

RESTAURANT MANAGEMENT

STUDENT GRADE RECORD Career & Technical Education WINDHAM SCHOOL DISTRICT

Student Name _____

TDCJ # _____

Instructor Name _____

Unit _____

WSD Certificate	Y / N
If I were hiring for this position, I would: (check one) <input type="checkbox"/> 0-No recommendation at this time. (Cannot be used for Completers.) <input type="checkbox"/> 1-Hire this person and look no further. <input type="checkbox"/> 2-Interview this person along with other applicants <input type="checkbox"/> 3-Not hire this person.	
Complete only if student attempted industry certification.	
Name of Industry Certificate	Code P/F
Serve Safe Manager Certification	0510

I attest that all of the information reported on this form is true.

Instructor Signature

Date

Course Outline Modules	Windham Module Test	Module Competency Rating
1. CTE Orientation		
2. CTE Safety		
3. Welcome to Restaurant/Foodservice Industry		
4. Keeping Food Safe		
5. Workplace Safety		
6. Kitchen Essentials		
7. Equipment and Techniques		
8. Stocks, Sauces and Soups		
9. Communication		
10. Management Essentials		
11. Fruits and Vegetables		
12. Serving Guests		
13. Potatoes and Grains		
14. Building a Successful Career		
15. Breakfast Food & Sandwiches		
16. Nutrition		
17. Controlling Foodservice Costs		
18. Salads and Garnishes		
19. Purchasing and Inventory		
20. Meat, Poultry, and Seafood		
21. Marketing and the Menu		
22. Desserts and Baking Goods		
23. Sustainability in the Restaurant/Foodservice		
24. Global Cuisine 1		
25. Global Cuisine 2		

<i>Windham Module Test Average</i>	x . 75	a	Completer
<i>Windham End of Course Exam</i>	x . 25	b	
<i>Windham Module Score (a + b=)</i>			70+
<i>% Competencies Completed</i>			70+
<i>Module Competency Rating</i>			2.7+

RESTAURANT MANAGEMENT

STUDENT PROGRESS RECORD

RECORDING DIRECTIONS

SKILL RATING: Post the student's competency rating for each skill performed.

MODULE TEST SCORE: Enter the student's test score for the module.

MODULE RATING: Use the following scale to determine module rating:

[4] **Skilled**- Can perform competencies independently with no supervision.

[3] **Moderately Skilled**- Can perform competencies with limited supervision.

[2] **Limited Skill**- Requires instruction and close supervision to perform competencies.

[1] **Unskilled**- Exposed to concept, but no hands-on experience.

Note: When evaluating a student's module rating, skill performance should be given priority.

1. CTE Orientation

Teacher Student

Initial Initial

- ____ | ____ 1. Identify employment opportunities related to the course.
- ____ | ____ 2. Identify the number of classroom hours a student must attend to be considered as a completer.
- ____ | ____ 3. Identify the industry-recognized certification.
- ____ | ____ 4. Identify course expectations including:
- Working conditions
 - Attendance expectations
 - Instructor's expectations

2. CTE Safety

Module Test Score _____

Minimum 100% Required

____ *Module Rating (4, 3, 2, 1)*

- ____ 1. Apply general safety principles to the school and workplace.
- ____ 2. Determine correct fire extinguisher to use for various situations.
- ____ 3. Determine the ability to properly operate a fire extinguisher.
- ____ 4. Interpret Material Safety Data Sheets (MSDS).

3. Welcome to the Restaurant & Foodservice Industry L 1.1

Module Test Score _____

____ *Module Rating (4, 3, 2, 1)*

- ____ 1. Identify the 2 divisions of the foodservice industry.
- ____ 2. Explain the 5 restaurant segments within the foodservice industry.
- ____ 3. Outline the job opportunities within the restaurant and foodservice industry.

