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| --- | --- | --- | --- | --- |
| Name Participant ID# Entry Date | Performance Scale | | | |
|  | 0 – Not Attempted  Logo for Woody's1 – Unsatisfactory | | | |
| Training Area / Program Exit Date | 2 – Developing | | | |
| ***Culinary Skills/Food Service Training***  ***DINING ROOM ATTENDANT*** | 3 – Satisfactory  4 – Exemplary | | | |
| **O\*NET-SOC 35-9011.00** |  | | | |
| **Course Hours 325** | Grade Period | | | |
| **SKILLS (Page 1 of 2)** | **1** | **2** | **3** | **FINAL** |
| **SUPPLEMENT A: WORKPLACE READINESS BEHAVIORS** |  |  |  |  |
| A1 ATTENDANCE / PUNCTUALITY |  |  |  |  |
| A2 PERSONAL PRESENTATION - (DRESS/GROOMING/HYGIENE) |  |  |  |  |
| A3 ATTENTION TO TASK/CONCENTRATION. |  |  |  |  |
| A4 SAFETY AWARENESS AND PRACTICES |  |  |  |  |
| A5 RESPONSE TO SUPERVISION AND FEEDBACK. |  |  |  |  |
| A6 FOLLOWS INSTRUCTIONS |  |  |  |  |
| A7 INITIATIVE AND DEPENDABILITY |  |  |  |  |
| A8 COMMUNICATION/INTERPERSONAL SKILLS |  |  |  |  |
| A9 ATTENTION TO DETAIL/QUALITY WORK |  |  |  |  |
| A10 CARE WITH MATERIAL/PROPERTY |  |  |  |  |
| A11 WORK ENERGY/STAMINA |  |  |  |  |
| A12 WORK TOLERANCE/PERSISTENCE |  |  |  |  |
| A13 MEETS WORK SCHEDULES |  |  |  |  |
| **INTRODUCTION & SHOP SAFETY** |  |  |  |  |
| 1.1 Sanitation safety. (ServSafe Food Handler curriculum) |  |  |  |  |
| 1.2 Kitchen safety. |  |  |  |  |
| 1.3 Knife safety |  |  |  |  |
| 1.4 Power equipment safety. |  |  |  |  |
| 1.5 Record temperatures of refrigerators and freezers |  |  |  |  |
| **IDENTIFICATIONS** |  |  |  |  |
| 2.1 Identification of food & beverage products |  |  |  |  |
| 2.2 Identification of knives. |  |  |  |  |
| 2.3 Identification of equipment and utensils. |  |  |  |  |
| 2.4 Identification of containers. |  |  |  |  |
| **EQUIPMENT USE** |  |  |  |  |
| 3.1 Setting up the dining room. |  |  |  |  |
| 3.2 Operation of coffee machine. |  |  |  |  |
| 3.3 Setting up salad / vegetable bar. |  |  |  |  |
| 3.4 Prepare up steam table for use |  |  |  |  |
| 3.5 Operation of microwave. |  |  |  |  |
| 3.6 Operation of food processor. |  |  |  |  |
| 3.7 Cleaning of microwave. |  |  |  |  |
| 3.8 Cleaning of food processor |  |  |  |  |
| **SKILLS SETS** |  |  |  |  |
| 4.1 Wipe tables & chairs with dampened cloths. |  |  |  |  |
| 4.2 Bus tables. |  |  |  |  |
| 4.3 Transport clean dishes, trays, & silverware from dishroom to storage area. |  |  |  |  |
| 4.4 Clean up spilled food, drink or broken dishes. |  |  |  |  |
| 4.5 Serve food to customers using portion control. |  |  |  |  |
| 4.6 Maintain adequate supplies of items, such as clean flatware, glassware, dishes, or trays. |  |  |  |  |
| 4.7 Clean and polish counters, shelves, walls, or equipment in food service areas. |  |  |  |  |
| 4.8 Fill beverage and/or ice dispensers. |  |  |  |  |

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| Training Area / Program Exit Date | 2 – Developing | | | | |
| ***DINING ROOM ATTENDANT*** | 3 – Satisfactory  4 – Exemplory | | | | |
| **O\*NET-SOC 35-9011.00** |  | | | | |
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| **SKILLS (Page 2 of 2)** | **1** | **2** | | **3** | **FINAL** |
| 4.9 Stock cabinets or serving areas with condiments and refill condiment containers. |  |  | |  |  |
| 4.10 Carry trays to tables for customers needing assistance. |  |  | |  |  |
| 4.11 Mix and prepare beverages. |  |  | |  |  |
| 4.12 Replenish food at serving area as needed. |  |  | |  |  |
| 4.13 Wash, dry, fold, and store laundry. |  |  | |  |  |
|  |  |  | |  |  |
| **DISH WASHING/CLEANUP** |  |  | |  |  |
| 5.1 Preparation and use of 3-compartment sink. |  |  | |  |  |
| 5.2 Stack and rinse dishes. |  |  | |  |  |
| 5.3 Racking glasses and dishes for dish machine. |  |  | |  |  |
| 5.4 Unloading dish machine. |  |  | |  |  |
| 5.5 Storing dishes from dish machine. |  |  | |  |  |
| 5.6 Sweeping of floors. |  |  | |  |  |
| 5.7 Mopping of floors. |  |  | |  |  |
| 5.8 Handling and disposal of garbage. |  |  | |  |  |
| **CASHIER TRAINING** |  |  | |  |  |
| 6.1 Identification of coins and dollar bills |  |  | |  |  |
| 6.2 Identification of value of coins and dollar bills |  |  | |  |  |
| 6.3 Counting money |  |  | |  |  |
| 6.4 Making change |  |  | |  |  |
|  |  |  | |  |  |
|  |  |  | |  |  |
| **STUDENT INTERNSHIP PROGRAM (S.I.P.)** | **1st Nine Weeks** | | | **2nd Nine Weeks** | |
|  |  | | |  | |
|  |  | | |  | |
|  | **Passed** | | | **Failed** | |
| **SERVSAFE FOODHANDLER CERTIFICATION** |  | | |  | |
| **SERVSAFE MANAGERS CERTIFICATION** |  | | |  | |
| **CAREER READINESS CERTIFICATE- Bronze/Silver/Gold/Platinum** |  | | |  | |
| **NRF CUSTOMER SERVICE AND SALES CERTIFICATION** |  | | |  | |
| Revised 12/2019 CSFST |  | |  | | |