

Directions:

Evaluate the student by entering the appropriate number to indicate the degree of competency achieved.

Rating Scale (0-6):

- 0 No Exposure** – no experience/knowledge in this area; program/course did not provide instruction in this area
- 1 Unsuccessful Attempt** – unable to meet knowledge or performance criteria and/or required significant assistance
- 2 Partially Demonstrated** – met some of the knowledge or performance criteria with or without minor assistance
- 3 Knowledge Demonstrated** – met knowledge criteria without assistance at least once
- 4 Performance Demonstrated** – met performance criteria without assistance at least once
- 5 Repetitively Demonstrated** – met performance and/or knowledge criteria without assistance on multiple occasions
- 6 Mastered** – successfully applied knowledge or skills in this area to solve related problems independently

Rationale:

To prepare students for careers or postsecondary education in the hospitality industry, the ProStart program: 1) focuses on foodservice management and basic culinary skill competencies; 2) emphasizes academic and workplace experiences through a two-year program of study, including a paid industry mentorship; and 3) helps the student develop effective professional skills and habits needed for success.

0	1	2	3	4	5	6	Introduction: Preparing for a Successful Career	Notes:
							1. State in their own words the importance of service to success in the hospitality industry.	
							2. List the elements of excellent service and give examples.	
							3. State the difference between school and workplace environments.	
							4. Develop a list of workplace guidelines.	
							5. Identify and give examples of positive work attitudes.	
							6. Give examples of career opportunities in the foodservice industry.	
							7. Make a list of qualities of successful foodservice employees.	
							8. Outline a plan for an effective job search.	
							9. Given a list of effective cover letter elements, write a cover letter.	
							10. Demonstrate networking skills.	
							11. Compile the best examples of their work into a portfolio.	
							12. Write a resume that lists their skills and competencies.	
							13. Read and complete a college application form.	
							14. Read and complete a job application form.	
							15. List the steps to an effective job interview.	
							16. Explain the follow-up steps for a job interview.	
							17. State their interpretation of a first day on the job.	
							18. Outline the steps to resigning a job.	

0	1	2	3	4	5	6	Chapter One: Successful Customer Relations	Notes:
							1. Recognize and state the importance of customer service to food service.	
							2. List the reasons and the ways to make a positive first impression in the foodservice industry.	
							3. Describe a variety of customers that may have special needs.	
							4. Distinguish between effective and ineffective communication with customers by giving examples.	
							5. Explain how customer satisfaction directly affects a restaurant's success.	
							6. Outline the service planning process.	
0	1	2	3	4	5	6	Chapter Two: Preparing and Serving Safe Food	Notes:
							1. List reasons why it is important to keep food safe.	
							2. Describe good personal hygiene and how it affects food safety.	
							3. List the steps to proper handwashing.	
							4. Give examples of potentially hazardous foods.	
							5. Categorize and describe the micro-organisms that cause foodborne illnesses.	
							6. Identify and list ways chemical and physical hazards can contaminate food.	
							7. Distinguish between situations in which contamination and cross-contamination occur.	
							8. List the conditions under which bacteria multiply rapidly and use the letters FAT-TOM.	
							9. Explain how time and temperature guidelines can reduce growth of micro-organisms.	
							10. Define the food temperature danger zone and list temperatures that fall within that zone.	
							11. Differentiate among types of thermometers and demonstrate how to use them.	
							12. List the seven major steps in a Hazard Analysis Critical Control Point (HACCP) food safety system.	
							13. Outline proper procedures for receiving, storing, preparing, cooking, holding, cooling, reheating, and serving food that includes use of proper tools and equipment.	
							14. Compare different types of storage areas found in a foodservice operation.	
							15. Define the difference between clean and sanitary.	

