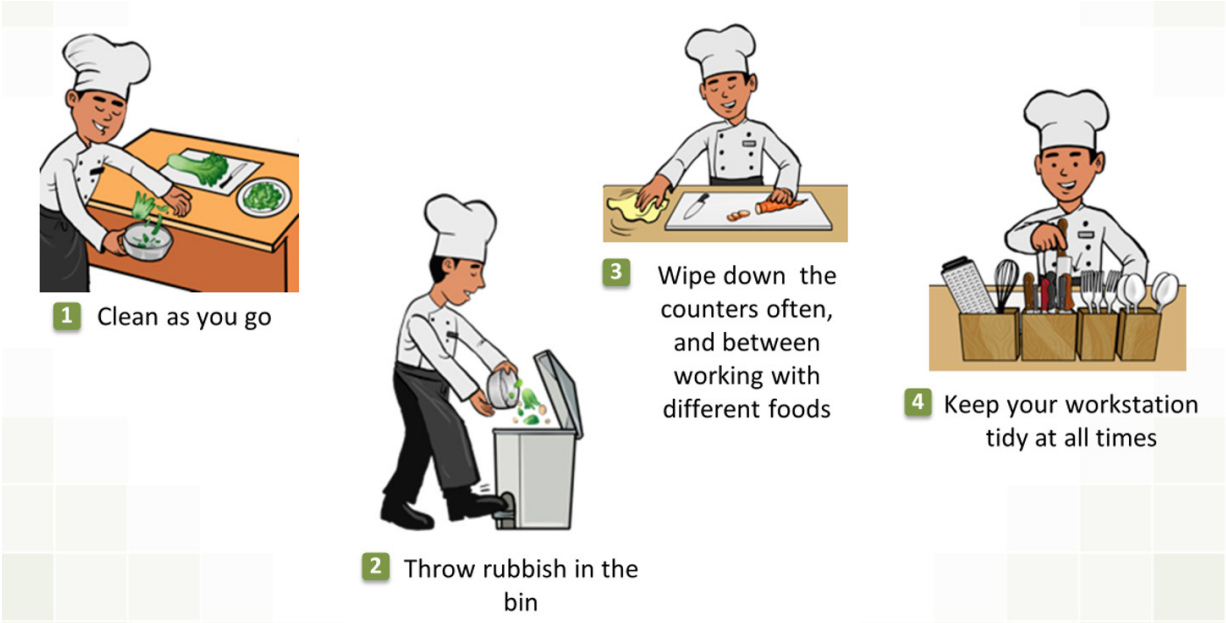
1. **Workstation organisation:** Start by tidying your cooking area and organising your tools. Clear unnecessary items and ensure that everything you need is within easy reach for efficient working.
2. **Prepare to cook:** Before you begin, light the fire or preheat your oven/jiko (charcoal stove). Also, prepare your cooking pots, pans, and trays. Clean, grease, or line them if necessary to prevent sticking. This makes the process smoother and cleanup easier.
3. **Clean equipment thoroughly:** Ensure all equipment, especially items like spoons or pots where food can get stuck, is thoroughly cleaned before use. This prevents contamination and ensures a hygienic cooking environment.
4. **Measure ingredients accurately:** Use metric measurements for exact results. Accurate measurements are key to consistent cooking.
5. **Follow the recipe order:** Strictly follow the order in which ingredients are added. This ensures the correct texture and flavour of your dish.
6. **Understand the recipe:** Read through the recipe beforehand and ensure you understand all the techniques. This helps avoid mistakes and ensures smooth preparation.
7. **Prepare ingredients:** Assemble and measure all your ingredients before starting. Having everything ready ensures you won't forget anything or have to stop mid-way through the process.
8. **Waste container:** Keep a container nearby to collect waste like food scraps or wrappers. This will help keep your workspace clean and reduce the risk of accidents.
9. **Basin with warm soapy water:** Keep a basin with warm soapy water close by to wash utensils and clean spills as you go. Cleaning as you work helps maintain hygiene and makes the cleanup process easier after cooking.

By following these steps, cooks can ensure a smooth, safe, and efficient cooking process, resulting in better and more consistent dishes.

2.5 Clean as you go

Cleaning as you work is a good principle to keep the workspace clean and tidy so that there is not a lot of mess to clear up before you start serving food. There are a few simple activities to do to 'clean as you go:

- If you use something clean it immediately or give it to someone who does the cleaning.
- Throw rubbish away – peelings, trimmings, packaging, etc. in the waste bowl or in the bin.
- Wash the counters after every time you have used them.
- Keep your workstation and work area tidy – put all things away where they belong.
- Immediately put chilled foods back in clean, covered containers in a cool place out of the sun or in a fridge once you have used what you need.
- Wash up as you work: have a bowl of hot, soapy water and wash up items as you use them.



Clean dishes and cooking utensils and equipment

A cook should always work with clean cooking utensils and equipment::

- Clean cooking equipment as soon as possible after using it to prevent flies, cockroaches and other pests.
- Clean dishes and utensils thoroughly using proper equipment: a CLEAN cloth, brush, and detergent. Wash the cloth, wring it out and hand it to dry after using it.
- Rinse dishes and utensils with clean water to remove the detergent.
- Dishes and utensils should be dried properly before being stored and used: dry them in the sun, in a clean place, or using a CLEAN cloth.

2.5.1 General Cleaning

Make sure that you clean everything that you use, even if it does not look dirty. Remember that you cannot see bacteria! Also, every now and then replace the cleaning cloths. .

- Wipe and wash all the counters and working surfaces
- Clean all the cooking and preparation equipment
- Wash all dirty dishes, bowls, utensils and equipment
- Leave them to dry or dry them and pack them away
- Clean the sink or basin
- Wash the cleaning cloths and sponges and put them to dry
- Take the rubbish out
- Sweep the floor
- Mop/wash the floor

2.5.2 Waste Disposal

Proper waste management is important when cooking or preparing food in order to avoid attracting pests such as mice, flies, and cockroaches..

- Put waste into a bin with a tight-fitting lid
- Empty the waste bin once or twice a day to stop pests, flies, and bad smells
- Keep your waste bin clean – wash it every time you empty it.
- Keep three rubbish bins one each for:
    - **Food waste:** food waste, vegetable peels, plate waste, etc. that can go to chicken feed or be composted.
    - **Packaging and other waste:** plastic bags, cardboard cartons and boxes, mixed waste, plastic bags from meat, etc.
    - Items that can be **recycled**: bottles, jars, cans, plastic, boxes, etc

2.6 Time planning

It is important to plan your time effectively to make the best use of heat and ensure that freshly cooked food is available at the same time each day. This consistency helps customers know when to expect fresh dishes.

Begin by preparing dishes that require the longest cooking times, allowing them to cook while you work on the preparation of other items. By organising prep and cooking tasks this way, you can manage your time efficiently and have all dishes ready together.

1. **Guidelines:** Effective time management helps small-scale caterers cook and deliver on time. Here's a simple guide:

2. **Plan the menu:** Decide what to cook in advance and prepare ingredients like cutting vegetables or marinating meat early.
3. **Start early:** Begin cooking with dishes that take longer, like stews or baked items.
4. **Multitask:** Cook multiple dishes at once if you can—use all the burners and ovens to save time.
5. **Delivery timing:** Cook so that food finishes just before delivery, keeping it fresh and warm.
6. **Clean as you go:** Wash utensils and clean the kitchen while cooking to save time later.

