***VOCATIONAL SKILLS RECORD WILSON WORKFORCE CENTER***

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Name Participant ID# Entry Date | Performance Scale | | | | | | | | | |
|  | 1 - unattempted  2 - attempted not tested | | | | | | | | | |
| Training Area / Program Exit Date | 3 - less than competent | | | | | | | | | |
| ***CULINARY SKILLS/FOOD SERVICE TRAINING***  ***KITCHEN ASSISTANT*** | 4 - competent  5 - exceeds competency | | | | | | | | | |
| O\*NET-SOC 35-2021.00 |  | | | | | | | | | |
| Hours 750 | Grade Period | | | | | | | | | |
| **SKILLS (Page 1 of 2)** | 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | FINAL | |
| **SUPPLEMENT A: STUDENT BEHAVIORS** |  |  |  |  |  |  |  |  |  |  | |
| A1.1\* Demonstrate ability to work independently & safely. |  |  |  |  |  |  |  |  |  |  | |
| A1.2\* Demonstrate appropriate interpersonal skills. |  |  |  |  |  |  |  |  |  |  | |
| A1.3\* Follow written and/or verbal instructions. |  |  |  |  |  |  |  |  |  |  | |
| A1.4\* Maintain good personal hygiene and appearance. |  |  |  |  |  |  |  |  |  |  | |
| A1.5\* Demonstrate ability to be punctual and dependable. |  |  |  |  |  |  |  |  |  |  | |
| **INTRODUCTION AND SHOP SAFETY** |  |  |  |  |  |  |  |  |  |  | |
| 1.1 Center orientation. |  |  |  |  |  |  |  |  |  |  | |
| 1.2 Food Service orientation & handbook. |  |  |  |  |  |  |  |  |  |  | |
| 1.3\* Sanitation safety. (ServSafe Food Handler curriculum) |  |  |  |  |  |  |  |  |  |  | |
| 1.4\* Kitchen safety. |  |  |  |  |  |  |  |  |  |  | |
| 1.5\* Knife safety. |  |  |  |  |  |  |  |  |  |  | |
| 1.6\* Power equipment safety. |  |  |  |  |  |  |  |  |  |  | |
| 1.7\* Record temperatures of refrigerators and freezers. |  |  |  |  |  |  |  |  |  |  | |
| **IDENTIFICATIONS** |  |  |  |  |  |  |  |  |  |  | |
| 2.1\* Identification of detergents. |  |  |  |  |  |  |  |  |  |  | |
| 2.2 Identification of equipment and utensils. |  |  |  |  |  |  |  |  |  |  | |
| 2.3 Identification of containers. |  |  |  |  |  |  |  |  |  |  | |
| 2.4 Identification of desserts. |  |  |  |  |  |  |  |  |  |  | |
| 2.5 Identification of vegetables. |  |  |  |  |  |  |  |  |  |  | |
| 2.6 Identification of meat products. |  |  |  |  |  |  |  |  |  |  | |
| 2.7 Identification of cheeses. |  |  |  |  |  |  |  |  |  |  | |
| 2.8 Identification of fruits. |  |  |  |  |  |  |  |  |  |  | |
| 2.9 Identification of breads. |  |  |  |  |  |  |  |  |  |  | |
| 2.10 Identification of beverages. |  |  |  |  |  |  |  |  |  |  | |
| 2.11\* Identification of knives. |  |  |  |  |  |  |  |  |  |  | |
| **EQUIPMENT USE** |  |  |  |  |  |  |  |  |  |  | |
| 3.1 Handling and disposal of garbage. |  |  |  |  |  |  |  |  |  |  | |
| 3.2\* Set oven temperatures. |  |  |  |  |  |  |  |  |  |  | |
| 3.3\* Setting up the dining room. |  |  |  |  |  |  |  |  |  |  | |
| 3.4 Operation of coffee machine. |  |  |  |  |  |  |  |  |  |  | |
| 3.5\* Setting up salad / vegetable bar. |  |  |  |  |  |  |  |  |  |  | |
| 3.6 Setting up steam table. |  |  |  |  |  |  |  |  |  |  | |
| 3.7 Use of scales. |  |  |  |  |  |  |  |  |  |  | |
