



**Individualized Training Program
Culinary**

Student: _____ Teacher: _____
 Grade: _____ Cell#: _____ Teacher Phone#: _____
 Email: _____ Industry Partner: _____

EMPLOYABILITY SKILLS

**Check when Student has demonstrated competence.
(1) Beginner; (2) Proficient; (3) Advanced**

CLASSROOM	ON-THE-JOB																																																												
<p>CAREER DEVELOPMENT</p> <ul style="list-style-type: none"> • Career Planning • Goal Setting • Job Search and Applications • Resume and Job Correspondence • Job Interviewing • Portfolio of work 	<p>CAREER DEVELOPMENT</p> <p>(1) (2) (3)</p> <table border="1"> <tr> <td></td> <td></td> <td></td> <td>Successfully completes a job Interviewing and Follow-up</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Successfully completes a job Interviewing and Follow-up																																																								
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<p>GENERAL EMPLOYABILITY (15)</p> <p>Communication:</p> <ul style="list-style-type: none"> • Speaks and listens effectively, clearly, and courteously to guests and fellow employees • Asks appropriate questions and seeks supervisory approval when needed • Communicates thoughts, ideas and information well, among all areas of the operation to ensure fast and high quality guest service. • Smiles and is always friendly with guests and staff • Writes a simple business letter or note with assistance, to a customer or a professional using appropriate language, style and format <p>Dependability and Presentation</p> <ul style="list-style-type: none"> • Arrives at work on time. • Arrives at work alert, well groomed, and dressed appropriately. • Takes initiative by offering to help whenever possible and appropriate. • Displays an honest and ethical approach to work. <p>Judgement:</p> <ul style="list-style-type: none"> • Makes good and justifiable work-related decisions • Works to resolve guest complaints quickly and effectively • Identifies and accommodates guests who have special requests and/or needs 	<p>GENERAL EMPLOYABILITY</p> <p>(1) (2) (3)</p> <table border="1"> <tr> <td style="background-color: #d3d3d3;"></td> <td style="background-color: #d3d3d3;"></td> <td style="background-color: #d3d3d3;"></td> <td>Communication</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Speaking</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Listening</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Professional writing</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Clear Communication</td> </tr> <tr> <td style="background-color: #d3d3d3;"></td> <td style="background-color: #d3d3d3;"></td> <td style="background-color: #d3d3d3;"></td> <td>Dependability/Presentation</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Punctual</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Alert, dressed appropriately</td> </tr> <tr> <td style="background-color: #d3d3d3;"></td> <td style="background-color: #d3d3d3;"></td> <td style="background-color: #d3d3d3;"></td> <td>Judgement</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Makes good decisions</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Takes initiative</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Problem Solving</td> </tr> <tr> <td></td> <td></td> <td></td> <td>Accommodating</td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> <tr> <td></td> <td></td> <td></td> <td></td> </tr> </table>				Communication				Speaking				Listening				Professional writing				Clear Communication				Dependability/Presentation				Punctual				Alert, dressed appropriately				Judgement				Makes good decisions				Takes initiative				Problem Solving				Accommodating								
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Workplace:

- Demonstrates proper use of computers, POS systems, and cash registers
- Balances cash register transactions using basic math computations
- Demonstrates proper writing, grammar, and phone skills
- Monitors and manages own work time to achieve desired work performance.
- Works willingly and cooperatively with people from a variety of ethnic, social, and educational backgrounds
- Locates, understands, and interprets written information in manuals and schedules.

