Culinary Arts I. Follow Hazard Analysis Critical Control Points (HACCP) in food preparation setting Tasks Instructions: Each number to the right refers to a single student/candidate (1-10). Place a check (\checkmark) in the respective column for the appropriate student/candidate number (1-10) if the skills listed below are observed as stated. Leave blank if 1 4 5 7 2 3 6 8 10 9 not observed. Student/candidate will only get credit for the skills they have demonstrated. Documents information on time and temperature in log Stores and rotates food according to policies (FIFO) Uses proper receiving procedures for the delivery of food Washes hands according to proper procedures Uses properly calibrated thermometers Uses labels properly Safety and infection control are adhered to during all aspects of this task. The student completed task within the time limited. Points earned Total possible points (8) II. Maintain knowledge of safety, sanitation and HAZMAT policies, procedures and codes in a food preparation setting Tasks Instructions: 1 2 3 4 5 6 7 8 9 10 Validates that in-service training records and reports are up-to-date

Ensures that personal certifications are maintained										
Ensures that proper containers are used for storage of food, chemicals and other supplies										
Checks that personal attire meets safety standards (e.g., covered hair)										
Ensures that proper cleaning solutions are maintained and used										
Ensures that spills and other safety problems are addressed immediately										
Ensures that material safety data sheets are reviewed										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (9)										
III. Maintain personal hygiene and compliance with dress code in a food pre	epara	atior	ı set	ting						
Tasks Instructions:										
	1	2	2	4	5	6	7	8	٩	10
	1	2	3	4	5	6	7	8	9	10
Demonstrates that uniforms are clean and fit properly	1	2	3	4	5	6	7	8	9	10
Demonstrates that uniforms are clean and fit properly Demonstrates that hair restraints are used	1	2	3	4	5	6	7	8	9	10
	1	2	3	4	5	6	7	8	9	10
Demonstrates that hair restraints are used	1	2	3	4	5	6	7	8	9	10
Demonstrates that hair restraints are used Ensures that perfume and cologne use is minimal	1	2	3	4	5	6	7	8	9	10
Demonstrates that hair restraints are used Ensures that perfume and cologne use is minimal Demonstrates that hands and nails are clean and groomed	1	2	3	4	5	6	7	8	9	10
Demonstrates that hair restraints are used Ensures that perfume and cologne use is minimal Demonstrates that hands and nails are clean and groomed Ensures that use of jewelry meets standards (e.g., only wedding rings)	1	2	3	4	5	6	7	8	9	10
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	1	2	3	4	5	6	7	8	9	10
Shows that location of first aid kit is clearly marked after each activity										
Shows that MSDS sheets are used properly										
Shows that sanitizers are located at every station										
Shows that work area, tools and equipment are cleaned and sanitized										
Ensures that chemicals are stored properly										
Ensures that sharp objects are stored properly										
Demonstrates that fire codes are followed										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (9)										
V. Hold and store food at proper temperature										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Shows that food products are labeled and dated										
Ensures that food is rotated in a timely manner										
Ensures that temperature of food and storage containers is within guidelines										
Shows that the thermometer is calibrated										
Demonstrates that temperatures are checked and logged regularly										
Ensures that storage guidelines are followed										
Prepares food according to specifications										
Safety and infection control are adhered to during all aspects of this task.										

The student completed task within the time limited.										
Points earned										
Total possible points (9)										
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VI. Review menu, recipes and instructions										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Demonstrate that clarification is sought when questions arise										
Ensure that recipe reviewed is up-to-date										
Ensure that quantity of food is verified										
Ensure that menu items are consistent with recipes										
Demonstrate that recipes are available and referenced when needed										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (7)										
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VII. Identify and select the necessary ingredients										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Identify and use appropriate substitutions if necessary when appropriate for special items										
Verify ingredient list						<u> </u>	<u> </u>		<u> </u>	
	1	1	1	1	1	1	1	1	1	i i

