

Culinary/Hospitality ProStart On-the-Job

Power Standards

1. Demonstrates personal qualities and skills required for employment.
2. Master the observable skills related to food service preparation.

Power Benchmarks

1. Exhibits job getting and job keeping skills.
2. Demonstrates a positive work attitude.
3. Exhibits cooperative behavior with fellow workers.
4. Demonstrates dependability and initiative.
5. Practice appropriate personal appearance.
6. Demonstrates self-control.
7. Demonstrates good customer service skills.
8. Produce quality work.
9. Practices workplace sanitation and safety skills

Culinary/Hospitality ProStart On-the-Job

Students will be able to:

1. Demonstrate personal qualities and skills required for employment.
 - Exhibits job getting and job keeping skills.
 - Demonstrates a positive work attitude.
 - Exhibits cooperative behavior with fellow workers.
 - Demonstrates dependability and initiative.
 - Practice appropriate personal appearance.
 - Demonstrates self-control.
 - Demonstrates good customer service skills.

2. Master the observable skills related to food service preparation.
 - Produce quality work.
 - Practices workplace sanitation and safety skills.

Culinary/Hospitality ProStart On-the-Job

Stage 1 – Desired Results:

Power Standard 1: Demonstrates personal qualities and skills required for employment.

Power Benchmark/Competency 1:

Exhibits job getting and job keeping skills.

Estimated Timeline: 1 week

Place 'X' in square if goal addresses Essential/Content Standard(s).

Career	Technology	Critical Thinking	Personal Responsibility	Global & Cultural
X	X	X	X	X
Math	Science	Reading	Social Responsibility	Communication
X	X	X	X	X

Understandings:

Students will understand that:

Getting and keeping any job requires basic skills and preparation.

Essential Questions:

- What basic skills are needed to begin looking for a job?
- What is the importance of these basic skills in acquiring the job you would like?

Students will be able to: (*i.e. know*)...(Include vocabulary)

- Explore different examples of career opportunities in the food service industry
- Be familiar with and professional workplace behavior
 - Attendance
 - Teamwork
 - Promptness
 - Positive attitude
 - Dependability

Students will be able to: (*i.e. do*)...(Include vocabulary)

- Develop a list of workplace guidelines.
- Identify and give examples of positive work attitudes.
- List resources to use for a job search
 - Networking
 - Internet
 - Classified ads
 - Entry-level jobs
 - Foodservice management
 - Entrepreneurs
 - Career ladder
 - Resume
 - Job applications

Stage 2 – Assessment Evidence

Performance Tasks: (i.e. Assessment used to determine proficiency on competency)

- ProStart On The Job Evaluation
- ProStart Job Evaluation checklist

Key Criteria: (Rubric)

- Rubric (scores average on the majority of items)
- Completes 70% of all items and employers signature

Culinary/Hospitality ProStart On-the-Job

Stage 1 – Desired Results:

Power Standard 1: Demonstrates personal qualities and skills required for employment.

Power Benchmark/Competency 2:
Demonstrates a positive work attitude.

Estimated Timeline ongoing

Place 'X' in square if goal addresses Essential/Content Standard(s).

Career	Technology	Critical Thinking	Personal RespoXsibility	Global & Cultural
X		X	X	X
Math	Science	Reading	Social Responsibility	Communication
			X	X

Understandings: *Students will understand that:*
Their attitude will carry over in their employment success.

Essential Questions:

- How will having a bad day at home effect your time and attitude at work?
- How do you keep a positive attitude at work?

Students will be able to: (*i.e. know*)...(Include vocabulary)

- List appropriate attitude for on the job.

Students will be able to: (*i.e. do*)...(Include vocabulary)

- Give examples of positive attitudes.
- Work hard to become excellent at doing tasks to set a positive example for others

Stage 2 – Assessment Evidence

Performance Tasks: (i.e. Assessment used to determine proficiency on competency)

- ProStart On The Job Evaluation
- ProStart Job Evaluation checklist

Key Criteria: (Rubric)

- Rubric (scores average on the majority of items)
- Completes 70% of all items and employers signature

Culinary/Hospitality ProStart On-the-Job

Stage 1 – Desired Results:

<p>Power Standard 1: Demonstrates personal qualities and skills required for employment.</p> <p>Power Benchmark/Competency 3: Exhibits cooperative behavior with fellow workers.</p> <p>Estimated Timeline: 1 week</p>	<p>Place ‘X’ in square if goal addresses Essential/Content Standard(s).</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr style="background-color: #ffffcc;"> <th style="padding: 2px;">Career</th> <th style="padding: 2px;">Technology</th> <th style="padding: 2px;">Critical Thinking</th> <th style="padding: 2px;">Personal Responsibility</th> <th style="padding: 2px;">Global & Cultural</th> </tr> <tr> <td style="padding: 2px;">X</td> <td style="padding: 2px;">X</td> <td style="padding: 2px;">X</td> <td style="padding: 2px;">X</td> <td style="padding: 2px;">X</td> </tr> <tr style="background-color: #ffffcc;"> <th style="padding: 2px;">Math</th> <th style="padding: 2px;">Science</th> <th style="padding: 2px;">Reading</th> <th style="padding: 2px;">Social Responsibility</th> <th style="padding: 2px;">Communication</th> </tr> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;"></td> <td style="padding: 2px;">X</td> <td style="padding: 2px;">X</td> </tr> </table>	Career	Technology	Critical Thinking	Personal Responsibility	Global & Cultural	X	X	X	X	X	Math	Science	Reading	Social Responsibility	Communication				X	X
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X	X	X	X	X																	
Math	Science	Reading	Social Responsibility	Communication																	
			X	X																	
<p>Understandings: <i>Students will understand that:</i></p> <ul style="list-style-type: none"> ➤ Employees must work cooperatively to get a job done 	<p>Essential Questions:</p> <ul style="list-style-type: none"> ➤ How do I work cooperatively? ➤ What are skills needed to effectively work with my coworkers? 																				
<p>Students will be able to: (<i>i.e. know</i>)...(Include vocabulary)</p> <ul style="list-style-type: none"> ➤ Maintains a productive, flexible, and hard-working approach to work 	<p>Students will be able to: (<i>i.e. do</i>)...(Include vocabulary)</p> <ul style="list-style-type: none"> ➤ Work willingly and cooperatively with people from a variety of ethnic, social, or educational backgrounds. ➤ Helps others learn needed knowledge and skill. 																				

Stage 2 – Assessment Evidence

<p>Performance Tasks: (i.e. Assessment used to determine proficiency on competency)</p> <ul style="list-style-type: none"> ➤ ProStart On The Job Evaluation ➤ ProStart Job Evaluation checklist 	<p>Key Criteria: (Rubric)</p> <ul style="list-style-type: none"> ➤ Rubric (scores average on the majority of items) ➤ Completes 70% of all items and employers signature
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Culinary/Hospitality ProStart On-the-Job

Stage 3 – Learning Plan:

Exhibits cooperative behavior with fellow workers.

Power Benchmark/Competency: #3

Learning Activities:	Resources:
Role plays	
Ongoing Labs	

Culinary/Hospitality ProStart On-the-Job

Stage 1 – Desired Results:

<p>Power Standard 1: Demonstrates personal qualities and skills required for employment.</p> <p>Power Benchmark/Competency 4: Demonstrates dependability and initiative.</p> <p>Estimated Timeline ongoing</p>	<p>Place ‘X’ in square if goal addresses Essential/Content Standard(s).</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <tr style="background-color: #ffffcc;"> <th>Career</th> <th>Technology</th> <th>Critical Thinking</th> <th>Personal Responsibility</th> <th>Global & Cultural</th> </tr> <tr> <td>X</td> <td>X</td> <td>X</td> <td>X</td> <td>X</td> </tr> <tr style="background-color: #ffffcc;"> <th>Math</th> <th>Science</th> <th>Reading</th> <th>Social Responsibility</th> <th>Communication</th> </tr> <tr> <td></td> <td></td> <td></td> <td>X</td> <td>X</td> </tr> </table>	Career	Technology	Critical Thinking	Personal Responsibility	Global & Cultural	X	X	X	X	X	Math	Science	Reading	Social Responsibility	Communication				X	X
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X	X	X	X	X																	
Math	Science	Reading	Social Responsibility	Communication																	
			X	X																	
<p>Understandings: <i>Students will understand that:</i></p> <ul style="list-style-type: none"> ➤ Attendance and being ready to work is essential in the workplace. 	<p>Essential Questions:</p> <ul style="list-style-type: none"> ➤ Why is being on time important? ➤ Why should one seek responsibilities at work? 																				
<p>Students will be able to: <i>(i.e. know)...</i>(Include vocabulary)</p> <ul style="list-style-type: none"> ➤ Demonstrate being on time ➤ Demonstrate ability to work without be supervised 	<p>Students will be able to: <i>(i.e. do)...</i>(Include vocabulary)</p> <ul style="list-style-type: none"> ➤ Ambitious ➤ Responsibility ➤ Willing to learn new task 																				