2.7 Reading recipes:

A recipe is a written instruction for making a particular menu item. It gives the name and quantity of the item to be made, the ingredients needed and the method of preparation. It lists the following information: .

- Name of the dish
- Preparation time
- Cooking temperatures and time
- Equipment and utensils needed
- Ingredients and amount of each ingredient
- Method of preparation, cooking and finishing the dish
- Number of servings from the dish (yield and portion size)
- Accompaniments
- Serving suggestions or instructions

Not all the above information is always provided, but ingredients and methods are always part of a recipe.

Layout of the ingredients list

- Ingredients must be written in the order in which they will be used
- Amounts must be in metric
- For large-scale cooking, amounts for dry ingredients are given in mass (e.g. kg)
- Liquid ingredients for large-scale cooking are given per litre
- Eggs are counted in pieces (units)
- Substitute ingredients may be given
- The kind of product must be stated exactly e.g. Granulated sugar
- No abbreviations should be used.

Method of the recipe

Either next to or below the list of ingredients are instructions on what to do with the ingredients – how to prepare them, combine them, how long they should be cooked for and at what temperatures. The method section may include culinary terms relating to what to do with food, or what specialised equipment to use..

Process: read the recipe, assemble ingredients and equipment, switch cooking equipment on if needed; do all the preparation of ingredients and equipment; follow method/instructions.

Example of a recipe

Salad Recipe

Ingredients

- 2 large tomatoes
- 3 onions
- 3 carrots
- 1 green pepper
- 1 chilli
- 1 cucumber
- ½ tsp of salt
- 1 small lemon

Method

1. Rinse the vegetables with warm water to sanitise them and remove any germs.
2. Cut all the ingredients into small pieces, using a variety of cuts as desired.
3. Don't cut the lemon, the lemon will be juiced for a dressing.
4. Combine all the chopped ingredients in a single bowl.
5. After thoroughly mixing the ingredients, add a squeeze of fresh lemon juice and stir with a spoon to coat.
6. Serve

3 Module 3: Cooking facilities

3.1 Venue/location for cooking and selling

When it comes to cooking and selling food, the choice of venue or location is very important to being successful. Cooking locations and sales point options include:

Cooking location: options:

- **Own home:** Many small home cooks prefer to cook from their own kitchens. This option is convenient and cost-effective as no additional rent is required..
- **Community space or another business:** Some cooks rent or share space in community buildings or at other businesses, such as a stall at a shop. This can be a good option if there's limited space at home or if the cook wants to reach more customers
- **Vending location (e.g., market or roadside):** f the cooking and selling locations are different, planning how to safely transport the goods is important. It's best to choose locations close to the customers to minimise transportation time and keep the products fresha.

Selling/vending location: options:

- **At the cooking location:** Some cooks sell directly from where they cook, especially if they are operating from home or in a shared space.
- **Different from cooking location:** Others may sell their cooked goods at a different location, such as a market or roadside stand. This requires transporting the cooked goods to where customers are.
- **Transport:** If the cooking and selling locations are different, planning how to safely transport the goods is important. It's best to choose locations close to the customers to minimise transportation time and keep the products fresh.

3.2 Managing Water

Water is a precious resource, and in many countries, especially in the dry season, water should be saved as much as possible. Saving water also saves fuel as hot water has to be heated using fuel.

As cooks, you can do a lot to contribute to protecting water quality and saving water. For example:

- Ensure that there are no dripping taps
- When washing fresh produce, use a small basin of water instead of using running water.
- Storage of clean water: store water in clean drums, buckets, tanks, bottles, and other containers for no longer than three days for maximum safety.

Purifying water from unreliable sources:

If the water source is not safe, follow these steps to make clean water for cooking and drinking:

1. Allow the water to settle in a large container for a few hours.
2. Filter it carefully and slowly through a very clean cloth; do not disturb any sediment at the bottom of the container.
3. Purify using either
    - **Chlorine/household bleach:** add 2 drops for every litre or add one teaspoon to 25ℓ of water and allow to stand for 30 minutes, or
    - **Water Guard tablets/liquid:** use as directed on the packet

Environmentally friendly disposal of wastewater.

Wastewater will contain food scraps, detergent, and often fats and oils. If possible, do not just throw dirty water into the environment where it can contaminate the ground or water sources, or the food scraps rot and smell. Pour the water down a proper drain.

3.3 Stoves

When selecting a stove, there are several factors to keep in mind. These may include things such as the size of the stove, the type of fuel it uses, the features it offers, and the price. It is important to carefully consider each of these factors before making a decision, to ensure that you choose a stove that meets your needs and fits within your budget. Types of stoves available include

Cooking equipment: source of energy and type of food determine the equipment needed, or combination.

- **Charcoal stove** and cooking tops: e.g. *chuma cha vitumbua* (rice cake griddle); chapatti pan, grill rack.
- **Matawi stoves** (fuel and cost saving: SNV project); reliable, in common use so people are familiar with charcoal stoves
- **Open fire:** may build a cement/concrete stove, wood saving design
- **Gas stove** with gas cylinder and cooking plates

3.4 Cooking equipment and utensils

Cooking requires a range of equipment and utensils used to make meals. These include:

- **Cooking equipment:** stove, pots, pans, tongs, wooden spoons, lifters, spiders (jalo), potholders
- **Small equipment and utensils:** good knife/s with handles, measuring equipment, mixing bowls, big spoons, grater, coconut grater
- **Storage containers:** with lids – different sizes, labels for containers of e.g. salt and sugar packaging.
- **Cleaning equipment and materials:** washing up bowl or sink, cloths, scourers, and detergent/soap.
- **PPE:** Personal Protective Equipment (PPE): any equipment or clothing worn to minimise exposure to hazards that can cause injuries or illnesses. In cooking, this includes items such as aprons, oven gloves, and closed shoes

1. **Cooking equipment:**
   - **Charcoal stove (jiko):** A commonly used stove for cooking in small home businesses. It's affordable and easily available.
   - **Matawi stoves:** These are fuel-efficient stoves that help reduce the cost of fuel. The SNV project promotes these stoves, which save energy and are more cost-effective than traditional charcoal stoves.
2. **Small equipment:**
   - **Measuring cups and spoons:** Used to measure ingredients accurately, which is essential for consistent results.
   - **Mixing bowls:** For combining ingredients.
   - **Wooden spoon:** For mixing ingredients.
3. **Storage containers:**
   - Use containers with lids to store ingredients like flour, salt, sugar, or cooked goods. This keeps the ingredients fresh and free from pests.
   - Storage containers with lids in different sizes, including labeled containers for ingredients such as salt and sugar.
4. **Cleaning equipment and materials::**
   - **A washing-up bowl or sink** is essential for cleaning utensils and equipment.
   - **Cloths and scourers:** For wiping down surfaces and cleaning dishes.
   - **Detergent/soap:** Needed to maintain cleanliness and hygiene in the kitchen.
5. **Personal protective equipment (PPE):**
   - **Aprons:** To protect clothes from spills and stains during cooking.
   - **Gloves:** Useful for handling hot items and maintaining hygiene.

- **Closed shoes:** Provide safety when working in the kitchen, protecting feet from spills or sharp objects.

3.5 Washing up facility

Clean kitchens need good washing facilities to keep food preparation areas clean and hygienic for customers. Important things to have in your cooking area:

- A space and place to wash cooking equipment and service ware
- Clean, hot, soapy water that is changed regularly
- Place to drain washed items – they can air dry or be dried with a clean drying cloth.

