

SCHOOL \_\_\_\_\_

**STUDENT TRAINING PLAN FOR COOPERATIVE EDUCATION**

INSTRUCTOR \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

STUDENTS NAME:

ADDRESS:

TOWN: STATE: ME. ZIP:

PARENT:

SOCIAL SECURITY NO:

CIP CODE: 12.0507 WAITER/WAITRESS, 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. PROPER USE OF OVENS FOR BAKING OF BREADS.
2. CASH REGISTER.
3. TAKING OF PHONE ORDERS.
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 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.
11. PANING BREAD.
12. DISH WASHING
13. SLICING VEGETABLES.
14. COUNTING MONEY FOR CASH DROPS.
15. WEEKLY CLEANING DUTIES.
16. HOW TO DEAL WITH DISSATIFIED CUSTOMERS.
17. HOW TO COOK SERVABLE BREAD.

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
8. FIRE DRILL PLANS FOR EVACUATION OF BUILDING.
9. SAFE USE OF THE SLICER.
10. SAFE USE OF THE OVEN.