								16. State procedures for cleaning and sanitizing tools and equipment.	
0	1	2	3	4	5	6		Chapter Three: Preventing Accidents and Injuries	Notes:
								1. State who is legally responsible for providing a safe environment and ensuring safe practices.	
								2. Define the role of Occupational Safety and Health Administration (OSHA) regulations.	
								3. State in their own words the Hazard Communication Standard requirements for employers.	
								4. Identify electrical hazards that contribute to accidental fires.	
								5. Classify different types of fires and fire extinguishers.	
								6. Outline proper actions to take in the event of a fire at a foodservice operation.	
								7. Describe the ways to prevent burns.	
								8. List hazards that contribute to injury due to slips, trips, or falls.	
								9. Outline proper procedures for cleaning up spills on floors.	
								10. Demonstrate how to safely use ladders.	
								11. Demonstrate proper lifting and carrying procedures to avoid injury.	
								12. Locate and list hazards that can cause cuts.	
								13. Demonstrate correct and safe use of knives.	
								14. List safe driving techniques.	
								15. Outline basic first aid concepts and procedures.	
								16. Explain the importance of the general safety audit.	
								17. Explain the importance of completing standard reports for any accident or illness at the operation.	
								18. List ways to use protective clothing and equipment to prevent injuries.	
0	1	2	3	4	5	6		Chapter Four: Kitchen Basics	Notes:
								1. Identify the components and functions of a standardized recipe.	
								2. Convert recipes to yield smaller and larger quantities.	
								3. Describe the use of common liquid and dry measure tools.	
								4. Explain the difference between customary and metric units of measure.	
								5. Apply effective mise en place through practice.	

								6. Identify different functions of several types of knives and demonstrate their proper uses.	
								7. List common spices and herbs and describe their uses.	
								8. Describe and demonstrate several basic pre-preparation techniques, including clarifying butter, separating eggs, whipping egg whites, and making parchment liners.	
								9. Describe dry-heat cooking methods and list the foods to which they are suited.	
								10. Describe moist-heat cooking methods and list the foods to which they are suited.	
								11. Describe combination cooking methods and list the foods to which they are suited.	
0	1	2	3	4	5	6	Chapter Five: Foodservice Equipment		Notes:
								1. Demonstrate how to use scales and carts to receive food and supplies.	
								2. Demonstrate measuring and portioning foods using ladles, measuring cups and spoons, scales, and scoops.	
								3. Demonstrate how to properly sharpen and use different types of knives.	
								4. Give examples of preparing foods using pots and pans.	
								5. Explain how to store food and supplies properly on shelves and in refrigerators and freezers.	
								6. Demonstrate how to cut and mix foods using standard kitchen equipment.	
								7. Compare and contrast cooking foods using various types of steamers, broilers, griddle, grills, ranges, fryers, and ovens.	
								8. Outline how to hold and serve food and beverages using kitchen equipment.	
								9. Compare and contrast the features of dishwashing machines.	
								10. Outline the order in which food and supplies flow through a food service.	
								11. Demonstrate proper cleaning and sanitizing of foodservice equipment and utensils.	
0	1	2	3	4	5	6	Chapter Six: Nutrition		Notes:
								1. Characterize the roles of carbohydrates, hormones, fiber, starch, and fats in people's diets and identify foods that contain these nutrients.	
								2. Describe cholesterol and list foods in which it is found.	

								3. Characterize the roles of proteins, water, vitamins, and minerals in people's diets and identify foods that contain these nutrients.	
								4. Differentiate between complete and incomplete proteins.	
								5. Use Recommended Dietary Allowances (RDAs) and the Food Guide Pyramid to plan meals.	
								6. Describe a healthy diet.	
								7. Interpret information on a nutrition label.	
								8. Identify recipes that preserve nutrients in quantity cooking.	
								9. Suggest ways to make recipes more healthful.	
								10. Suggest healthful substitutes for high-fat ingredients.	
0	1	2	3	4	5	6	Chapter Seven: Breakfast Foods and Sandwiches		Notes:
								1. Explain and demonstrate how to keep milk products safe and sanitary.	
								2. Differentiate between butter and margarine by listing the characteristics of each.	
								3. List the characteristics of ice cream.	
								4. Distinguish among several different types of cheeses and give examples of each.	
								5. List the characteristics of eggs and include size and grade.	
								6. Prepare and serve eggs using a variety of cooking methods.	
								7. Describe the ways to keep eggs and egg products safe and sanitary.	
								8. Prepare pancakes, crêpes, waffles, and French toast.	
								9. Prepare ham, hash, grits, cold cereals, oatmeal, and sausage.	
								10. Prepare coffee, tea, and cocoa.	
								11. Give examples of different types of sandwiches, including simple hot, open-faced, hors d'oeuvres, grilled, deep-fried, and simple cold.	
								12. Explain the roles of the three components of a sandwich: bread, spread, and filling.	
								13. Develop a list of sanitation procedures for preparing sandwiches.	
								14. List the necessary tools and equipment to make sandwiches at a sandwich station.	
								15. Prepare common sandwich spreads and fillings.	
								16. Demonstrate preparation of several types of sandwiches.	
0	1	2	3	4	5	6	Chapter Eight: Working with People		Notes:
								1. Explain how stereotypes and prejudices can negatively affect how people work together.	

