**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 |  |  |  |  |
|  | State proper sanitizer solution range—correctly prepares sanitizer solution, tests concentration. |  |  |  |  |
|  | Correctly utilize 3-compartment sink |  |  |  |  |
|  | **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 |  |  |  |  |
|  | Properly complete fridge/freezer temp logs |  |  |  |  |
|  | Correctly state temperature danger zone |  |  |  |  |
|  | 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.