Stage 2 – Assessment Evidence

<p>Performance Tasks: (i.e. Assessment used to determine proficiency on competency)</p> <ul style="list-style-type: none"> ➤ ProStart On The Job Evaluation ➤ ProStart Job Evaluation checklist 	<p>Key Criteria: (Rubric)</p> <ul style="list-style-type: none"> ➤ Rubric (scores average on the majority of items) ➤ Completes 70% of all items and employers signature
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Culinary/Hospitality ProStart On-the-Job

Stage 1 – Desired Results:

Power Standard 1:
Demonstrates personal qualities and skills required for employment.

Power Benchmark/Competency 5:
Practice appropriate personal appearance

Estimated Timeline ongoing

Place 'X' in square if goal addresses Essential/Content Standard(s).

Career	Technology	Critical Thinking	Personal Responsibility	Global & Cultural
X	X	X	X	X
Math	Science	Reading	Social Responsibility	Communication
X	X	X		X

Understandings:
Students will understand that:

- In the workplace you must dress professionally

Essential Questions:

- Why do companies have uniforms?
- Why is it important to dress to company standards?
- What is the sanitation role of a dress code?

Students will be able to: (*i.e. know*)...(Include vocabulary)

- Demonstrate dressing appropriately for the job.
- Identify a proper chef uniform.

Students will be able to: (*i.e. do*)...(Include vocabulary)

- Arrives at work alert, well-groomed, and dressed appropriately for the job.

Stage 2 – Assessment Evidence

Performance Tasks: (i.e. Assessment used to determine proficiency on competency)

- ProStart On The Job Evaluation
- ProStart Job Evaluation checklist

Key Criteria: (Rubric)

- Rubric (scores average on the majority of items)
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Culinary/Hospitality ProStart On-the-Job

Stage 1 – Desired Results:

Power Standard 2: Demonstrates personal qualities and skills required for employment.

Power Benchmark/Competency 6:
Demonstrate self-control.

Estimated Timeline ongoing

Place 'X' in square if goal addresses Essential/Content Standard(s).

Career	Technology	Critical Thinking	Personal Responsibility	Global & Cultural
X		X	X	X
Math	Science	Reading	Social Responsibility	Communication
			X	X

Understandings: *Students will understand that:*

- the ability to demonstrate self control gives you power and positive recognition in the work place.

Essential Questions:

- Why is it important to displays an honest and ethical approach to work?
- How can you monitor and manage your own work time to achieve desired performance?

Students will be able to: (*i.e. know*)...(Include vocabulary)

- Communicates thoughts, ideas, and information well

Students will be able to: (*i.e. do*)...(Include vocabulary)

- Patience
- Professional in actions
- Constructive criticism

Stage 2 – Assessment Evidence

Performance Tasks: (i.e. Assessment used to determine proficiency on competency)

- ProStart On The Job Evaluation
- ProStart Job Evaluation checklist

Key Criteria: (Rubric)

- Rubric (scores average on the majority of items)
- Completes 70% of all items and employers signature

Culinary/Hospitality ProStart On-the-Job

Stage 3 – Learning Plan: Demonstrate self-control. Power Benchmark/Competency: # 6	
Learning Activities:	Resources:
Ongoing labs	
Stress management techniques	Foundations of Management Chapter 12
List and apply effective techniques used in performance evaluation.	
Ask for supervisory approval when appropriate.	
Communicates responsibly thoughts, feelings, and ideas regarding work policies and procedures with supervisor	
Ask appropriate questions when unsure of a policy or procedure.	

Culinary/Hospitality ProStart On-the-Job

Stage 1 – Desired Results:

Power Standard 1: Demonstrates personal qualities and skills required for employment.

Power Benchmark/Competency 7:

Demonstrates good customer service skills.

Estimated Timeline ongoing

Place 'X' in square if goal addresses Essential/Content Standard(s).

Career	Technology	Critical Thinking	Personal Responsibility	Global & Cultural
	X	X		X
Math	Science	Reading	Social Responsibility	Communication
X	X	X		X

Understandings: *Students will understand that:*

- A customer satisfaction is vital to the food service industry.

Essential Questions:

- How can you meet customer's demands?
- What are some strategies to deal with unhappy customers?

Students will be able to: (*i.e. know*)...(Include vocabulary)

- List the elements of excellent service and give examples.
- Describe strategies to deal with difficult customers.

