**Food & Nutrition: Competency Checklist — Food Service Worker**

**Employee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_\_­­­­­\_\_\_\_\_\_\_\_\_\_**

**Supervisor Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Initial \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| --- | --- | --- | --- | --- | --- |
| **Date** | **Competency/Skill** | Met | Needs Improvement\* | Employee  Initial | Supervisor  Initial |
|  | **Knowledge of Job Description – Food Service Worker** |  |  |  |  |
|  | **Knowledge of Safety Precautions** |  |  |  |  |
|  | Safely operate steam table |  |  |  |  |
|  | Can state fire suppression procedure for grease fires |  |  |  |  |
|  | Ability to use SDS manual |  |  |  |  |
|  | **Knowledge of Infection Control Practices** |  |  |  |  |
|  | Demonstrate correct handwashing procedure |  |  |  |  |
|  | Proper use of gloves/change between tasks |  |  |  |  |
|  | Demonstrate correct sanitation of equipment, utensils, and surfaces |  |  |  |  |
|  | State proper sanitizer solution range—correctly prepares sanitizer solution, tests concentration. |  |  |  |  |
|  | Correctly utilize 3-compartment sink |  |  |  |  |
|  | Knows sources of Food Born illness |  |  |  |  |
|  | Knows the food temp “danger zones” |  |  |  |  |
|  | Knows Time and temp requirements for food safety |  |  |  |  |
|  | Knows what foods are considered PHF |  |  |  |  |
|  | Knows what to do if has open wound |  |  |  |  |
|  | Understands when to have no “bare hand contact” |  |  |  |  |
|  | When food is received, proper Time/Temp is verified |  |  |  |  |
|  | Demonstrates how to calibrate Thermometer (knows when to calibrate) |  |  |  |  |
|  | Knows hot holding temps and time |  |  |  |  |
|  | Knows when to use pasteurized eggs |  |  |  |  |
|  | Covers foods during transportation and distribution |  |  |  |  |
|  | **Knowledge of Food Practices** |  |  |  |  |
|  | Read menu and spreadsheets |  |  |  |  |
|  | Prepare mechanically altered foods correctly to recipe |  |  |  |  |
|  | Correctly assemble resident meal trays |  |  |  |  |
|  | Correctly label and date foods |  |  |  |  |
|  | Calibrates thermometer accurately |  |  |  |  |
|  | Monitor and log time/temperature of food |  |  |  |  |
|  | State procedure for re-heating food |  |  |  |  |
|  | Correctly utilize cool-down procedure/log |  |  |  |  |
|  | Knowledge which foods need cooling log (PHF, bulk) |  |  |  |  |
|  | Knows what to do if refrigerator/freezer temp out of range |  |  |  |  |
|  | Knows what to do if dishwasher broken |  |  |  |  |
|  | Knows how to use scoop for ice machine |  |  |  |  |
|  | Knows procedures for cleaning ice machine |  |  |  |  |
|  | Properly complete fridge/freezer temp logs |  |  |  |  |
|  | State what to do if refrigerator temperature is out of acceptable range |  |  |  |  |
|  | **Other** |  |  |  |  |
|  | Exhibits friendly customer service |  |  |  |  |
|  | Exhibits teamwork/collaboration |  |  |  |  |
|  | Verify quality and quantity of food upon vendor delivery |  |  |  |  |
|  | Check supplier invoices against order |  |  |  |  |
|  | Recognize signs of damage/contamination of supplies |  |  |  |  |

\*Any competency/skill that “needs improvement” should have follow-up training documented and on file that the competency/skill has been met.