| 3.8 Operation of grill. |  |  |  |  |  |  |  |  |  |  | |
| 3.9 Operation of slicer. |  |  |  |  |  |  |  |  |  |  | |
| 3.10 Operation of fryer. |  |  |  |  |  |  |  |  |  |  | |
| 3.11\* Operation of microwave. |  |  |  |  |  |  |  |  |  |  | |
| 3.12\* Operation of mixer. |  |  |  |  |  |  |  |  |  |  | |
| 3.13\* Operation of food processor. |  |  |  |  |  |  |  |  |  |  | |
| 3.14\* Operation of steam cooker. |  |  |  |  |  |  |  |  |  |  | |
| 3.15\* Cleaning of grill. |  |  |  |  |  |  |  |  |  |  | |

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| **SKILLS (Page 2 of 2)** | **1** | **2** | **3** | **4** | | **5** | **6** | **7** | **8** | | **9** | **FINAL** | |
| 3.16\* Cleaning of slicer. |  |  |  |  | |  |  |  |  | |  |  | |
| 3.17 Cleaning of mixer. |  |  |  |  | |  |  |  |  | |  |  | |
| 3.18\* Cleaning of fryer. |  |  |  |  | |  |  |  |  | |  |  | |
| 3.19\* Cleaning of microwave. |  |  |  |  | |  |  |  |  | |  |  | |
| 3.20\* Cleaning of food processor. |  |  |  |  | |  |  |  |  | |  |  | |
| 3.21\* Cleaning of steam cooker. |  |  |  |  | |  |  |  |  | |  |  | |
| **DISHWASHING (Manual/Commercial)/CLEAN UP** |  |  |  |  | |  |  |  |  | |  |  | |
| 4.1\* Preparation and use of 3-compartment sink. |  |  |  |  | |  |  |  |  | |  |  | |
| 4.2\* Stack and rinse dishes. |  |  |  |  | |  |  |  |  | |  |  | |
| 4.3\* Racking glasses and dishes for dish machine. |  |  |  |  | |  |  |  |  | |  |  | |
| 4.4\* Unloading dish machine. |  |  |  |  | |  |  |  |  | |  |  | |
| 4.5\* Storing dishes from dish machine. |  |  |  |  | |  |  |  |  | |  |  | |
| 4.6\* Sweeping of floors. |  |  |  |  | |  |  |  |  | |  |  | |
| 4.7\* Mopping of floors. |  |  |  |  | |  |  |  |  | |  |  | |
| **FOOD PREPARATION AND USE** |  |  |  |  | |  |  |  |  | |  |  | |
| 5.1\* Storage of food supplies. |  |  |  |  | |  |  |  |  | |  |  | |
| 5.2 Recognition of cooking terms. |  |  |  |  | |  |  |  |  | |  |  | |
| 5.3 Weight and measurement of liquid and dry ingredients. |  |  |  |  | |  |  |  |  | |  |  | |
| 5.4 Preparation of baking pans. |  |  |  |  | |  |  |  |  | |  |  | |
| 5.5 Line serving with portion control. |  |  |  |  | |  |  |  |  | |  |  | |
| 5.6 Sandwich preparation. |  |  |  |  | |  |  |  |  | |  |  | |
| 5.7\* Preparation of salads. |  |  |  |  | |  |  |  |  | |  |  | |
| 5.8 Preparation and cooking of vegetables. |  |  |  |  | |  |  |  |  | |  |  | |
| **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 |  |  |  |  | |  |  |  |  | |  |  | |
|  | **1st Six Weeks** | | | | **2nd Six Weeks** | | | | | **12 Week Program** | | | |
| **STUDENT INTERNSHIP PROGRAM (S.I.P.)** |  | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | |
|  | **Passed** | | | | **Failed** | | | | | **NA** | | | |
| **SERVSAFE CERTIFICATION** |  | | | |  | | | | |  | | | |
| **SERVSAFE MANAGERS CERTIFICATION** |  | | | |  | | | | |  | | | |
| **CAREER READINESS CERTIFICATE - Gold/Bronze/Silver** |  | | | |  | | | | |  | | | |
| **CUSTOMER SERVICE CERTIFICATION** |  | | | |  | | | | |  | | | |
|  | | | | | | | | | | | | | |
| **\*DESIGNATES REQUIRED SKILLS FOR GRADUATION Revised 7/2017** | | | | | | | | | | | | | |