Students will be able to: (*i.e. do*)...(Include vocabulary)

- Listen effectively
- Non verbal communication
- Speak clearly
- Smile

Stage 2 – Assessment Evidence

Performance Tasks: (i.e. Assessment used to determine proficiency on competency)

- ProStart On The Job Evaluation
- ProStart Job Evaluation checklist

Key Criteria: (Rubric)

- Rubric (scores average on the majority of items)
- Completes 70% of all items and employers signature

Culinary/Hospitality ProStart On-the-Job

Stage 1 – Desired Results:																					
<p>Power Standard 1: Master the observable skills related to food service preparation.</p> <p>Power Benchmark/Competency 8: Produce quality work.</p> <p>Estimated Timeline</p>	<p>Place ‘X’ in square if goal addresses Essential/Content Standard(s).</p> <table border="1" style="width: 100%; border-collapse: collapse; text-align: center;"> <thead> <tr style="background-color: #ffffcc;"> <th style="padding: 2px;">Career</th> <th style="padding: 2px;">Technology</th> <th style="padding: 2px;">Critical Thinking</th> <th style="padding: 2px;">Personal Responsibility</th> <th style="padding: 2px;">Global & Cultural</th> </tr> </thead> <tbody> <tr> <td style="padding: 2px;"></td> <td style="padding: 2px;">X</td> <td style="padding: 2px;">X</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">X</td> </tr> <tr style="background-color: #ffffcc;"> <th style="padding: 2px;">Math</th> <th style="padding: 2px;">Science</th> <th style="padding: 2px;">Reading</th> <th style="padding: 2px;">Social Responsibility</th> <th style="padding: 2px;">Communication</th> </tr> <tr> <td style="padding: 2px;">X</td> <td style="padding: 2px;">X</td> <td style="padding: 2px;">X</td> <td style="padding: 2px;"></td> <td style="padding: 2px;">X</td> </tr> </tbody> </table>	Career	Technology	Critical Thinking	Personal Responsibility	Global & Cultural		X	X		X	Math	Science	Reading	Social Responsibility	Communication	X	X	X		X
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	X	X		X																	
Math	Science	Reading	Social Responsibility	Communication																	
X	X	X		X																	
<p>Understandings: <i>Students will understand that:</i></p> <ul style="list-style-type: none"> ➤ Producing quality work creates a more efficient environment. 	<p>Essential Questions:</p> <ul style="list-style-type: none"> ➤ What does quality work look like? ➤ Why is important to complete a task well the first time? 																				
<p>Students will be able to: (<i>i.e. know</i>)...(Include vocabulary)</p> <ul style="list-style-type: none"> ➤ Demonstrate quality work. 	<p>Students will be able to: (<i>i.e. do</i>)...(Include vocabulary)</p> <ul style="list-style-type: none"> ➤ Quality work ➤ Time management 																				
Stage 2 – Assessment Evidence																					
<p>Performance Tasks: (i.e. Assessment used to determine proficiency on competency)</p> <ul style="list-style-type: none"> ➤ ProStart On The Job Evaluation ➤ ProStart Job Evaluation checklist 	<p>Key Criteria: (Rubric)</p> <ul style="list-style-type: none"> ➤ Rubric (scores average on the majority of items) ➤ Completes 70% of all items and employers signature 																				

Culinary/Hospitality ProStart On-the-Job

Stage 1 – Desired Results:

Power Standard 1: Master the observable skills related to food service preparation.

Power Benchmark/Competency 9:
Practices workplace sanitation and safety skills.

Estimated Timeline ongoing

Understandings:

Students will understand that:

- Safety and Sanitation guidelines apply at all times in the food industry.

Students will be able to: (*i.e. know*)...(Include vocabulary)

- Demonstrate safety guidelines.
- Adhere to proper sanitation procedures.

Place 'X' in square if goal addresses Essential/Content Standard(s).

Career	Technology	Critical Thinking	Personal Responsibility	Global & Cultural
	X	X		X
Math	Science	Reading	Social Responsibility	Communication
X	X	X		X

Essential Questions:

- **What could happen if a food establishment does not follow proper sanitation guidelines?**
- **What are the implications of an unsafe work environment?**

Students will be able to: (*i.e. do*)...(Include vocabulary)

- ServSafe
- OSHA
- Health Department
- Foodborne Illness

Stage 2 – Assessment Evidence

Performance Tasks: (i.e. Assessment used to determine proficiency on competency)

- ProStart On The Job Evaluation
- ProStart Job Evaluation checklist

Key Criteria: (Rubric)

