

Student Name

PA State ID # (10)

Unit/Standard Number	High School Graduation Years 2020, 2021 and 2022		
	Year 1	Year 2	Year 3
<b>The School District of Philadelphia</b> <b>Office of Career and Technical Education</b> <b>Institutional Food Worker</b> <b>Performance Assessment Log (PAL)</b>  <b>CIP 12.0508 - Culinary Arts</b>	<b>Key</b> <b>N</b> = Not Exposed to Task <b>1</b> = Knowledge (Exposed to Task) <b>2</b> = Guidance (Accomplishes Task w/ Instruct <b>3</b> = Mastery (Accomplishes Task w/o Instruct		
<b>Secondary Competency Task List</b>			
<b>100 SAFETY AND SANITATION PROCEDURES</b>			
101 Wear appropriate apparel in the food preparation area.			
102 RESERVED			
103 Lift and carry heavy objects.			
104 List causes/preventions of accidents and injuries in the food service industry.			
105 Follow emergency procedures for injuries and accidents.			
106 Use fire extinguishers in the food service area.			
107 RESERVED			
108 RESERVED			
109 RESERVED			
110 Review Safety Data Sheets (SDS), explain their requirements in handling hazardous materials, and describe personal protective equipment.			
111 Describe and apply SERV Safe certification requirements.			
<b>200 RESERVED</b>			
201 RESERVED			
202 RESERVED			
203 RESERVED			
204 RESERVED			
205 RESERVED			
206 RESERVED			
207 RESERVED			
208 RESERVED			

209	RESERVED			
210	RESERVED			
<b>300</b>	<b>THE FOOD INDUSTRY</b>			
301	RESERVED			
302	RESERVED			
303	Identify professional organizations within the industry.			
304	Investigate career opportunities in the foodservice industry.			
305	Examine the kitchen brigade system.			
306	Define hospitality and the importance of quality customer service.			
<b>400</b>	<b>PURCHASING, RECEIVING AND STORAGE</b>			
401	Follow procedures for purchasing, receiving and storing of foodservice supplies.			
402	Label food service products for storage.			
403	RESERVED			
404	Inventory foodservice supplies.			
405	RESERVED			
<b>500</b>	<b>GARDE MANGER (COLD FOOD PREPARATION)</b>			
501	RESERVED			
502	RESERVED			
503	Create cold food plate presentations and displays.			
504	Prepare garnishes.			
505	Prepare cold hors d'oeuvres, canapés, and appetizers.			
506	Prepare cold sandwiches.			
507	RESERVED			
508	Identify and prepare various categories and types of dishes using cheese.			
509	RESERVED			
510	Identify and prepare various categories and types of salads.			
511	RESERVED			
512	Prepare various salad dressings.			
513	Set-up, maintain, and breakdown salad bars.			
<b>600</b>	<b>KNIFE SKILLS</b>			
601	Identify parts of a knife.			
602	Perform various knife cuts.			
603	RESERVED			
604	Sharpen and hone knives.			
605	Identify various types of knives and their uses.			

<b>700</b>	<b>FOODSERVICE TOOLS AND EQUIPMENT</b>			
701	Operate and clean/sanitize large equipment.			
702	RESERVED			
703	Operate and clean/sanitize small equipment.			
704	RESERVED			
705	RESERVED			
706	RESERVED			
707	RESERVED			
708	RESERVED			
709	RESERVED			
710	RESERVED			
711	RESERVED			
712	RESERVED			
713	RESERVED			
714	RESERVED			
715	RESERVED			
716	RESERVED			
717	Pass safety tests for all equipment.			
718	Identify and use hand tools and smallwares.			
<b>800</b>	<b>STANDARDIZED RECIPES AND MEASUREMENT</b>			
801	Prepare food following standardized recipes within industry time limits.			
802	RESERVED			
803	RESERVED			
804	Cite US Standard weight and volume measurement equivalencies.			
805	Measure ingredients using US Standard weight and volume.			
<b>900</b>	<b>NUTRITION</b>			
901	RESERVED			
902	Investigate current dietary guidelines.			
903	Interpret food labels in terms of the portion size, ingredients, and nutritional value.			
904	List major nutrients, their sources and functions.			
905	RESERVED			
906	Perform cooking techniques for maximum retention of nutrients.			
907	Discuss current nutritional concerns, food allergies and dietary restrictions.			
<b>1000</b>	<b>BREAKFAST FOODS</b>			
1001	RESERVED			