3.6 Storage facilities

FIFO (First In, First Out): Apply the FIFO principle to make sure that older items are used before newer ones, reducing the risk of food waste.

3.6.1 Storing food

There are three kinds of items we buy and use in a kitchen. All of these are stored differently.

Type	Example	Storage
Perishable foods	These foods can quickly spoil and go off. They include: • **Protein foods:** meat, fish, chicken, seafood • Fruit • Vegetables and salads • **Dairy:** milk, cheese, yoghurt	Buy and use the same day. Keep cool, covered and out of the sun. Use chilled storage for these items if available (fridge or cooler boxes)
Dry goods (non-perishable foods)	These foods can last a long time if stored well and in clean containers. They include rice, pasta, flour, sugar, spices, oil, canned food, jars	Store in a cupboard in clean, sealed containers

Non-food items	Items not used in cooking: they can be food packaging or cleaning agents. Examples include cling film, tinfoil, takeaway containers, cleaning agents and materials, candles, kitchen paper, and storage containers.	Store in separate clean storage areas away from food

General tips:

- Don't let children touch food
- Buy perishable foods in amounts that can be used up without having to keep them for too long.

3.6.2 How to store different foods.

Some guidelines for storage areas:

- **Keep clean:**
  - Sweep and then mop floors of storage areas at least once a day (using clean, hot, soapy water).
  - Remove any rubbish e.g. empty boxes and containers and throw it away.
  - Clean away spillages and breakages immediately.
  - Strip and thoroughly clean at least every month, all storage shelves with a clean cloth or scourer and hot, soapy water.
- **How to store items:**
  - Store food off the floor away from animals, pests, and dampness.
  - Don't stack foods against walls. Food lasts longer and keeps better when it has good air circulation around it.
  - Never store chemicals near food.
  - Have separate storage areas for non-perishable foods, non-food items, and chemicals
- **Prevent pests by:**
  - Putting screens on windows that can open.
  - Clean up any mess or spills in the food store.
  - Keep food covered and sealed.
  - Check regularly for any signs of pests – droppings, dead pests, etc

Proper food storage helps maintain freshness, avoid spoilage, and prevent foodborne illnesses. Refrigeration is the best option for perishable foods, but if there is no fridge, then buy only as much food as needed, keep it cool and covered and use it all up at once.

Here's a general guide on how to store various types of foods

1. Dry Ingredients (Flour, Sugar, Rice, Salt)

- **Storage Method:** Store in **airtight containers** to keep them free from moisture and pests.
- **Temperature:** Keep them in a cool, dry place away from direct sunlight.
- **Shelf Life:** Dry ingredients can last for several months to a year if stored properly

2. Fresh Meat (Chicken, Beef, Fish)

- **Storage Method:** Place raw meat in sealed containers or wrap tightly in plastic to prevent leakage.
- **Refrigeration:** Keep in the refrigerator at 4°C or lower. For longer storage, freeze at -18°C.
- **Shelf Life:** Refrigerated meat lasts 1-3 days, while frozen meat can last up to 3-6 months.

3. Vegetables (Leafy Greens, Root Vegetables)

- **Leafy Greens:** Store in the refrigerator in a plastic bag or a covered container to maintain humidity.
- **Root Vegetables:** Keep potatoes, onions, and garlic in a cool, dark place; do not refrigerate as this can affect their taste and texture.
- **Shelf Life:** Leafy greens last 1-2 weeks in the fridge, while root vegetables can last several weeks to months when stored properly.

4. Fruit

- **Storage Method:** Refrigerate most fruits (e.g., apples, berries), but keep bananas, citrus, and melons at room temperature.
- **Shelf Life:** Most fruits last 3-7 days in the refrigerator; bananas and citrus fruits can last longer at room temperature.

5. Eggs

- **Storage Method:** Keep eggs in their original carton in the refrigerator.
- **Temperature:** Store at 4°C or lower.
- **Shelf Life:** Eggs can last 3-5 weeks in the refrigerator.

6. Dairy (Milk, Butter, Cheese)

- **Milk:** Store in the refrigerator and keep the container sealed tightly.
- **Butter:** Keep in the refrigerator in a covered container; can be frozen for longer storage.
- **Cheese:** Store in the refrigerator wrapped in wax paper or in an airtight container.
- **Shelf Life:** Milk lasts 5-7 days, butter up to 1 month in the fridge (longer if frozen), and cheese can last several weeks depending on the type.

7. Oils and Fats (Vegetable Oil, Margarine)

- **Storage Method:** Keep oils and fats in a cool, dark place.
- **Temperature:** Store at room temperature; refrigerate margarine if necessary.
- **Shelf Life:** Most oils last 6-12 months, and margarine lasts 1-2 months in the fridge.

8. Cooked Foods

- **Storage Method**: Store in airtight containers in the refrigerator to maintain freshness.
- **Temperature**: Refrigerate at 4°C or lower.
- **Shelf Life:** Cooked food generally lasts 3-4 days in the refrigerator

3.6.3 Storage of non-food items

- Store separately from food, e.g. cleaning products, packaging, clingwrap, foil, etc.
- Keep non-food items in their designated storage area and ensure they are well labelled.
- Store cleaning products and chemicals in a locked cupboard or away from food storage areas to prevent contamination.
- Never store non-food items in food containers e.g. cleaning fluids in water bottles in case someone mistakenly drinks it.

3.7 Kitchen waste

3.7.1 Types of waste

Sort your kitchen waste into three categories:

- **General kitchen waste** (e.g. food packaging, plastic wrap, disposable utensils) - throw away in the trash can
- **Oil bottles** - recycle and reuse as water storage bottles or containers for other household items
- **Organic waste** (e.g. potato peels, fruit and vegetable scraps, coffee grounds) - use as:
    - Compost to fertilise your garden or houseplants
    - Animal feed for pets or wildlife (e.g. bird feeders)

3.7.2 Disposal of waste

Proper waste disposal is important for keeping our environment clean and healthy. If not done correctly, it can harm our planet and our well-being.

Cooking oil:

Do not dispose used cooking oil into the environment, as it can:

- Cool the oil after cooking
- Pour it into a sealable plastic container like a bottle
- Throw it away with the rubbish

How to dispose of used cooking oil.
DO NOT throw it down the drain! It will clog the water system and cause blockages.

- Pooza mafuta baada ya kupika.
- Mimina mafuta kwenye chombo cha plastiki kinachofunga kama chupa.
- Tupa mbali pamoja na takataka zingine.

Using old cooking oil: instead of throwing oil away, try and use it for another purpose such as:

- Use for fire lighting; collection for soap or biofuel (collectors from Dar es Salaam).
- **Feed it to your livestock occasionally.** Mix cooking oil with old rice or any grain product and feed it to your pigs or chickens. They eat almost anything. If you don't have animals, take them to a farmer you know.

Used cooking oil can also be made into soap or sold to collectors who will use it to make soap or biofuel.

Waste in Rural Areas:
Burn waste in a well-ventilated area, in a designated burn barrel or incinerator. The waste must be burnt at a location far from buildings, flammable materials, and power lines.