Verify that preparation ingredients are consistent with recipe										
Ensure that requisition forms are used										
Verify that stock levels are checked										
Verify that freshness and proper rotation are checked										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (8)										
										1
VIII. Follow recipes and customer requests										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
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Demonstrate that proper weights and measurements are used										
Demonstrate that proper weights and measurements are used Ensure that substitutions are made upon customer requests										
Ensure that substitutions are made upon customer requests										
Ensure that substitutions are made upon customer requests Verify that recipe is followed consistently										
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	1	2	3	4	5	6	7	8	9	10
Verify proper temperature requirements										
Use thermometer correctly										
Set food warmers to proper temperature										
Calibrate thermometers correctly										
Verify that potentially hazardous foods have reached safe temperatures										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (7)										
X. Communicate necessary information to co-workers in a food										
preparation setting										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Follow chain of command										
Communicate requests for special orders to chef prior to preparation										
Verify customer requests with food server										
Share customer feedback										
Monitor and communicate quantity of returned items										
Use shift logs										
Use warning tags										
Ensure that products are labeled										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										

Points earned										
Total possible points (10)										
XI. Review standards and customer requests for finished product										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Identify special requests										
Identify necessary garnishes										
Identify appropriate portions										
Identify appropriate container (e.g., plate, banquet container)										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (6)										
XII. Assemble product for delivery										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Use appropriate serving containers										
Ensure that serving containers (e.g., plates, flatware) are clean										
Use proper hygiene when assembling the final product (e.g., hair covering)										
Verify that all menu items are present										
Use proper serving tools										
Verify that product is visually inspected										

	1	2	3	4	5	6	7	8	9	10
Tasks Instructions:										
XIV. Assess final product for quality assurance										
Total possible points (10)										
Points earned										
The student completed task within the time limited.										
Safety and infection control are adhered to during all aspects of this task.										
Use serving and holding tools correctly										
Use Hazard Analysis Critical Control Point (HAACP) logs										
Use thermometers consistently										
Check maintenance logs on equipment										
Verify that holding time and temperatures comply with standard policies										
Rotate finished food at appropriate time intervals										
Calibrate thermometers properly										
Verify that heat lamps are in working order										
	1	2	3	4	5	6	7	8	9	10
Tasks Instructions:										
XIII. Monitor holding time and temperature										
Total possible points (9)										
Points earned										
The student completed task within the time limited.										
Safety and infection control are adhered to during all aspects of this task.										
Notify food servers of the availability of order										<u> </u>

Verify that the ticket is compared to the finished dish										
Match the final product to customer request										
Verify that the presentation of product is consistent										
Ensure that the final product is prepared at the correct temperature										
Ensure that the final product is seasoned at correct level										
Ask service staff about the customer reaction										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (8)										
XV. Gather the necessary equipment in the food preparation setting										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Uses the right tool or piece of equipment for task										
Ensures that tools and equipment are transported to work area safely										
Uses checklists to verify equipment										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (5)										
XVI. Verify that equipment and tools are in working order										
Tasks Instructions:										

	1	2	3	4	5	6	7	8	9	10
Inspects equipment and tools visually										
Identifies equipment and tools with missing parts										
Ensures that equipment is tested before use (e.g., oven temperature)										
Ensures that defective tools and equipment are reported to supervisors										
Verifies that maintenance logs are maintained										
Ensures that tools and equipment that create safety hazards are removed										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (8)										
XVII. Communicate deficiencies and other necessary information to the										
supervisor										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Identifies unsafe tools and equipment clearly										
Describes deficiencies in detail										
Reports deficiencies to appropriate personnel										
Logs deficiencies	$\left \right $									
Ensures that maintenance logs reflect deficiencies										
Verifies that documentation procedures are followed										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.	+									

Points earned										
Total possible points (8)										
XVIII. Use tools and equipment in a safe and sanitary way										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Verify that tools and equipment are cleaned and sanitized before and after use										
Use proper colored cutting board (e.g., blue/fish; red/raw meat; green/vegetables)										
Use proper food handler gloves										
Verify that knives are sharpened on a regular basis										
Use equipment safety devices (e.g., guards on electronic cutters)										
Follow manufacturer's operating instructions for equipment										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (8)										
XIX. Clean and sanitize equipment and tools after every use										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Use proper chemical mixture to clean and sanitize equipment and tools										
Ensure that cutting boards are properly bleached										
When cleaning tools and equipment, utilize hot water										

