

Student Work Experience Checklist

Student Name: _____ School: _____

To the Student:

Welcome to the ProStart® program! You are taking the *first* steps toward preparing for a successful restaurant and foodservice career by participating in the ProStart program. As you use the ProStart program materials in class, you will be learning valuable skills and gaining valuable experience in the restaurant and foodservice industry.

The competencies in this checklist outline the skills that you should try to complete during all of your work experiences while in high school. Completing each competency means that you have successfully demonstrated the skill at a point in time. Your supervisor will check off each completed competency and then sign the last page. In some cases, you might have more than one employer; complete as many competencies as possible with each employer. Return the completed and signed checklist(s) to your teacher for verification. You will receive a ProStart National Certificate of Achievement from the National Restaurant Association Educational Foundation upon successfully completing the ProStart class, passing the two ProStart examinations, having a minimum of 400 hours of work experience, and completing a minimum of 50 of the 72 competencies or 70% of this Student Work Experience Checklist.

The Student Work Experience Checklist is divided into two areas: Job-Related, Observable Skills and Employability Skills.

Job-Related, Observable Skills: These are skills that you are likely to be trained to do over a short time during your employment.

These skills are listed in sequence of the ProStart classroom materials so that your employer can coordinate your workplace learning experiences with what you are learning in class.

Employability Skills: Employability skills help you handle responsibility and include the attitudes and habits you bring to the workplace. These habits include dependability, motivation, and helpfulness. These habits are gained through academics and the overall process of gaining maturity in high school. They are acquired through the classroom as well as through other activities such as athletics, organizations, and volunteering. Teamwork skills are built by actively participating in a group or working in changing settings and with people of differing backgrounds.

To the Employer:

Welcome to the ProStart® program! You've taken a great step toward developing a stronger restaurant and foodservice workforce by providing a meaningful work experience to a high school student. The ProStart program helps students take their first real steps toward a promising restaurant and foodservice career. Experience gained in your restaurant will help the student earn a ProStart National Certificate of Achievement from the National Restaurant Association Educational Foundation. This certificate is awarded to students who successfully complete the ProStart class and pass the two examinations, work a minimum of 400 hours in the restaurant and foodservice industry, and complete this Student Work Experience Checklist.

The competencies in this checklist outline the skills that the student should try to complete during all of his or her work experiences while in high school. It is the student's responsibility to present this checklist to you from time to time in the course of his or her employment. In some cases, the student might have more than one employer and will complete some of the competencies elsewhere. Completing these competencies indicates that the student has successfully demonstrated the skill at a point in time. Students are encouraged to complete as many competencies as possible. Students must complete 50 of the 72 competencies, or 70% of the checklist, in order to earn the ProStart National Certificate of Achievement. When the student has completed his or her work experience with you, please feel free to make any additional comments and sign the last page. The student will return the checklist to his or her teacher for verification. The Student Work Experience Checklist is divided into two areas: Job-Related, Observable Skills and Employability Skills.

Job-Related, Observable Skills: These are skills that the student is likely to be trained to do over a short time during employment with you. These skills are listed in the sequence of the ProStart classroom materials, but you are free to teach and observe them in any order appropriate to your business.

Employability Skills: Employability skills help the student handle responsibility and include the attitudes and habits he or she brings to the workplace. These habits include dependability, motivation, and helpfulness. These habits are gained through academics and the overall process of gaining maturity in high school. They are acquired through the classroom as well as through other activities such as athletics, organizations, and volunteering. Teamwork skills are built by actively participating in a group or working in changing settings and with people of differing backgrounds.

JOB-RELATED, OBSERVABLE SKILLS

SANITATION

- 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 using correct food safety procedures.
- Cleans and sanitizes foodservice equipment and areas using correct sanitation procedures.

SAFETY

- Is familiar with, and adheres to, safety procedures designed to prevent burns and scalds to self and others
- Is familiar with, and adheres to, safety procedures designed to prevent slips and falls without being told.
- Holds, uses, and passes knives correctly to prevent injury to self and others.
- Demonstrates proper procedures for operating equipment.

KITCHEN BASICS

- 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/sewer stations.