Check local regulations before burning, as some areas may have specific guidelines or restrictions

Waste in Urban Areas:

Bag the waste for municipal collection and place the bag at the curb or designated collection area. Check with your local government fo:

- Designated collection programs or facilities
- Special collection events for hazardous waste
- Guidelines for preparing and disposing of used cooking oil

4 Module 4: Ingredients and preparation methods

4.1 Oil

The oil used for cooking must be clean and a light, clear colour. If it is old or dirty it will give a bad taste to the food. Oils in Tanzania come from vegetable sources such as sunflower, coconut, and palm oil (Korie)

You cannot keep using oil over and over again. It will become too old to use and it will not taste good anymore. There is no rule for how many times you can use cooking oil because this depends on the type of oil and what you cook in it. The following signs will tell you that your oil is too old to use:

How to tell if oil is too old to use:

- foam on the top surface when it is hot
- it starts to smoke when it gets hot,
- a dark, dirty appearance and
- musty, fishy smell.

Oil loses quality if it comes into contact with moisture (humidity), light, and heat. Store it in tightly sealed containers in a cool, dark place.

Oil can pick up the taste of the food that is fried in it, and then other foods fried in that oil will also taste like that. For example, if you fry fish in some oil, then do not fry vegetables or chips in that same oil as it will pick up the fish taste from the oil.

Storing used oil:

- Let it cool
- Strain it (with an oil filter or some kitchen paper) to remove any bits of food that are in the oil
- Pour it into a clean, plastic container with a lid – e.g. a water or oil bottle
- Keep it in a dark place (like a cupboard) until you need to use it again

Flashpoint: If oil on the stove gets too hot, it can burst into flames. If this happens:

- **Cover it with a lid to smother the fire** or pour a lot of salt or sand into it to put the fire out.
- **Do not throw water on it;** that is extremely dangerous and will explode, causing

burning oil to splash onto people and surfaces

4.2 Flavourings

4.2.1 Spices

A spice is a dried plant part used to add flavour, colour, or preserve food. It's used in small amounts. Spices are different from herbs, which are leafy and used for flavour or decoration.

Common spices used in Tanzania include:

Name	Description/taste	Foods to go with
Chilli	Chilli fruit when ripened and dried becomes red chilli, which is further grounded to form red chilli powder. These are categorized as hot pepper.	Used for chili, stew, beans, grilled meat, and local dishes.
Garlic	Garlic is best when fresh. It has a strong, pungent taste and smell and adds a savoury, slightly sweet flavour.	Garlic is an important ingredient in many dishes including Sauces, soups, stews, stir-fries, roasted vegetables, and meat.
Ginger	Ground ginger is made from dehydrated fresh ginger and has a spicy, zesty bite.	Primarily used in cooking and in many Indian and Asian dishes. It is often used in cakes, cookies, and in savoury dishes and stews.
Pepper	Pepper is a slightly hot spice used to flavour most dishes.	It is generally used with salt.
	It is available as peppercorns, as coarse ground or as fine ground.	

Spice mixes can also be made or bought for specific dishes such as pilau masala.

4.2.2 Types of Flavourings

Both natural and prepared flavourings are used in cookery:

Natural Flavourings:

- **Salt:** Widely used in Tanzanian cooking to bring out the natural taste of food. It is an essential ingredient in both savory and some sweet dishes.
- **Sugar:** Used in desserts, tea, and sweet snacks such as mandazi and vitumbua. It

helps balance the flavour in sauces and stews as well**.**

- **Lemon:** Frequently used to add a fresh, tangy flavor to seafood, salads, and some sauces. In coastal areas like Zanzibar, lemon or lime is often paired with grilled fish and seafood.
- **Honey:** A natural sweetener used in beverages, desserts, and sometimes as a glaze for meats. In rura**l areas, wild honey is particularly valued for its rich flavor and health benefits.**
- **Coconut:** Found in many Tanzanian dishes, especially along the coast, coconut is used in both sweet and savory recipes. Coconut milk adds richness to curries, and grated coconut is often used in snacks and desserts like mahamri

Prepared Flavourings:

- **Chachandu:** A spicy, flavourful mixture made from shredded green mangoes, salt, chilies, and sometimes oil. It is commonly used as a side condiment to add spice and sourness to dishes.
- **Vinegar:** Used sparingly in cooking, vinegar adds acidity and enhances flavor in dishes like pilau or sauces. It's also commonly used in preparing pickles and marinades.
- **Chili peppers:** Chili is a favorite for adding heat to food. Both fresh and dried chili peppers are used to make sauces and seasonings like pilipili.

4.3 Preparation methods

Many food preparation methods are used to transform raw ingredients into delicious dishes. Some important food preparation methods include

- **Cleaning and washing:** removing any dirt, soil or dust off food items before preparation.
- **Trimming off bad sections e.g. on vegetables;** trimming excess fat off meat
- **Peeling/skinning**: vegetables, fruits
- **Chopping/cutting:** veg, fruit, salads, meats
- **Holding:** keeping raw foods ready for cooking after they have been prepared.

These methods will be used when preparing the foods and ingredients you will use in your cooking.

4.4 Cooking methods.

Different cooking methods are used to create unique and delicious dishes. Some commonly used cooking techniques include:

Here's a simple guide on different cooking methods, focusing on their principles,

equipment, and suitable dishes for small-scale caterers in Tanzania

1. 1. Frying (Shallow and Deep)

- **Principles:** Frying involves cooking food in hot oil. Shallow frying uses a small amount of oil, while deep frying fully submerges the food.
- **Equipment:** Frying pan, deep fryer, or a large pot for deep frying.
- Methods
  - **Shallow Frying:** Heat a small amount of oil, cook one side of the food, then turn to cook the other side. Suitable for chapati, mandazi, and samosas.
  - **Deep Frying:** Heat oil to the correct temperature, submerge the food completely until golden and cooked through. Commonly used for chips, maandazi, and fried fish.
- Suitable Foods:
  - Shallow frying: chapati, eggs, vegetables.
  - Deep frying: fish, mandazi, doughnuts, fries.

2. Grilling

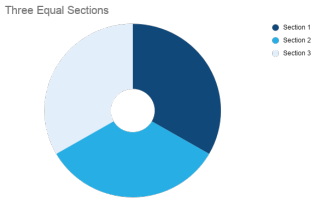
- **Principles:** Grilling involves cooking food over direct heat, either on a grill or charcoal stove, giving the food a smoky flavour.
- **Equipment:** Charcoal grill, gas grill, grilling pan**.**
- **Methods**
  - o Heat the grill and place the food on the grill grates, turning occasionally for even cooking.
  - o Brush with oil or marinade to prevent sticking.
- **Suitable Foods:**
  - Nyama choma (grilled meat), fish, chicken, vegetables.

3. Stewing:

- **Principles**: Stewing is a slow cooking method where food is simmered gently in liquid, allowing flavours to develop fully.
- **Equipment**: Large pot or slow cooker.
- **Methods**:
  - Brown the meat or vegetables first, then add liquid (water, stock, or coconut milk) and simmer until tender.
  - Stir occasionally to prevent sticking and ensure even cooking
- **Suitable Foods:**
  - Beef stews, chicken curries, beans, and traditional Tanzanian dishes like mchuzi wa kuku (chicken stew).

4. Boiling

- **Principles**: Boiling involves cooking food in water or broth at a high temperature. It's a quick and simple method for many ingredients.
- **Equipment**: Large pot, stove.
- **Methods**:
  - Bring water or broth to a boil, then add the food and cook until tender.
  - Drain excess water once food is cooked, if necessary.



- **Suitable Foods:**
  - Vegetables like spinach or cabbage, bananas (ndizi), tripe (matumbo), maize, and rice.

4.5 Menu planning considerations

A meal usually has three main elements: protein, starch, and vegetable or side dishes.

- **Protein:** beef, chicken, fish, beans
- **Starch:** ugali, potatoes, rice
- **Veg/Side dishes:** green vegetables e.g. mchicha, tomato salad (kachumbari)

Combine the three elements into a variety of different menus.