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Culinary/Hospitality ProStart On-the-Job

Stage 3 – Learning Plan: Practices workplace sanitation and safety skills. Power Benchmark/Competency: # 9	
Learning Activities:	Resources:
List reasons why it is important to keep food safe.	ServSafe
Describe good personal hygiene and how it affects food safety.	ServSafe
List the steps to proper hand washing.	ServSafe
Define the difference between clean and sanitary.	ServSafe
State procedures for cleaning and sanitizing tools and equipment.	Scott County Health Dept website
State a safe environment and ensuring safe practices.	Scott County Health Dept website
Lifts heavy items safely to prevent back and other injuries.	ServSafe
Holds, uses, and passes knives correctly to prevent injury to self and others.	
Holds, uses, and passes knives correctly to prevent injury to self and others.	
Demonstrate steps for avoiding contamination and cross-contamination of foods.	ServSafe
Clean and sanitizes foodservice equipment	ServSafe

Culinary/Hospitality ProStart On-the-Job

ProStart On The Job Evaluation Davenport Central High School

Student _____ Term _____ mid-term/ final

Please evaluate the student trainee's performance and discuss with them areas and ways to improve their skills on the job.

	Below Average	Average	Above Average	Excellent
Attitude Positive, Pride & interest in the job				
Dependable Promptness, seldom absent				
Cooperative With employer & with co-workers				
Initiative Ambitious, seeks responsibility Willing to learn new task				
Quality of Work Follows directions, through Job well done, safe work habits				
Courteous Politeness, thoughtfulness, manners				
Appearance Neatness, cleanliness, well groomed				
Self Control Patient, professional in actions, Accepts constructive criticism				
Communication Skills Speaks clearly, listens, Good customer service skills				
Food Service Skill Safety & sanitation demonstrated Practices good food preparation skills				

Comments:

Grade (circle one) A B C D F _____
Mentor/Supervisor Signature

Attn: Jenee Cross **or** fax to **or** send with student
 1100 Main St Attn: Jenee Cross
 Davenport, IA 52803 563-324-9129

Culinary/Hospitality ProStart On-the-Job



****2009-2010 School****

ProStart® Student Workplace Validation Form

(Revised October, 2009)

Students who have completed their *Student Work Experience Checklist* must include this form, signed by the **State Restaurant Association ProStart Coordinator**, as verification of work hours. Upon processing of this form and verifying the student passed both Year 1 and Year 2 Final Examinations a *ProStart National Certificate of Achievement* will be issued and mailed back to the address on file (based on the last ProStart class the student participated in).

Please mail/fax this form, along with the *Student Work Experience Checklist* and verification of work hours, to your **State Restaurant Association ProStart Coordinator**.

IMPORTANT

- Signed form must be submitted by the specified due date to be considered for a scholarship.
- This form should not be submitted until the student has passed both Year 1 and Year 2 Final Examinations.
- Do not mail this form in with your Examination Answer Sheet.

IT IS IMPORTANT THAT THE NAME MATCH THE NAME IN THE ASSOCIATION COMPUTER SYSTEM EXACTLY. PLEASE PRINT CLEARLY!

Student Name:	Soc. Sec. #:
School Name:	Teacher Name:
School Address:	School City, State, Zip:
Year 1 Examination Grade:	Year 2 Examination Grade:

*Worksite(s)
Employer Name:
Address:
City, State, Zip:

DO NOT WRITE BELOW THIS LINE.

1. Was an employment agreement outlining the terms and conditions of the student's internship signed, on file and adhered to during work experience?
2. Has student provided proof of at least 400 hours of hospitality-related work experience? (This proof can be submitted by copies of pay stubs or in letter form from the employer)
*Alternative internship hours must be approved by State ProStart Coordinators, and must involve ProStart workplace competencies or learning objectives.
3. Has the student achieved a minimum of 50 of the 72 competencies signed off by the employer(s)?
4. Has the student passed both Year 1 and Year 2 Final Examinations?

FOR SRA USE ONLY

Yes No

Yes No

Alternative

Hours:

Regular Hours

Yes No

#

Completed:

Culinary/Hospitality ProStart On-the-Job

If not, please do not submit this form!

Yes No

I declare that this student has successfully completed the work experience requirements as outlined by National Restaurant Association Solutions.

Signature: State Restaurant Association ProStart Program Coordinator

Date:

†*For the most current information and version of this form, please visit*

www.prostart.restaurant.org

Year 1 Person ID	Year 2 Person ID
Year 1 Class ID	Year 2 Class ID

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