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|  |  |  | |  |
| Student (first and last name) | District Student ID# (if applicable) | From | | To |
|  |  | | | |
| Worksite / Employer | Student Job Title | | | |
|  |  | |  | |
| Teacher/Worksite Coordinator | School Name | | School Contact Phone # | |
|  |  | |  | |
| Worksite Supervisor (first and last name) | Title | | Worksite Phone # | |

The student-learner will receive training in a variety of areas which will gradually progress in difficulty. Please check the areas of training that the student-learner will receive on the job or within classroom application, and evaluate student-learner performance during the periods indicated. This form should be kept on file to document work experiences and may be part of the student portfolio.

Rating Scale

**4** **Excellent** – skilled, performs task independently

**3** **Satisfactory** – moderately skilled

**2** **Needs Improvement** – limited skill

**1** **Unsatisfactory** – skill not developed

**NA** **No Evaluation** – no exposure to task

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | **On-the-Job Technical Tasks** | **1st 9wks** | **2nd 9 wks** | **3rd 9 wks** | **4th 9 wks** | **Pathway Course Alignment** |
| 1 | **Safety and Sanitation** | | | | | |
| 1.1 | Practices sanitary food handling techniques/procedures | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E, CA1, CA2, BP1, BP2 |
| 1.2 | Demonstrates personal hygiene and grooming standards. | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E, CA1, CA2, BP1, BP2 |
| 1.3 | Follows procedures to control time and temperature | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E, CA1, CA2, BP1, BP2 |
| 1.4 | Follows procedures to control cross contamination | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E, CA1, CA2, BP1, BP2 |
| 1.5 | Locates fire extinguishing equipment/material | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 1.6 | Explains accident/fire extinguishing prevention procedures | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 1.7 | Cleans/sanitizes kitchen work areas & equipment | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E, |
| 1.8 | Follows correct procedures for storing food and food contact surfaces (equipment) | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E, |
| 1.9 | Follows correct procedures for chemical storage and handling | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA1, CA2 |
| 1.10 | Operates tools and equipment in a safe manner | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E, CA1, CA2, BP1, BP2 |
| 1.11 | Identifies common food allergens and symptoms | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E, CA1, CA2, BP1, BP2 |
| 1.12 | Demonstrate knife safety and maintenance | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E 8.5.2 |
| 1.13 | Maintains a safe work environment | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 2 | **Customer Service** | | | | | |
| 2.1 | Demonstrates positive customer/client relations | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA1 8.6.4, CA2 8.6.1 |
| 2.2 | Takes and fills orders with accuracy | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 2.3 | Demonstrates selling skills (explains menu/food items, product features, suggestive selling) | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 2.4 | Portions food uniformly | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA 1 8.4.12 |
| 2.5 | Practices proper serving techniques | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E 8.4.3, CA1 8.6.3, CA2 8.6.3 |
| 2.6 | Sets up & maintains dining area | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 2.7 | Wears proper clean and pressed uniform | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 3 | **Food Production** | | | | | |
| 3.1 | Demonstrates proper use and care of knives in food production | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA1 8.4.1, CA2 8.4.1 |
| 3.2 | Uses and interprets appropriate measuring devices. | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E 8.3.4, |
| 3.3 | Reads, interprets & follows preparation directions | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E, CA1, |
| 3.4 | Weighs & measures food accurately | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E, CA1, CA2, BP1, BP2 |
| 3.5 | Prepares beef, pork, seafood and poultry using proper cooking technique | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA1 8.4.4 |
| 3.6 | Demonstrates proper preparation of stocks, soup, sauces | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 N |
| 3.7 | Demonstrates proper preparation methods for vegetables & fruits | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA1 8.4.6 |
| 3.8 | Demonstrates proper cooking methods to prepare legumes, starches, and grains | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA1 8.4.7 |
| 3.9 | Demonstrates proper preparation of sandwiches | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E 8.5.7, CA1 8.4.8 |
| 3.10 | Demonstrates proper garde manger skills (salad green cleaning, salad prep, hors d’oeuvres, cold food) | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA 1 8.4.8, CA2 8.4.4 |
| 3.11 | Demonstrates proper preparation of various baked goods and desserts | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA1 8.4.9 |
| 3.12 | Demonstrates preparation of breakfast items | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E 8.5.5 |
| 3.13 | Demonstrates proper food plating & display technique | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA1 8.4.12 |
| 3.14 | Prepares beverages properly | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 3.15 | Maintains proper storage & holding temperatures | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 3.16 | Receives and stores supplies and food properly | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 4 | **Foodservice Equipment** | | | | | |
| 4.1 | Operates and cleans deep fat fryer | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 4.2 | Operates and cleans grill | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 4.3 | Operates and cleans steam table | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 4.4 | Operates and cleans cold units | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 4.5 | Operates and cleans mixers and slicers  (slicers and large mixers age 18 or over) | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 4.6 | Operates and cleans dishwasher/disposals | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 4.7 | Utilizes and cleans hand tools safely | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 4.8 | Operates and cleans ovens/stove tops | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 5 | **Mathematical Functions** | | | | | |
| 5.1 | Demonstrates the process of recipe yield adjustments | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA1 8.5.1 |
| 5.2 | Demonstrates proper food costing | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA1 8.5.2 |
| 5.3 | Uses basic conversions of measurements | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E 8.3.6 |
| 5.4 | Gives guests correct change | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 5.5 | Tracks and records work time accurately | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 5.6 | Uses and calibrates a thermometer accurately | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 6 | **Workplace Skills** | | | | | |
| 6.1 | Demonstrates time management principles | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | E 8.4.2, BP1 8.4.2 |
| 6.2 | Manages resources and prioritizes tasks | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | EKS |
| 6.3 | Demonstrates general computer literacy | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | CA 2 8.9.1 |
| 6.4 | Demonstrates team work skills | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | EKS |
| 6.5 | Demonstrates effective communication skills  (oral, written, internal and external) | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | EKS |
| 6.6 | Demonstrates decision-making/problem-solving skills | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | EKS |
| 6.7 | Follows directions (oral & written) to complete a task | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 6.8 | Uses telephone and other communication devices in a business-like manner | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 6.9 | Locates information in order to accomplish tasks | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 7 | **Work Ethics** | | | | | |
| 7.1 | Accepts responsibility for own actions | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | EKS |
| 7.2 | Displays a positive attitude and reacts positively to evaluation and coaching | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | EKS |
| 7.3 | Demonstrates ethical work habits and self control | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 7.4 | Demonstrates punctuality and attends as scheduled | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | EKS |
| 7.5 | Demonstrates flexibility and willingness to learn new knowledge and skills | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | EKS |
| 7.6 | Exhibits initiative in the work place | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |
| 7.7 | Displays appropriate grooming and body language | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA | 4 3 2 1 NA |  |

1st 9 Weeks – Supervisors Signature Date:

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| Comments: |
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2nd 9 Weeks – Supervisors Signature Date:

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| Comments: |
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3rd 9 Weeks – Supervisors Signature Date:

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4th 9 Weeks – Supervisors Signature Date:

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