5 Module 5 : Vegetables and Salads

5.1 Vegetables

A vegetable is any plant or any part of a plant which is edible in either a raw or cooked state. Several different parts of the plant are eaten including the roots (carrots), the leaf (spinach), the fruit (tomatoes), the seed (peas, beans) and the underground stem or tuber (potatoes). Vegetables add colour, texture and flavour to meals.

5.1.1 Types of Vegetables

A range of vegetables are available and they can be used in different ways.

- **Onion:** A key ingredient in many dishes, onions add flavour and bulk to stews and soups. They are also commonly sautéed with garlic to form a flavourful base. Thinly sliced onions can be eaten raw in salads like kachumbari.
- **Carrots:** A versatile root vegetable, carrots can be grated for fresh salads, used in stews, or stir-fried with other vegetables.
- **Green Peas (Njegere):** A high-protein legume, peas add richness to stews and curries. They can also be sautéed with onions and garlic or mashed into a paste for sauces.
- **Leafy vegetables (green Leaves):** Cassava leaves are used in hearty stews with meat or fish or sautéed with garlic and onions as a nutritious side dish. They are also steamed or added to soups and stews for extra nutrition. Majani also includes other leaves such as sweet potato, pumpkin leaves, pigeon pea leaves, amaranth/ local spinach.
- **Sweet Potato:** Sweet potatoes can be boiled, baked, or mashed as a side dish. They can also be fried into crispy chips or added to stews and soups to add sweetness and a creamy texture.
- **Pumpkin:** Pumpkin can be roasted or steamed as a side dish, used in soups, or made into bread for a sweet treat. Sautéing pumpkin with onions and garlic adds extra flavor to meals.
- **Cabbage:** Lightly boiled, steamed, or sautéed cabbage adds a crunchy texture to meals. It is also used in slaws and salads, or added to soups and stews for bulk and nutrition.
- **Tomato:** Fresh tomatoes are used in salads and sandwiches, while cooked tomatoes form the base for sauces, stews, and soups, adding richness and depth of flavour.
- **Eggplant and African Eggplant:** Both types of eggplant can be grilled, roasted, or used in stews and curries. They have a meaty texture and absorb the flavours of sauces well.
- **Okra:** Okra is commonly added to stews or soups, or sautéed with onions and garlic

as a side dish.

- **Pumpkin Leaves:** These leaves can be steamed or sautéed and are often used to add flavour and nutrition to meat or fish dishes. They can also be made into a paste for sauces.

5.1.2 Quality points when buying vegetables

- **Freshness:** Choose firm vegetables without soft spots or discolouration.
- **Size:** Medium-sized vegetables are usually more tender than overly large ones.
- **Color:** Leafy greens should be vibrant and not wilting

There are several ways to **check the quality** of vegetables. Check that it has:

- A pleasant ripe smell to it, no strange, musty smells
- Good even colour, shape and appearance
- No blemishes or brown patches
- Crisp or firm to touch
- No signs of wilting, sprouting or going to seed
- No bruising, cuts or damage
- No signs of insect damage or disease
- Compact and crisp
- Clean – only some vegetables may have a little soil on them

5.1.3 Storing vegetables

Different types of vegetables have different storage requirements:

- Sweet potatoes, onions, carrots, garlic and cassava soon start to shrivel once they are out of the ground and, if exposed to sunlight, they will sprout. They should be stored in a cool, dry place, preferably on racks where the air can circulate. They should stay fresh for 5 – 6 days.
- Cabbage, tomatoes, okra, pumpkin and peas must be used as soon as possible – they should be stored by wrapping loosely in a newspaper or in a covered bowl to prevent them from wilting.
- Separate any blemished vegetables.
- Unripe tomatoes may be left at room temperature to ripen before use
- The green tops of vegetables such as carrots should be trimmed to within 2 cm of the top of the vegetable

5.1.4 Preparation of vegetables

All unwanted leaves, stems and roots should be discarded in the appropriate waste container.
Here are some rules to help keep the nutritional value of vegetables:

- Vegetables need to be washed – they could contain pesticides, soil, or moulds
- Use sharp knives

- Only peel when necessary and then peel as little as possible – most of the nutrients are in the skin
- Prepare close to cooking time
- Never soak vegetables in cold water – the nutrients will dissolve into the water
- Use a clean basin to keep prepared vegetables before cooking.

The various methods used to prepare vegetables include:

Washing:

- Use clean water
- Use a soft-bristled brush to gently scrub firm-skinned vegetables like carrots and potatoes
- Soak leafy greens and other delicate vegetables in a basin of cold water
- Rinse thoroughly
- Pat dry with a clean towel to remove any remaining moisture

Trimming

- Cut out any bad bits – like the eyes on the potato, any holes or soft spots.
- Cut the ends off the vegetables (carrots, beans, baby marrow, beetroot) and don't use them.
- Cut off any wilted or pale leaves

Peeling

- Cut the peel as thin as possible so that you don't waste the vegetable.

Cutting vegetables:

- Cut vegetables all into the same size pieces. If there are big and small pieces (or thick and thin pieces), the small ones will cook too quickly, and the big ones may not be cooked enough. Even sizes make sure that the food all cooks evenly at the same time.
- Vegetables can be cut with different shapes and a straight knife to make a dish more interesting.

5.1.5 Vegetable dishes

Vegetable dishes are a staple in many countries, here are common vegetable side dishes:

- **Legume dishes:** beans, peas - njegere
- **Green leafy dishes (mboga za majani):** cassava leaves, sweet potato, pumpkin leaves, pigeon pea leaves, amaranth/local spinach

These dishes can also be flavoured with a range of herbs and spices to enhance their flavour and aroma.

Green Vegetable Recipe

Ingredients

- 250g leafy vegetables
- 1 onion
- 2 tomatoes
- ½ cup crushed ground nuts
- 250ml (1 cup) milk or coconut milk (substitute for groundnuts)
- 3 – 4 tbsp of oil
- Salt

Method

1. Rinse the green vegetables under running water twice to clean them thoroughly.
2. Wash and chop the tomatoes and onions.
3. Fry, peel, and grind the peanuts until they're smooth and soft.
4. Cook the onions, then add the tomatoes and stir until they're soft.
5. Add the green vegetables to the pot, stir well, and cover until the water dries up. Reduce the heat to low.
6. Mix the ground peanuts with water to form a paste, then add it to the vegetables and stir for 5 minutes. In the absence of groundnuts, add coconut milk instead.
7. Season with salt to taste, then serve as a condiment.

Peas Recipe

Ingredients

- 500g (½kg) peas
- 3 – 4 tablespoons of cooking oil
- 4 tomatoes
- 1 onion
- 1 carrot
- 1 green pepper
- 3 garlic cloves
- 1 coconut
- 1 teaspoon of salt

Method

1. Peal the peas, rinse them, and drain well. Put the peas in a pot and boil them in water until they're cooked but not too soft.
2. Wash and chop the tomatoes, onion, carrot, and green pepper into small pieces.
3. Mince the garlic.
4. Grate the coconut and prepare coconut milk, both thick and thin.
5. Heat oil in a pot over medium heat. Fry the onions and garlic until lightly browned, then add the peppers, tomatoes, and carrots. Continue cooking until the vegetables are soft.
6. Add the cooked peas, salt, and coconut milk to the pot. Bring to a boil.
7. Stir in the thick coconut milk and simmer for 1-2 minutes.
8. Remove from heat and serve hot

Cabbage Recipe

Ingredients

- 1 cabbage
- 2 carrots
- 2 onions
- 3 tomatoes
- ½ green pepper
- Salt
- 2 tablespoons oil

Method

1. Chop the cabbage, carrots, onions, green pepper, and tomatoes, and set them aside.
2. Heat oil in a pan over medium heat and fry the onions until they change colour, but don't let them get too brown.
3. Add the tomatoes and a pinch of salt, and continue to cook for a minute or two.
4. Add the carrots and cook for another minute, stirring occasionally.
5. Finally, add the cabbage and green peppers, and fry for a few minutes, keeping their colour and crunchy texture.
6. Serve as a side dish.

