Job-Related Observable Skills:

1 2 3  Keeping Food Safe
- Demonstrates frequent and thorough handwashing procedures.
- Demonstrates steps for avoiding contamination and cross-contamination of food.
- Stores, cooks, and holds different types of food correctly.
- Cleans and sanitizes foodservice equipment areas correctly.

1 2 3  Workplace Safety
- Recognizes and follows safety procedures designed to prevent burns and scalds to self and others.
- Recognizes and follows safety procedures designed to prevent slips and falls without being told.
- Holds, uses, and passes knives correctly to prevent injuries to self and others.

1 2 3  Kitchen Essentials
- Reads instructions, recipes, menus, and policies quickly and with comprehension.
- Weighs and measures food and other resources accurately.
- Converts weights and measures accurately.
- Stocks and replenishes food, beverages, condiments, and sundries at side/server stations.

1 2 3  FoodService Equipment
- Uses, handles, and cleans mixing equipment correctly.
- Uses, handles, and cleans cooking equipment correctly.
- Uses, handles, and cleans dishwashing equipment correctly.
- Uses, handles, and cleans waste-disposal equipment correctly.

1 2 3  Soups and Sauces
- Demonstrates preparing and storing soups and sauces correctly.

1 2 3  Fruits and Vegetables
- Demonstrates preparing and storing raw and cooked vegetables correctly.
- Demonstrates preparing and storing fruits correctly.

1 2 3  Potatoes and Grains
- Demonstrates preparing and storing potatoes, rice, pasta, and other cooked grains correctly.

1 2 3  Breakfast Food and Sandwiches
- Demonstrates preparing sandwiches correctly.
- Demonstrates basic egg cooking skills, including frying, scrambling, and poaching.
- Demonstrates breakfast cooking skills in at least three of the following areas: pancakes, waffles, bacon, sausages, breads, potatoes, and hot cereals.
1 2 3 **Serving Guests**
- Arranges a dining area for a specified type of service (e.g., table service, buffet, banquet, etc.) and for specified seating requirements.
- Sets a table with linen, flatware, glassware, and condiments in accordance with several types of service.
- Presents all menu items correctly plated and garnished.
- Greets and seats guests properly.
- Takes guests’ orders accurately.
- Demonstrates knowledge of menu items and is able to describe them to guests.
- Provides or obtains information for guests who ask about allergens in menu items.
- Serves a guest meal efficiently, including serving and removing food and beverage items.
- Presents the guest sales check properly.
- Gives guests correct change.
- Clears guests’ tables properly.

1 2 3 **Controlling Foodservice Costs**
- Costs out a recipe accurately with assistance.
- Determines a recipe’s yield accurately with assistance.

1 2 3 **Salads and Garnishing**
- Demonstrates proper garnishing procedures to enhance the texture, color, and appearance of food.
- Demonstrates preparing and storing salads and dressings correctly.

1 2 3 **Purchasing and Inventory**
- Receives food and beverages correctly to ensure security and food safety.
- Stores food and beverages correctly to ensure security and food safety.
- Conducts a physical inventory of food, beverages, and nonfood items.

1 2 3 **Meat, Poultry, and Seafood**
- Demonstrates preparing and storing meat correctly.
- Demonstrates preparing and storing poultry correctly.
- Demonstrates preparing and storing seafood correctly.

1 2 3 **Marketing and the Menu**
- Demonstrates knowledge of the industry through familiarity with outside sources, such as magazines, catalogs, reports, and professional association materials.

1 2 3 **Desserts and Baked Goods**
- Demonstrates preparing and storing cakes, cookies, and pies correctly.
- Demonstrates preparing and storing other dessert items correctly, such as puddings, custards, mousse, or soufflé.

1 2 3 **Sustainable Practices**
- Provides or obtains information for customers about the operation’s sustainable practices.
- Follows the operation’s sustainable practices.
Employability Skills:

1 2 3  Communication
☐ ☐ ☐ Speaks and listens effectively, clearly, and courteously to guests and fellow employees.
☐ ☐ ☐ Asks appropriate questions and seeks supervisory approval when needed.
☐ ☐ ☐ Communicates thoughts, ideas, and information well, to ensure high-quality guest service.
☐ ☐ ☐ Is always friendly with guests and staff.
☐ ☐ ☐ Writes a simple cover letter or resume, with assistance, using appropriate language, style, and format.

1 2 3  Dependability and Presentation
☐ ☐ ☐ Arrives at work on time.
☐ ☐ ☐ Arrives at work alert, well groomed, and dressed appropriately.
☐ ☐ ☐ Takes initiative by offering to help whenever possible and appropriate.
☐ ☐ ☐ Displays an honest and ethical approach to work.

1 2 3  Workplace
☐ ☐ ☐ Demonstrates proper use of computers, POS systems, and cash registers.
☐ ☐ ☐ Demonstrates proper phone skills.
☐ ☐ ☐ Monitors and manages own work time to achieve desired work performance.
☐ ☐ ☐ Works willingly and cooperatively with people from a variety of ethnic, social, and educational backgrounds.
☐ ☐ ☐ Locates, understands, and interprets schedules.

In order to receive the Fundamental Skills Certification, ProStart students MUST complete at least 44 of the 62 competencies listed.

I____________________________ (educator name) certify that
______________________________ (student name) can perform ______ of the skills listed.

Educator Signature: ___________________________ Date: ______________________

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