FOODSERVICE EQUIPMENT

- Uses, handles, and cleans mixing equipment using correct procedures.
- Uses, handles, and cleans cooking equipment using correct procedures.
- Uses, handles, and cleans dishwashing equipment using correct procedures.
- Uses, handles, and cleans waste-disposal equipment using correct procedures.

BREAKFAST FOODS AND SANDWICHES

- Demonstrates correct procedures for preparing and storing sandwiches.
- Demonstrates basic egg cooking skills, including frying, scrambling, poaching, or basting.
- Demonstrates breakfast cooking skills, including pancakes, waffles, bacon, sausages, breads, potatoes, or hot cereals.

FRUITS AND VEGETABLES

- Properly demonstrates preparing and storing raw and cooked vegetables.
- Properly demonstrates preparing and storing fruits.

SALADS AND GARNISHES

- Demonstrates proper garnishing procedures to enhance texture, color, and appearance of food.
- Properly demonstrates preparing and storing salads and dressings.

BUSINESS MATH

- Balances cash register transactions using basic arithmetic computations.
- Gives customers correct change.

CONTROLLING FOODSERVICE COSTS

- Costs out a recipe accurately.
- Determines a recipe's yield accurately.

POTATOES AND GRAINS

- Properly demonstrates preparing and storing rice, pasta, and other cooked grains.

THE ART OF SERVICE

- Arranges a dining area for a specified type of service (table service, buffet, banquet, cafeteria, etc.) and for specified 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.
- 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.
- Clears guests' tables properly.

DESSERTS AND BAKED GOODS

- Properly demonstrates preparing and storing cakes, cookies, and pies.
- Properly demonstrates preparing and storing puddings, custards, mousse, soufflé, or other dessert items

MARKETING AND THE MENU

- Demonstrates knowledge from outside sources (magazines, catalogs, brochures, professional association materials) to an operation and its guests.
- Communicates the operation's theme and style of service to guests and supervisors.
- Demonstrates knowledge of an operation's menu mix.

PURCHASING AND INVENTORY CONTROL

- Receives food and beverages using proper procedures to ensure security and food safety;
- Stores food and beverages using proper procedures to ensure security and food safety
- Conducts a physical inventory of food, beverages, and non-food items.

MEAT, POULTRY AND SEAFOOD

- Properly demonstrates preparing and storing fish and shellfish.
- Properly demonstrates preparing and storing meats.
- Properly demonstrates preparing and storing poultry.

STANDARD ACCOUNTING PRACTICES

- Demonstrates knowledge of how T accounts and a trial balance help managers keep financial records.
- Demonstrates knowledge of the information contained on an income statement.
- Demonstrates knowledge of the information contained on a balance sheet.

STOCKS, SOUPS, AND SAUCES

- Properly demonstrates preparing and storing brown, white, or pre-prepared stock.
- Properly demonstrates preparing and storing soups.

COMMUNICATING WITH CUSTOMERS

- Writes a simple business letter or note, with assistance, to a customer or professional using appropriate language style and format.
- Demonstrates knowledge of menu items and is able to describe them to guests.
- Is able to answer guests' questions about menu items.

EMPLOYABILITY SKILLS

COMMUNICATION

- Speaks and listens effectively, clearly, and courteously to guests and fellow employees.
- Asks appropriate questions and 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.

DEPENDABILITY AND PRESENTATION

- Arrives at work on time.
- Arrives at work alert, well groomed, and dressed appropriately for the job.
- Takes initiative by offering to help whenever possible and appropriate.
- Displays an honest and ethical approach to work.

JUDGMENT

- Makes good and justifiable work-related decisions.
- Works to resolve guests' complaints quickly and effectively.
- Identifies and accommodates guests who have special requests and/or needs.

WORKPLACE

- Demonstrates proper use of computers and registers.
- Demonstrates proper writing and grammar skills.
- Monitors and manages own work time to achieve desired work performance.
- Works willingly and cooperatively with people from a variety of ethnic, social, or educational background
- Locates, understands, and interprets written information in manuals and schedules.

COMMENTS:

I certify the student has demonstrated the competencies, which I have checked, and has worked _____ hours at my establishment.

Employer Name	Business Name
Employer Signature	Date

I certify the student has worked _____ hours at a school based enterprise (Please use only if the student has not complete 400 hours at their employer).

Teacher Name	
Teacher Signature	Date