5.2 Salads

A salad is a cold dish of various mixtures of raw or cooked vegetables, usually seasoned with oil, vinegar, or other dressings and sometimes accompanied by meat, fish, or other types of protein. Salad is usually served as a side dish to a main meal.

Salad ingredients include tomatoes, cucumber, carrots, onion, peppers, and avocado.

Quality points when buying.

1. **Freshness:** look for crisp, fresh ingredients and vegetables.
2. **Hygiene:** ensure the salad ingredients are stored in a clean and covered container.
3. **Variety:** choose a mix of colourful vegetables and greens for maximum nutrients and flavour

Handling and storage of salads:

- Keep salads cool in the refrigerator to maintain freshness.
- Wash all salad ingredients in clean, safe water before use to remove dirt or bacteria.
- Store the unused salad in a covered container to prevent contamination.

Kachumbari:

Kachumbari is a popular salad that is fresh, flavourful and packed with nutrients. This salad includes tomato, onion, cucumber, carrots, chilli, lemon, and salt.

Salad Recipe

Ingredients

- 2 large tomatoes
- 3 onions
- 3 carrots
- 1 green pepper
- 1 chilli
- 1 cucumber
- ½ tsp of salt
- 1 small lemon

Method

1. Rinse vegetables thoroughly in clean, safe water to sanitise them and remove any germs.
2. Cut all the ingredients into small pieces, using a variety of cuts as desired.
3. Don't cut the lemon, the lemon will be juiced for a dressing.
4. Combine all the chopped ingredients in a single bowl.
5. After thoroughly mixing the ingredients, add a squeeze of fresh lemon juice and stir with a spoon to coat.
6. Serve

6 Module 6: Protein dishes and starch

6.1 Animal protein: Beef

Beef is the meat from cattle. The animal is at its best for eating between 1½ and 2 years.

Cuts and price

Forequarter cuts are tougher than hindquarter cuts and need wet heat or longer cooking processes to make them more tender for eating. There are two types of meat per carcass: fillet and steak (meat with no bone e.g. rump, fillet, sirloin), and everything else. In Tanzania, there are two prices for beef: one price for steak meat and another for bone-in meat. The 'steak' cuts are usually grilled. All meat that is not used for steak is used for stewing.

Quality points for fresh meat:

- Smells fresh – no unpleasant odours
- Outer layer of fat – even, smooth in texture, firm and creamy-white in colour
- A good red colour – darker red will indicate an older animal
- Smooth texture
- Flesh is firm and springy to the touch
- The surface of sawn-through bones should be red and porous in younger animals and whiter and harder in older animals

Handling and storage

Meat is a high-risk food because it supports the growth of bacteria. Keeping preparation areas and equipment clean reduces the risk of these bacteria spreading from one food to another. Other dangers arise from poor standards of personal hygiene. One of the reasons for cooking meat is to make it safe to eat. A particular danger comes from some bacteria that can survive cooking. If the food is kept warm for too long they revive and start to multiply again. This is why prepared meat must be kept cool and used while it's fresh. If there is a delay in the serving of meat it should be kept piping hot or cooled quickly and then chilled, keep covered from flies.

Meat preparation:

- **Trimming:** To improve the appearance of the cut or joint. Remove sinew and gristle. Leave an even thickness of fat.
- **Dicing:** Cheaper or tougher cuts of meat are usually cut into small blocks for stews, curries or casseroles. The size of the cubes will depend on the dish being prepared. Any fat or gristle should be trimmed off.

Cooking methods

- Stewing meat is a cooking technique that involves cooking tougher cuts of meat in liquid over low heat for an extended period. The steps to stew meat are, cutting the meat, heat oil in a pot, add the meat in batches and brown on all sides (5 minutes per batch), add spices and vegetables, cook until tender and then add liquid to cover the meat and bring to a boil; simmer until meat is tender.
- Common beef dishes in Tanzania: Beef pilau; beef stew, *ndizi nyama*, grilled steak;

Beef Stew

Ingredients

- 500g beef stew meat (on the bone)
- 2 tbsp vegetable oil
- 1 onion
- 3 garlic cloves
- 1 cup (250ml) beef stock (1 stock cube)
- 1 cup (250ml) water
- Curry leaves
- ½ tsp salt
- ¼ tsp black pepper (optional)
- 2 carrots
- 2 potatoes
- 2 tomatoes, diced or crushed
- 1 tsp tomato paste
- 1 tsp tumeric
- 1 green pepper
- Lemon

Methods:

1. Cut the beef into bite-sized pieces, mince the garlic and ginger then boil together with meat and salt until well cooked
2. Chop the onion, tomatoes carrots, potatoes and green pepper.
3. Heat the oil in a large pot over medium-high heat.
4. Add the onions and cook until golden brown, add turmeric and garlic and cook until softened about 5 minutes.
5. Add carrots , tomatoes, tomato paste and potatoes and cook for 5 minutes.
6. Add the cooked meat and stir well, leave it to cook for 2 minutes.
7. Add the meat broth or hot water, stir and leave it to cook for 5 – 7 minutes.
8. Add green pepper, curry leaves and lemon for taste.
9. Reduce the heat to low and simmer, cover the stew and cook for 10 minutes then add curry leaves .
10. Serve hot with a starch (e.g. rice or ugali) and a vegetable side dish such as mboga za majani.

6.2 Vegetable protein: Beans

Here are some of the beans that are commonly found and consumed in Tanzania:

- **Kidney beans;** can be served with rice: this rice and beans dish is commonly eaten for dinner in Tanzania.
- **Black beans:** Black beans are used in stews or served with rice..
- **Pinto beans:** pinto beans are used in the preparation of various Tanzanian dishes.

1. Rinse and soak beans overnight
2. Boil until tender

Cooking into a dish:
1. Add aromatics (onions, garlic, etc.) herbs and spices
2. Mix with liquids (stock, water, tomato sauce, etc.)
3. Simmer until flavours melt together.

Adjust cooking times and methods based on the type of bean and desired texture.

Bean Recipe

Ingredients
- 3 cups (750ml) dry beans
- 1½ cups (375ml) heavy coconut milk -
- 1 large onion
- 1 tomato
- 1 carrot
- 1 tbsp crushed garlic
- 1 fresh green pepper
- 1 tsp salt

Methods
1. Boil the beans until they are fully cooked and soft.
2. Chop the onion, carrot, tomato, and add it into the beans.
3. Add coconut milk and bring the mixture to a boil.
4. Season with salt to taste, then add fresh green pepper.
5. Cover and simmer for a few minutes until the pepper is soft.
6. Sprinkle greens (coriander) to add colour and freshness to the vegetable dish..