			Workplace
			Computer Literacy
			Basic Math Skills/Comprehension
			Proper writing, grammar and speaking
			Good use of time
			Cooperative

JOB RELATED OBSERVABLE SKILLS

Check when Student has demonstrated competence.
Beginner; (2) Proficient; (3) Advanced

CLASSROOM	ON-THE-JOB			
<p>KEEPING FOOD SAFE</p> <ul style="list-style-type: none"> • Demonstrates frequent and thorough hand washing procedures • Demonstrates steps for avoiding contamination and cross contamination of food • Stores, cooks and holds different types of food correctly • Cleans and sanitizes foodservice equipment areas correctly 	<p>KEEPING FOOD SAFE</p> <p>(1) (2) (3)</p>			
				Demonstrates frequent and thorough hand washing procedures
				Avoids cross contamination
				Practices time and temperature control methods
				Demonstrates safety during flow of food: receiving, storing, production and holding.
				Practices proper cleaning and sanitizing of work space and food service equipment
				Practices proper personal hygiene

WORKPLACE SAFETY

- Recognizes and follows safety procedures designed to prevent burns and scalds to self and others.
- Recognizes and follows safety procedures designed to prevent slips and falls without being told.
- Holds, uses, and passes knives correctly to prevent injuries to self and others.
- Understands the risks of “repetitive use” and how to prevent injuries caused by such activities.

WORKPLACE SAFETY

(1) (2) (3)

			Demonstrates safety procedures to prevent burns and scalds to self and others.
			Demonstrates safety procedures to prevent slips and falls.
			Demonstrates knife safety to prevent injuries to self and others.
			Prevention of repetitive use injuries

KITCHEN ESSENTIALS

- Reads instructions, recipes, menus and policies quickly and with comprehension
- Weighs and measures food and other resources accurately
- Converts weights and measures accurately
- Stocks and replenishes food, beverages, condiments and sundries at side/server stations

KITCHEN ESSENTIALS

(1) (2) (3)

			Reads instructions, recipes, menus and policies quickly and with comprehension
			Weighs and measures food and other resources accurately
			Weighs and measures food and other resources accurately
			Stocks and replenishes food, beverages, condiments and sundries at side/server stations

FOOD SERVICE EQUIPMENT

- Uses, handles, and cleans mixing equipment safely and correctly.
- Uses, handles, and cleans cooking equipment safely and correctly.
- Uses, handles, and cleans dishwashing equipment safely and correctly.
- Uses, handles, and cleans waste disposal equipment safely and correctly.

FOOD SERVICE EQUIPMENT

(1) (2) (3)

			Uses, handles, cleans mixing equipment safely and correctly.
			Uses, handles, cleans cooking equipment safely and correctly..
			Uses, handles, cleans dishwashing equipment safely and correctly.
			Uses, handles, cleans waste disposal equipment safely and correctly.

STOCKS, SAUCES, AND SOUPS

- Demonstrates preparing and storing brown, white or preprepared stock correctly
- Demonstrates preparing and storing soups correctly

STOCKS, SAUCES, AND SOUPS**(1) (2) (3)**

			Correct preparation and storage of brown, white, or pre-prepared stock.
			Correct preparation and storage of soup.

FRUITS AND VEGETABLES

- Demonstrates preparing and storing raw and cooked vegetables correctly.
- Demonstrates preparing and storing fruits correctly.

FRUITS AND VEGETABLES**(1) (2) (3)**

			Practices correct preparation and storage of raw and cooked vegetables.
			Practices correct preparation and storage of raw and cooked fruit.

SERVING GUESTS

- Arranges a dining area for a specified type of service (e.g., table service, buffet, banquet, etc.) and for specific seating requirements
- Sets a table with linen, flatware, glassware, and condiments in accordance with several types of service
- Presents all menu items correctly plated and garnished
- Greets and seats guests properly
- Takes guests' orders accurately
- Demonstrates knowledge of menu items and is able to describe them to guests
- Answers guests' questions about menu items correctly
- Provides or obtains information for guests who ask about allergens in menu items
- Recommends items to guests
- Serves a guest meal efficiently, including serving and removing food and beverage items
- Processes and presents the guest sales check properly
- Gives guests correct change
- Clears guests' tables properly

SERVING GUESTS**(1) (2) (3)**

			Arrange a dining area for service
			Set a table
			Present all menu items
			Greet and seat
			Demonstrate knowledge of menu
			Answer guest questions
			Provide or obtain information for guests
			Recommend items for guests
			Serves guest meal efficiently
			Processes and presents guest check
			Give guest correct change
			Clear guest table

POTATOES AND GRAINS

- Demonstrates preparing and storing potatoes, rice, pasta, and other cooked grains correctly.

POTATOES AND GRAINS

(1) (2) (3)

			Preparation and storage of potatoes
			Preparation and storage of rice
			Preparation and storage of pasta
			Preparation and storage of cooked grains

BREAKFAST FOOD AND SANDWICHES

- Demonstrates preparing and storing sandwiches correctly.
- Demonstrates basic egg cooking skills, including frying, scrambling, poaching, and basting.
- Demonstrates breakfast cooking skills in at least three of the following areas: pancakes, waffles, bacon, sausages, breads, potatoes, and hot cereals.

BREAKFAST FOOD AND SANDWICHES

(1) (2) (3)

			Prepares and stores sandwiches correctly.
			Basic egg cooking skills, frying, scrambling, poaching and basting.
			Breakfast cooking skills; at least 3 areas: pancakes, waffles, bacon, sausages, breads, potatoes, and hot cereals.

NUTRITION

- Provides or obtains information for guests inquiring about the menu's nutritional values.
- Recommends healthy options to guests when asked.

NUTRITION

(1) (2) (3)

			Provides or obtains information for guests inquiring about the menu's nutritional values.
			Recommends healthy options to guests when asked.

CONTROLLING FOOD COSTS

- Costs out a recipe accurately.
- Determines a recipe yield accurately.
- Demonstrates knowledge of the information on a balance sheet.

CONTROLLING FOOD COSTS

(1) (2) (3)

			Ability to accuracy cost out a recipe
			Ability to understand and adjust Recipe Yield
			Balance Sheet Understanding

SALADS AND GARNISHING

- Demonstrates proper garnishing procedures to enhance the texture, color, and appearance of food.
- Demonstrates preparing and storing salads and dressing.

SALADS AND GARNISHING

(1) (2) (3)

			Appropriately garnishes a plate
			Proper preparation and storage of salads and dressing

PURCHASING AND INVENTORY

- Receives food and beverages correctly to ensure security and food safety.
- Stores food and beverages correctly to ensure security and food safety.
- Conducts a physical inventory of food, beverages, and non-food items.

PURCHASING AND INVENTORY

(1) (2) (3)

			Understanding Receiving
			Stores Food and Beverages Correctly
			Understanding Inventory

MEAT, POULTRY, AND SEAFOOD

- Demonstrates preparing and storing meat correctly
- Demonstrates preparing and storing poultry correctly.
- Demonstrates preparing and storing seafood correctly.

MEAT, POULTRY, AND SEAFOOD

(1) (2) (3)

			Storing meat safely
			Storing poultry safely
			Storing seafood safely

MARKETING AND THE MENU

- Communicates the operation's theme and style of service to guests and supervisors.
- Demonstrates knowledge of the industry through familiarity with outside sources , such as magazines, catalogs, reports, and professional association materials.
- Demonstrates knowledge of an operation's menu mix.

MARKETING AND THE MENU

(1) (2) (3)

			Communicates the operation's theme and style of service to guests and supervisors.
			Familiarity with industry sources , such as magazines, catalogs, reports, and professional association materials.
			Knowledge of an operation's menu mix.

DESSERTS AND BAKED GOODS

- Demonstrates preparing and storing cakes, cookies and pies correctly
- Demonstrates preparing and storing other dessert items correctly, such as puddings, custards, mousse or souffle.

DESSERTS AND BAKED GOODS**(1) (2) (3)**

			Preparing and storing cakes, cookies and pies correctly.
			Preparing and storing other dessert items correctly, such as puddings, custards, mousse or souffle.

SUSTAINABLE PRACTICES:

- Provides or obtains information for customers about the operation's sustainable practices
- Follows the operations sustainable practices.

SUSTAINABLE PRACTICES**(1) (2) (3)**

			Demonstrates an understanding of the operation's sustainable practices
			Ability to follow the operation's sustainable practices