4. Keeping Food Safe L 1.2

Module Test Score _____

____ *Module Rating (4, 3, 2, 1)*

- ____ 1. Define foodborne illness, pathogens and allergens.
- ____ 2. Explain the importance of storing food and chemicals properly
- ____ 3. List the agencies that monitor the foodservice industry
- ____ 4. Describe proper cleanliness in the foodservice industry.
- ____ 5. Explain the difference in temperature when receiving, storing and cooking food.
- ____ 6. Demonstrate proper sanitation in the kitchen.
- ____ 7. Review ServSafe Food Safety Certification

5. Workplace Safety L 1.3

Module Test Score _____

____ *Module Rating (4,3,2,1)*

- ____ 1. Demonstrate cleaning procedures in the kitchen.
- ____ 2. Define the roles of OSHA,HCS, MSDS, PPE.
- ____ 3. Demonstrate the correct use of knives.
- ____ 4. List first aid procedures in the kitchen.

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6. Kitchen Essentials L 1.4

Module Test Score _____

Module Rating (4, 3, 2, 1)

1. Define the terms professionalism and brigade.
2. Use math to determine recipe yields, how much is needed and cost.

7. Equipment & Techniques L 1.5

Module Test Score _____

Module Rating (4,3,2,1)

1. Name and explain equipment used in pre-preparation, preparation, serving and holding.
2. Identify the different cooking methods.
3. Apply the guidelines for plating and storing food.
4. Discuss nutrition and the MyPyramid

8. Stocks, Sauces and Soups L 1.6

Module Test Score _____

Module Rating (4, 3, 2, 1)

1. Demonstrate making different types of stocks.
2. Demonstrate making different types of sauces.
3. Demonstrate making different types of soups.

9. Communication L 1.7

Module Test Score _____

Module Rating (4, 3, 2, 1)

1. Explain good listening, written and telephone skills.
2. Explain the difference between organizational and interpersonal skills.

10. Management Essentials L 1.8

Module Test Score _____

Module Rating (4, 3, 2, 1)

1. Discuss the qualities of a good leader
2. List the responsibilities of managers.
3. Explain organizational goals, visions and mission statements.
4. Describe the process of hiring, training, and evaluating employees

11. Fruits and Vegetables L 1.9

Module Test Score _____

Module Rating (4,3,2,1)

1. Name the three main fruit groups.
2. Describe storing fruit and demonstrate preparing fruit.

3. Name the categories of vegetables.
4. Describe storing and demonstrate cooking vegetables.

12. Serving Guests L 1.10

Module Test Score _____

Module Rating (4, 3, 2, 1)

1. Describe and demonstrate providing good service.
2. Describe the different types of service.
3. Demonstrate using the different utensils and tools for service.

13. Potatoes and Grains L 1.11

Module Test Score _____

Module Rating (4, 3, 2, 1)

1. Identify the different types of potatoes and pastas.
2. Demonstrate cooking potatoes properly.
3. Identify legumes, how to store and prepare them.
4. Demonstrate cooking pasta properly.

14. Building a Successful Career L 1.12

Module Test Score _____

Module Rating (4,3,2,1)

1. List the necessary abilities needed for this industry.
2. Create a job plan, resume, and cover letter.
3. Fill out an application properly.
4. Identify the critical factors for an effective job interview.
5. Discuss stress and time management techniques.
6. Identify various careers in the industry.

15. Breakfast Food and Sandwiches L 2.1

Module Test Score _____

Module Rating (4,3,2,1)

1. List characteristics of milk and ways to keep it safe.
2. Identify/give examples of different types of cheeses.
3. List characteristics of eggs, ways to keep them safe, and prepare them in a variety of cooking methods.
4. Identify types of sandwiches and explain the components of a sandwich.