6.3 Starch

Starch is the biggest element of a meal and an important source of energy in the human diet. The different types of starch items and dishes available in Tanzania include::

- Ugali
- Potatoes
- Rice
- Ndizi

6.3.1 Ugali

Equipment: This simple dish only needs a pot and a wooden spoon.

Quality Points:

- Texture: ugali should have a smooth, consistent texture, similar to mashed potatoes.
- Taste: it should have a neutral, slightly sweet flavour.
- Appearance: ugali should be white or slightly yellowish in colour, depending on the type of cornmeal used..

Ugali

Ingredients

- 500g maize flour (sorghum, and cassava are other options)
- 1ℓ water

Methods:

1. In a pot, warm the water on high heat for about 3 minutes. Do not boil.
2. Add half of the maize (sorghum, cassava) flour and stir it in with a wooden spoon. Continue to stir until it thickens and becomes porridge. It should be bubbling.
3. Once you've reached this consistency, cover the pot and leave it to cook for 4 minutes on medium heat.
4. Take the pot off the heat and add the rest of the flour. Stir it in with the wooden spoon (you can do this in portions). As you mix in the rest of the flour it will become harder, continue to mould it until all the meal is mixed in, and mash all the lumps.
5. Spread it flat at the bottom of the pot as much as possible, cover, and put back on the fire on medium heat.
6. After 4 minutes, open the pot and mix it. Cover and put back on the heat. Repeat this step twice.
7. Mould it in the middle of the pot into a nice round shape, and place on a serving dish.

6.3.2 Potatoes

Potatoes are a very popular starch that goes with many meals. They may be boiled, baked, fried (chips) and mashed. Potatoes should be stored away from light so that they do not develop green, bitter patches under the skin. If peeling them before cooking, peel them thinly to not waste the potato flesh.

Equipment: To boil, fry, or bake potatoes, you will need a pot, peeler, knife, and measuring cups and spoons.

Quality Points:

- **Appearance:** vpotatoes should be firm, smooth, and free from bruises.
- **Freshness:** fresh potatoes have a sweet, earthy smell and are free from mold or rot

Potato Chips Recipe

Ingredients

- Potatoes
- Cooking oil

Methods:

1. Wash the potatoes thoroughly and peel them if desired.
2. Cut the potatoes into long pieces (chips)
3. Add oil on the frying pot let it heat
4. Then add chips in the oil and let it cook until light brown
5. Then remove the chips from the oil and serve with either beef, chicken or fish

6.3.3 Rice

Rice is widely used as a staple starch in Tanzania. It may be plain rice, or flavoured such as in a pilau.

Quality Points

- Check rice for any tiny stones or husks of different type of grain or seed that can be accidentally included in the pack.
- Occasionally rice can become contaminated with insect eggs that hatch in transit or in storage. Check carefully the rice for any live weevils before cooking the rice

Equipment required:

Rice is generally boiled in a pot, with water, salt, and additional spices if making a pilau.

Preparation methods:

Rice usually needs to be washed to remove extra starch and surface dirt from the rice grains:

1. Place the rice in a large bowl with cold water.
2. Stir the rice, once it has settled, pour off the cloudy water.
3. This process may have to be repeated until the water is clear

Cooking rice dishes:

Rice requires moist cooking, so water, steam or stock is needed. To test if rice is cooked, lightly squeeze one or two grains between your fingers. It should feel tender and keep its shape. Most varieties of rice take about 10 – 15 minutes (brown rice will take 40 – 45 minutes). Do not overcook the rice as it will destroy the nutrients and make the rice mushy

Cooking methods for rice:
Boiling: long grain and brown rice are cooked in plenty of water. Stir the rice as it is added to the boiling water, this prevents the grains from sticking together. The rice is drained and then served.

Equipment: This simple dish only needs a pot and a wooden spoon
.

Pilau Recipe

Ingredients

- 500g of beef or chicken
- 4 cups of rice
- 3 tbsp vegetable oil
- 2 large onions
- 4 garlic cloves
- 1 ginger
- 4 tomatoes
- 3 cups beef or chicken broth (or water)
- 1 tsp salt (adjust to taste)
- Pilau masala
- 4 Cardamon
- Cinnamon sticks
- 4 cloves (optional)
- Potatoes (optional)
- Njegere (optional)

Methods:

1. Cut the beef into bite-sized pieces. Mince the garlic and ginger. Add these ingredients to the pot and boil for 45 minutes and season with salt.
2. Heat the cooking oil, add sliced onions and cook until they become golden.
3. Next add garlic, ginger, cardamon, cloves and cinnamon sticks. Stir until the mixture turns brownish, cooking over medium heat.
4. Then add fresh tomatoes stir and cook for 2 minutes.
5. Put the pilau masala, stirring well and continue cooking over medium heat.
6. Add potatoes to the mixture and stir well (peas is another option).
7. Add pieces of cooked meat or chicken and stir well.
8. Add washed rice followed by hot meat or chicken broth (hot water).
9. Allow the mixture to boil until the water dries from the rice
10. Cover the pot with foil or cling film and let it cook for maximum of 30 minutes depending on the quantity of rice.
11. Finally uncover the pot, gently turn the mixture over and leave it for 5 more minutes.
12. Serve.

6.3.4 Ndizi

Ndizi Nyama is a tasty Tanzanian dish that combines bananas and meat. It is made with green bananas, tender meat, and coconut milk, making it a flavourful option for any occasion.

Quality Points:

- Tender meat: the meat should be cooked until tender and fall apart easily.
- Green bananas: the bananas should be fresh and green, they need to be cooked until tender but should still be firm.

Equipment:

The following equipment is needed to make Ndizi: a pot, a knife, and a wooden spoon..

Ndizi Recipe

Ingredients

- 1½ cups (375ml) meat broth (hot water)
- 500g beef
- 1½ tsp salt
- 3 tbsp oil
- 1 onion
- 2 garlic cloves
- 1/3 of a ginger
- tomatoes
- 1 Tbsp tomato paste
- Coconut milk
- 5 green bananas
- Green pepper
- Turmeric powder
- Carrots

Methods:

1. Bring the water to a boil in a pot.
2. Cut the beef into bite-sized pieces. Mince the garlic and ginger. Add these ingredients to the pot and boil for 45 minutes and season with salt.
3. While the meat is cooking, peel the bananas and cut them into quarters. Chop the onion, carrots, green pepper and tomatoes.
4. Once the meat is almost cooked, add the onion, tomatoes, tomato paste, turmeric powder and carrots to the pot. Mix well and let it cook together for about 5 minutes.
5. Add the green banana pieces to the pot, cover it, and let it simmer for 20 minutes.
6. Once the bananas have softened, after 10-12 minutes, add the coconut milk.
7. Reduce the heat to low until the meat is tender then add green pepper and pepper, leave it for 2- 3 minutes then serve

7 Module 7: Costing and Pricing

7.1 Recipe costing

The cost of a recipe needs to be calculated to work out how much to sell a dish for to make a profit. Simple costing adds up the cost of the ingredients used and then divides the cost by the number of servings in the dish.

It can get tricky when the amount you buy (e.g. 1kg) is different to the amount you use (e.g. 750g). In that case, you will need to calculate the cost of the quantity of the ingredient/s used. Converting ingredients to kilograms (KG) or recipe quantities is a crucial step in food preparation.

7.1.1 Costing process

Using a recipe costing sheet is a useful tool to calculate the cost of a recipe or dish. The costing sheet or recipe costs will have to be updated or redone regularly as food prices change. .

