

Maryland State Department of Education
Division of Rehabilitation Services
Workforce & Technology Center
Occupational Readiness Record: Food Service 1

To The Employer: The occupational readiness record is both an inventory of the training course content and the level of proficiency achieved. The certified actual level of achievement demonstrated is indicated by a check mark.

Name: _____ **DORS PID#:** _____

Length of Training: _____ **Certified By:** _____ **Title:** _____

Key To Proficiency Code

- **LEVEL L: Limited Skill** – Does simple parts of task using required tools, but requires instruction or close supervision to do the more difficult or complex parts of job. Identifies parts by name, knows simple facts about the job.
- **LEVEL M: Moderate Skill** – Generally can perform tasks competently with limited supervision. Can use most tools and special equipment needed, but may require help on difficult or complex tasks. May not meet all the demands of speed and accuracy on the job.
- **LEVEL S: Skill** – Can work independently in the accomplishment of most assigned tasks. Can tell or show others the fundamentals of many tasks. Meets the full demands of speed and accuracy on the job.

Safety

	L	M	S
Follows correct safety rules to prevent cuts, burns, slips/trips/falls, and back injuries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows proper sanitation standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows food safety standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Uses proper knife skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follows first aid procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

General Knowledge

	L	M	S
Food Terms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Weights and measurements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Various utensils and equipment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Abbreviations and symbols	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presentation of food	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knows proper procedures for:			
Portion and temperature control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disposing of waste	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sweeping and mopping floors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Washing and sanitizing pots, pans, and other dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Inspecting dining room for neatness and cleanliness	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Operation, care & maintenance of hot and cold service line	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Equipment Operations

	L	M	S
Knows proper procedures for the care and maintenance of:			
Steam table	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Beverage dispensers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Work Habits

	L	M	S
Proper work behaviors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Proper work attitudes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seeks opportunities for self-improvement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Congenial with peers and supervisors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shows initiative	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practices good personal hygiene	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Wears clean and neat uniform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Stays on task	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is productive	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Practices self-control	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Displays personal integrity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Customer Service

	L	M	S
Prompt and proper greeter	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Keeps a clean work environment	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has and can communicate product knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assists customers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is a good team member	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Has effective communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Comments:

[illegible]

Instructor: _____ **Date:** _____