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16. Nutrition L 2.2

Module Test Score _____

_____ *Module Rating (4,3,2,1)*

- _____ 1. Explain why nutrition is important in this industry.
 - _____ 2. List the six types of nutrients found in foods.
 - _____ 3. Name, explain and identify the sources of the carbohydrates, fats and proteins.
 - _____ 4. Define cholesterol and its food source.
 - _____ 5. Describe 3 major vegetarian diets.
 - _____ 6. List/identify sources of vitamins, minerals and water in the body.
 - _____ 7. Explain food additives and how they function.
 - _____ 8. Explain the role of digestion.
 - _____ 9. List/describe techniques for food preparation that preserves nutrients.
-

17. Controlling Foodservice Costs L 2.3

Module Test Score _____

_____ *Module Rating (4,3,2,1)*

- _____ 1. Explain/analyze a profit-and-loss statement.
 - _____ 2. Define/calculate food cost/food cost percentage.
 - _____ 3. Connect portion control to food costs.
 - _____ 4. Analyze/evaluate data to forecast sales.
 - _____ 5. Calculate a recipe's yield & number of portions.
 - _____ 6. List/explain methods for menu pricing.
 - _____ 7. List factors that affect labor costs.
 - _____ 8. Explain factors involved in developing labor schedules.
 - _____ 9. Describe purchasing, receiving and storage procedures as related to quality/cost controls.
-

18. Salads and Garnishing L 2.4

Module Test Score _____

_____ *Module Rating (4,3,2,1)*

- _____ 1. List/explain parts and types of a salad and the role of each.
 - _____ 2. Differentiate among various oils/vinegars, and preparing vinaigrettes and emulsions.
 - _____ 3. Give examples of garnishes.
-

19. Purchasing and Inventory L. 2.5

Module Test Score _____

_____ *Module Rating (4,3,2,1)*

- _____ 1. List the objectives of the purchasing functions.
 - _____ 2. Describe the buyers role.
 - _____ 3. Identify ways to communicate quality standards.
 - _____ 4. List factors affecting food prices.
 - _____ 5. List receiving/storing procedures for food.
-

20. Meat, Poultry and Seafood L 2.6

Module Test Score _____

_____ *Module Rating (4,3,2,1)*

- _____ 1. Describe various kinds of meat, poultry and seafood.
 - _____ 2. Outline the federal grading system for each.
 - _____ 3. Describe procedures for purchasing/storing (mt,plty,seafd).
 - _____ 4. List factors affecting purchasing.
 - _____ 5. Outline techniques for cooking (mt.plty.seafd) and match cooking methods to each.
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21. Marketing and the Menu L 2.7

Module Test Score _____

_____ *Module Rating (4,3,2,1)*

- _____ 1. Explain factors affecting marketing & target markets.
 - _____ 2. Identify a SWOT analysis and ways to attract and keep customers.
 - _____ 3. Explain promotions and list the benefits of public relations.
 - _____ 4. Explain all the aspects of menu layout and design; identify ways to test menus.
 - _____ 5. Define profitability, target margin and compare pricing methods.
-

22. Desserts and Baked Goods L 2.8

Module Test Score _____

_____ *Module Rating (4,3,2,1)*

- _____ 1. Identify and use common ingredients in baking.
 - _____ 2. Convert baking recipes to a new yield.
 - _____ 3. Demonstrate preparing different quick breads.
 - _____ 4. Prepare cookies using various methods.
 - _____ 5. List guidelines for plating and presenting desserts.
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23. Sustainability in the Restaurant/Foodservice Industry L 2.9

Module Test Score _____

_____ *Module Rating (4,3,2,1)*

- _____ 1. Define sustainability & conservation.
- _____ 2. List ways a restaurant can improve efficiency in energy usage.
- _____ 3. Identify ways to reduce waste in a restaurant.
-

24. Global Cuisine 1 L 2.10

Module Test Score _____

_____ *Module Rating (4,3,2,1)*

- _____ 1. Identify the major influences ingredients, flavors and cooking techniques of the Americas.
-

25. Global Cuisines 2 L 2.11

Module Test Score _____

_____ *Module Rating (4,3,2,1)*

- _____ 1. Identify the major influences, flavors, and cooking techniques of Europe, the Mediterranean, the Middle East, Asia.
-

_____ Number of Skills Completed ÷
100 Number of Skills on SPR
_____ % of Skills Completed

First Conference
Date: _____ Hours in class: _____
Comments:

Teacher initial: _____ Student initial: _____

Student Name: _____

TDCJ Number: _____

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