Steps in Recipe Costing

- Cost each ingredient in the recipe. Convert each ingredient into the correct unit (e.g. kilograms, litres, or pieces). Then multiply the cost per unit by the quantity used in the recipe to find the ingredient cost. (e.g. grams, litres, or pieces) Multiply the cost per kilogram by the amount used in the recipe to determine the ingredient's cost for that portion.
- Add these costs together to get a total cost.
- Find the cost per portion based on the number of servings in the recipe by dividing the total cost by the number of servings.

Example: Calculate the cost of 250g of canned tomatoes**.**

- **410 g canned tomatoes costs 1,000 TZS**
- **Calculate the cost for 250 g**
- **= (250g ÷ 410g) × 1,000 TZS = 609.7 TZS**

Recipe Costing Sheet

Recipe: Pilau		**Portion size: 250ml (1 cup per person)**		
Quantity produced: 1 litre		**Portions: 5**		
Ingredient	Quantity	Purchase quantity	Purchase cost per unit	Ingredient cost
Rice	1kg	1kg	3000	3000
Onion	4	1	200	800
Garlic	2	1	500	1000
Ginger	1	1	500	500
Tomato paste	1	1	500	500
Pilau masala	1	1	500	500
Cooking oil	4 spoons	1 spoon	100	500
Beef	250g	250g	2500	2500
Salt	5g	200g	500	500
Potatoes	4	1kg	1000	1000
Total cost				10800
Cost per portion (total cost ÷ number of portions)				

Calculate and add in other costs to make a recipe – this includes how much energy it takes, a provision for cleaning materials, and also for labour (your own time or paying for staff to do some of the work).

Costing Sheet Template:

Recipe:		Portion size:		
Quantity produced:		Portions:		
Ingredient	Quantity	Purchase quantity	Purchase cost per unit	Ingredient cost

Other Costs				
Fuel/energy				
Cleaning				
Labour/time				
Total cost				
Cost per portion (total cost ÷ number of portions)				

7.2 Sales prices

Calculating the full cost of a recipe is not as simple as just adding up the cost of the ingredients used. There are other costs that must also be calculated and added to the final and total price of the dish.

Think about the extra costs related to the following:

- **Food cost:** cost of ingredients
- **Labour:** cost of your time and skill (calculate at an hourly rate)
- **Utilities:** cost of fuel, water, transport (estimate how much fuel you use and add that).
- **Profit:** the difference between all the costs added up, and the selling price.

Add these together to get to a selling price.

8 Module 8: Food Service

8.1 Portioning

Food portioning is about dividing food into equal parts to meet standards, make a profit, and satisfy customers. By getting it right, you can save money, maintain quality, and keep customers happy. It's a simple but important step that ensures every serving is consistent in quality and size, which is key to a successful food business.

Serving utensils: : It is best to control serving sizes by using standard serving equipment e.g. a specific spoon, ladle or cup when portioning food

Steps for portioning:

- Know what your portion sizes are, e.g. 250ml (1 cup), 1 spoonful, or 1 piece (e.g. 1 fish or 2 chapatti)
- Know exactly how you will measure when serving: which spoons to use, how many of each item (e.g. chapatti or pieces of meat) to put on each serving/plate

Portioning for different dishes:

- Meat dishes: servings are usually 85 – 115g per person. E.g. chicken, beef
- Starch: servings are usually 1/2 cup (100g) per person. E.g. rice, potatoes
- Vegetable side dishes: servings are usually 1/2 cup (50g) per person. E.g. carrots

Using standard portions helps ensure consistency and quality in food service..

8.2 Serving

Serving food is important for a great dining experience. Some things to consider when serving food include:

- Serving dishes and utensils
- Service ware: plates, spoons, forks, and napkins
- Takeaway containers – reusable plastic lunchboxes with lids

A common option for takeaway containers is reusable plastic lunchboxes with lids. These containers are reusable, long-lasting, easy to use and transport, and leak-proof (due to the lids).

9 Module 9: Customer service & Marketing

Any business must serve its customers well so that they are happy with the experience of buying and being served. If they are happy with the service and the product, they will come back and support you again and also tell others to support you. This helps to build your business. Small businesses also need to advertise and let their customers know about them so that they can get more sales and income. This is called 'marketing', and there are a few simple ideas to use for marketing a small business..

9.1 Customer Service

Making customers happy with good service helps to keep customers and attract more. Some basic ideas include:

Basic friendly service skills:

- Smile and be welcoming to customers and clients – be friendly
- Greeting customers nicely – say hello, can I help you/what can I offer you today/ Would you like to try our fresh fried fish today, etc.
- Pay attention to customers – don't talk to other people while serving or selling to a customer; it makes them feel unimportant – be polite by giving them your full attention.
- Be helpful in any way you can, for example putting a lot of containers into a bag, offering extra side dishes, etc.
- Use simple selling skills to make more money e.g. offer a drink with a meal, or an accompaniment such as extra chapati

Serving staff:
If you have anyone working for you and serving customers, then they represent your business and they must be well presented and must also have good, friendly, helpful service skills.

- They must be neat and tidy
- They must look and smell clean: check this when they start work – if they are not, maybe provide somewhere for them to wash
- They must be polite and friendly to customers and follow the same basic service skills that you do. If they do not know how to do this, then teach them how

Customer feedback:

Ask customers directly: what do you think of our food? Would you like anything different or extra to what we are currently offering?

9.2 Simple marketing

Simple marketing can help attract customers and create awareness of your catering business.

Here are some simple and basic marketing ideas:

- **Business signage:** if you are selling from a particular space or place, put up a sign so that people can see where you are. Make it as big and bold as you can, with your business name and telephone number.
- **Contactable telephone number:** make sure you have a telephone number that is contactable for customers to call you for orders or to book catering events.
- **Social media:** If you have access to the internet and a smartphone, set up a Facebook page about your business. Ask customers to follow you on facebook, and tag you in posts they make about enjoying meals that you have made.

Simple guidelines for business name, logo, and signage

1. Choose a good business name

- **Keep it short and easy to remember**
  ✅ Example: Mama Asha's Kitchen or Tasty Bites
- **Use words that show what the business is**
  ✅ Example: Zanzibar Catering or Supa Chips
- **Make sure it is different from other local businesses**
  ❌ Don't copy someone else's name.

2. Design a simple logo

- A logo is a picture or symbol for the business.
- It can be a drawing, initials, or a picture of food.
- **Use 1 or 2 colours only**
  ✅ Too many colours look messy.
- **Don't make it too detailed**
  ✅ Keep it simple so it looks good even when small.

✅ Example: A round logo with a plate and spoon, with the name around it.

Tip: If drawing is hard, ask someone to help or use a phone app

3. Make a clean, clear sign

- Use big, bold letters
  ✅ People must be able to read it from far.
- Use bright colours that are easy to see
  ✅ Red, yellow, black, white, green – 2 to 3 colours are enough.
- Add a simple slogan or message
  ✅ Example: *"Fresh. Fast. Delicious."* or *"Taste the Love!"*

4. Show what the business offers.

- On the sign, say clearly what is sold.
  ✅ Example: *"Hot food & catering services"* or *"Chapati, Chips, Rice – Fresh Every Day"*

5. Include contact details.

- Add phone number for orders or bookings.
  ✅ Example: *Call: 0754 123 456*
- If on WhatsApp, write *"WhatsApp orders welcome"*

6. Put your sign in a good place.

- Place it where many people pass by and can see easily
  ✅ Roadside, near a market, or on a fence or shop wall.
- Keep it neat and clean
  ✅ Wash it if dusty, fix it if torn.