								2. List and demonstrate effective legal interviewing skills.	
								3. State the importance of having new-employee orientation.	
								4. Describe common elements of orientation programs.	
								5. Summarize and discuss effective group and on-the-job training.	
								6. List and apply effective techniques used in performance evaluations.	
0	1	2	3	4	5	6	Chapter Nine: Salads and Garnishes		Notes:
								1. Identify and describe the various ingredients used to make salads.	
								2. Demonstrate designing attractive salads.	
								3. Classify and compare types of salads served at different points in the meal.	
								4. Demonstrate appropriate methods to clean salad greens.	
								5. Design a procedure to prepare and store salads properly.	
								6. Differentiate between various oils and vinegars.	
								7. Demonstrate the preparation of a vinaigrette.	
								8. List the ingredients of and prepare an emulsified salad dressing.	
								9. Select ingredients to prepare mayonnaise.	
								10. Match dressings to salad green and other ingredients.	
								11. Give examples of ingredients used to make dips.	
								12. Choose the ingredients and prepare several dips.	
								13. Give an example of a garnish.	
								14. Describe and prepare ingredients commonly used as garnishes.	
								15. Demonstrate garnishing plates.	
								16. Demonstrate the preparation of toppings for soups.	
0	1	2	3	4	5	6	Chapter Ten: Business Math		Notes:
								1. Given a list of numbers, add, subtract, multiply, and divide using basic math operations.	
								2. Given a list of fractions, decimals, whole numbers, and percents-add, subtract, multiply and divide.	
								3. Convert recipes from original yield to desired yield using conversion factors.	

								4. Given a problem, approximate recipe yields.	
								5. Given a set of numbers, convert between customary and metric units of measure.	
								6. Given a problem, calculate as purchased (AP) and edible portion (EP) amounts.	
								7. Given an example, calculate standard recipe cost and cost per serving.	
								8. Describe and give examples of controllable costs, fixed costs, and variable costs, related to food and labor.	
								9. Given a set of numbers, calculate depreciation.	
								10. Differentiate between the two categories of food purchase: perishable and nonperishable.	
								11. Outline and follow basic receiving procedures.	
								12. State the appropriate storage guidelines and temperatures for different perishable foods.	
								13. Outline proper techniques for portion control, including standard portion size, standardized recipe, and standard portion cost.	
								14. Forecast sales by analyzing and evaluating sales histories, popularity indices, and production sheets.	
								15. List factors contributing to labor costs, such as employee turnover, business volume, and quality and quantity standards.	
0	1	2	3	4	5	6	Chapter Eleven: Fruits and Vegetables		Notes:
								1. Identify, describe, and demonstrate the preparation of different types of vegetables.	
								2. Identify, describe, and demonstrate the preparation of different types of fruits.	
								3. List and explain the USDA quality grades for fresh fruits and vegetables.	
								4. Demonstrate the procedures for properly storing ripe fruits, vegetables, roots, and tubers.	
								5. Summarize ways to prevent fruits and vegetables from spoiling too quickly.	
								6. Match and cook vegetables to appropriate methods.	
								7. Match and cook fruits to appropriate methods.	
								8. Explain how to prevent enzymatic browning of fruits.	

0	1	2	3	4	5	6	Chapter Twelve: Controlling Foodservice Costs	Notes:
							1. Analyze the relationship between cost and sales to determine food cost percentage.	
							2. List the four steps in the process to control food costs.	
							3. Calculate projected revenue, average cover, and find revenue level.	
							4. Perform math computations to define cost/volume/profit relationships.	
							5. Calculate the average sales per customer.	
							6. Calculate total sales, including tax and tip.	
							7. Balance cash register receipts and find actual receipts.	
							8. Determine dollar value of inventory.	
							9. Analyze five ways to determine closing inventory by performing math calculations.	
							10. Determine daily and monthly food cost.	
							11. Determine standard portion cost.	
							12. Determine selling prices using the food cost percentage method.	
							13. Determine selling prices using the average check method.	
							14. Determine selling prices using the contribution margin method.	
							15. Determine selling prices using the straight mark-up pricing method.	