

SCHOOL _____

STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION

INSTRUCTOR _____ PHONE NUMBER _____

STUDENT NAME:

ADDRESS:

TOWN STATE: ME. ZIP:

PARENT:

SOCIAL SECURITY NO

CIP CODE: 12.0507 Waiter/Waitress, Cook, Takeout

GENERAL GOALS FOR THE STUDENT LEARNER: THIS IS AN INSTRUCTIONAL PROGRAM THAT WILL TRAIN STUDENTS TO SERVE THE PUBLIC. SOME OF THE DUTIES PERFORMED ARE THE SAME AS OTHER OCCUPATIONS DEALING WITH THE FOOD PRODUCTION INDUSTRY. TAKING ORDERS FOR AND SERVING FOOD AND DRINK, ANSWERING INQUIRES RELATIVE TO ITEMS ON THE MENU AND OTHER MISC. ITEMS THAT DEAL WITH CUSTOMERS AND CUSTOMER RELATIONS.

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. DRIVE THROUGH SERVICE WINDOW.
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 NEED TO BE MET FOR HANDLING OF FOODS.
9. DEVELOPE TIME ON TASK FOR EFFECIENCY OF JOB STATIONS.
10. UNDERSTAND THE BASIC OPERATIONS NEEDED TO PREPARE FOOD.

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 PERSONAL/ 911
8. FIRE DRILL PLANS FOR EVACUATION OF BUILDING