

**Student Work Experience Checklist
Restaurant & Event Management Pathway**

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	1 st 9wks	2 nd 9 wks	3 rd 9 wks	4 th 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

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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	

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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	

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1st 9 Weeks – Supervisors Signature _____ Date: _____

Comments:

2nd 9 Weeks – Supervisors Signature _____ Date: _____

Comments:

3rd 9 Weeks – Supervisors Signature _____ Date: _____

Comments:

4th 9 Weeks – Supervisors Signature _____ Date: _____

Comments: