



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 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| <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></td> <td></td> <td></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></td> <td></td> <td></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></td> <td></td> <td></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 | | | | | | | | |
| | | | 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.

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| | | | |
| | | | 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 |
| | | | | |
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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)

| | | | |
|--|--|--|---|
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| | | | 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 accurately cost out a recipe |
| | | | Ability to understand and adjust Recipe Yield |
| | | | Balance Sheet Understanding |
| | | | |
| | | | |
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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 |
| | | | |