

SCHOOL_____

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR_____ PHONE NUMBER_____

STUDENTS NAME:

ADDRESS

TOWN: STATE: ME. ZIP:

PARENT:

SOCIAL SECURITY NO

CIP CODE 12.0500 COOK, SHORT ORDER (RESTAURANT AND SANDWICH SHOP)

GENERAL GOALS FOR THE STUDENT LEARNER: PREPARES AND COOKS TO ORDER FOODS REQUIRING SHORT PREPARATION TIME, READS FOOD ORDER SLIP OR RECEIVES VERBAL INSTRUCTIONS AS TO FOOD REQUIRED BY PATRON, AND PREPARES AND COOKS FOOD ACCORDING TO INSTRUCTIONS.

OBJECTIVES TO BE COMPLETED BY THE STUDENT LEARNER:

1. BE ABLE TO HANDLE ALL STATIONS.
2. BE PROFICIENT IN EACH TASK.
3. WORK AS A TEAM MEMBER.
4. LEARN ALL POLICIES OF THE STORE.
5. SUCCESSFUL COMPLETION OF ALL TRAINING AREAS. (100%)
6. PROPER DRESS FOR THE JOB.
7. DEVELOPMENT OF PROPER ATTITUDE.

SKILLS THE STUDENT LEARNER SHOULD ACQUIRE DURING HIS/HER TRAINING PROGRAM.

1. TAKING CUSTOMERS ORDERS.
2. CASH REGISTER.
3. PRODUCTION CALLER.
4. PREPARATION OF VARIOUS HOT FOODS.
5. PREPARATION OF VARIOUS COLD DRINKS.
6. KNOWLEDGE OF PROPER FOOD SELECTION FOR CUSTOMERS.
7. PROPER SANITATION METHODS TO TAKE CARE OF WASTE.
8. STANDARDS OF PERSONAL HYGIENE NEEDED FOR HANDLING OF FOODS.
9. DEVELOPE TIME ON TASK FOR EFFICIENCY OF JOB STATIONS.
10. UNDERSTAND THE BASIC OPERATIONS NEEDED TO PREPARE FOOD.
11. PROPER PREPARATION OF VEGETABLES AND MEATS FOR SANDWICHS AND PIZZAS.
12. MAKING OF SANDWICHS AND PIZZAS.
13. SELECTION OF PROPER DOUGHS AND BREADS.

SAFETY FEATURES THE STUDENT SHOULD KNOW ABOUT HIS/HER PLACE OF EMPLOYMENT.

1. KNOWLEDGE OF SAFETY ON THE JOB
2. FIRST AID KIT
3. FIRE EXTINGUISHERS/ LOCATION OF AND PROPER USE OF.
4. FIRE EXITS
5. FIRST AID TREATMENT OF BURNS.
6. HOW TO TAKE CARE OF PERSONAL HYGEINE
7. EMERGENCY NUMBERS OF LOCAL PERSONNAL
8. FIRE DRILL PLANS FOR EVACUATION OF BUILDING.