Ensure that policies and procedures for using chemicals and sanitizers are followed										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (6)										
XX. Store tools and equipment in proper area after use										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Verify that equipment and tools are cleaned, sanitized and covered before storage										
Ensure that cleaning supplies are stored in the proper area										
Return tools and equipment to proper storage place										
Ensure that equipment sanitization storage rules are followed										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (6)										
XXI. Maintain awareness of surroundings in the food preparation setting										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	1(
Report security or safety problems promptly to appropriate personnel										
Ensure that hazardous situations are dealt with promptly										\vdash

Verify that work area is visually scanned on a regular basis for safety and										
security problems										
Identify emergency exits and procedures										
Check emergency equipment regularly										
Monitor location of co-workers										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (8)										
XXII. Advise management of safety and security concerns										
Tasks Instructions:										
	1	2	3	4	F	6	7	8	9	10
	'	2	ა	4	5	0	/	0	9	10
Notify supervisory personnel promptly about safety and security concerns										
Document safety concerns in a timely manner										
Forward concerns to appropriate personnel										
Document concerns containing all relevant information										
Ensure that follow-up activities occur after concerns have been forwarded										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (7)										
XXIII. Take appropriate action to protect guest and employee safety										
Tasks Instructions:										

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	1	2	3	4	5	6	7	8	9	10
Correct hazardous conditions promptly and safely										
Notify management and/or outside agencies (e.g., fire department, ambulance) promptly of problems										
Use proper safety equipment										
Follow written policies and procedures										
Document outstanding hazards										
Monitor customer behavior for potential harm to others										
Verify that visible signage is posted around hazardous areas (e.g., wet floor)										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (9)										
XXIV. Follow security policies and procedures										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Review safety and security policies frequently										
Verify that security documentation is complete and accurate										
Verify that company reports (e.g., shrinkage reports) indicate security policies are being followed										
Ensure that unauthorized individuals are identified and removed from premises										
Verify that the work environment is checked frequently for potential security problems										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (7)										
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XXV. Follow safety and emergency procedures, including appropriate										
workplace behavior										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Follow emergency procedures according to company policy										
Notify proper authorities of emergency situations										
Use emergency equipment properly										
Verify that safety-related training and certifications (e.g., CPR) are up-to date										
Report suspicious activity to appropriate personnel										
Document incident reports properly and in a timely manner										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (8)										
XXVI. Identify problems with customer satisfaction										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Ensure that customers are asked about their source of dissatisfaction										
Repeat problem description to customer to verify understanding										
Assess customer body language for signs of dissatisfaction										
Document problems in a timely manner										
Review customer feedback										
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Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (8)										
XXVII. Resolve problem or offer alternative solutions according to										
company procedures and guidelines										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Identify that the solution is consistent with company policies and procedures										
Document the resolution to the problem as company policy requires										
Ensure that proper attitude is maintained at all times										
Verify that problems are referred to proper personnel when appropriate										
Perform the resolution of a problem in a timely manner										
After a problem has been identified, verify that follow-up activities occur										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (7)										
XXVIII. Follow up on guest satisfaction and employee actions										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Verify that customer satisfaction is checked after solution is offered										

Identify that customer comment cards indicate customer satisfaction										
Contact customers about the resolution of outstanding problems										
Ensure that follow-through activities with guest are performed										
Document customer satisfaction level										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (7)										
XXIX. Document incident and outcome										
Tasks Instructions:										
	1	2	3	4	5	6	7	8	9	10
Verify that documents and forms are complete and accurate										
Ensure that documentation is provided to appropriate personnel										
Identify that documentation is completed in a timely manner										
Notify co-workers of the outcome and any changes in policy										
Verify that documentation is reviewed to ensure that the problem does not reoccur										
Safety and infection control are adhered to during all aspects of this task.										
The student completed task within the time limited.										
Points earned										
Total possible points (7)										
Total points earned for all sections (A)										
Total possible points for all sections (B) 225										
Student/candidate score (divide A/B)										