1002	Prepare eggs using a variety of methods.			
1003	Prepare breakfast potatoes.			
1004	Prepare breakfast meats.			
1005	Prepare and cook breakfast batter products.			
1006	Prepare hot breakfast cereals.			
1007	RESERVED			
1008	RESERVED			
<b>1100</b>	<b>RESERVED</b>			
1101	RESERVED			
1102	RESERVED			
1103	RESERVED			
<b>1200</b>	<b>VEGETABLES AND FRUITS</b>			
1201	Identify vegetables and fruits and their various market forms.			
1202	Prepare vegetables and fruits using dry, moist, and combination methods.			
1203	List the factors to consider when preparing vegetables and fruits.			
1204	Follow the standards of quality for cooked vegetables.			
1205	RESERVED			
1206	Peel, cut and zest fruits and vegetables.			
<b>1300</b>	<b>PASTA, GRAINS AND POTATOES</b>			
1301	Prepare pasta, grains and potatoes using dry, moist, and combination cooking methods.			
1302	RESERVED			
1303	RESERVED			
1304	Follow the standards of quality for pasta, grain and potato dishes.			
<b>1400</b>	<b>RESERVED</b>			
1401	RESERVED			
1402	RESERVED			
1403	RESERVED			
1404	RESERVED			
1405	RESERVED			
<b>1500</b>	<b>RESERVED</b>			
1501	RESERVED			
1502	RESERVED			
1503	RESERVED			
1504	RESERVED			

1505	RESERVED			
1506	RESERVED			
1507	RESERVED			
1508	RESERVED			
<b>1600</b>	<b>SEASONING AND FLAVORING</b>			
1601	Identify herbs, spices, seasonings and condiments and their market forms.			
1602	RESERVED			
1603	RESERVED			
1604	Use seasonings, herbs, spices, seasoning and condiments.			
1605	Evaluate foods for proper seasoning and flavor balance.			
<b>1700</b>	<b>STOCKS, SOUPS AND SAUCES</b>			
1701	Prepare and evaluate a variety of stocks.			
1702	Prepare and evaluate a variety of mother sauces and small/derivative sauces.			
1703	Prepare and evaluate types of soups.			
1704	RESERVED			
1705	Prepare thickening agents for sauces and soups.			
1706	RESERVED			
<b>1800</b>	<b>MEATS, POULTRY, AND SEAFOOD</b>			
1801	Fabricate retail meat cuts and their sources.			
1802	RESERVED			
1803	Determine cooking techniques for retail cuts of meat, poultry and seafood.			
1804	Prepare meat, poultry, and seafood recipes using dry, moist, and combination cooking techniques.			
1805	Check for degrees of doneness.			
1806	Fabricate poultry.			
1807	Fabricate seafood.			
<b>1900</b>	<b>BAKING &amp; PASTRY SKILLS</b>			
1901	RESERVED			
1902	RESERVED			
1903	Identify the factors influencing the quality of baked products.			
1904	RESERVED			
1905	Prepare a variety of quick breads.			
1906	Prepare a variety of pies and tarts.			
1907	Prepare a variety of fillings and toppings for baked goods.			
1908	Prepare a variety of yeast-risen products.			
1909	Determine the function of baking ingredients.			

1910	RESERVED			
1911	RESERVED			
1912	Prepare and finish cakes.			
1913	RESERVED			
1914	Prepare various types of cookies.			
1915	RESERVED			
1916	Prepare pate a choux.			
1917	Prepare custards and puddings.			
1918	RESERVED			
1919	Prepare dessert sauces.			
<b>2000</b>	<b>MENUS</b>			
2001	RESERVED			
2002	Determine the methods for giving variety to a menu.			
2003	RESERVED			
2004	Create an a la carte restaurant menu item with descriptions.			
2005	Create menu formats.			
<b>2100</b>	<b>BACK OF HOUSE OPERATIONS</b>			
2101	RESERVED			
2102	Set up, operate, clean and break down a warewashing station			
2103	RESERVED			
2104	RESERVED			
2105	RESERVED			
2106	RESERVED			
2107	RESERVED			
2108	RESERVED			
2109	RESERVED			
2110	Set up, operate, and break down hot line stations.			
2111	Set up, operate, and break down garde manger stations.			
<b>2200</b>	<b>FRONT OF HOUSE OPERATIONS</b>			
2201	Determine various types of service used in restaurants.			
2202	RESERVED			
2203	Perform duties of a host.			
2204	Perform duties of a beverage professional.			
2205	Perform duties of a cashier.			
2206	Perform duties of a server.			
2207	Perform duties of a food runner.			

2208	Perform sidework duties.			
2209	RESERVED			
2210	RESERVED			
2211	RESERVED			
2212	Follow rules of table service.			
2213	Use sales techniques for service personnel including menu knowledge and suggestive selling.			
2214	Follow procedures for workflow between dining room and kitchen.			
2215	Provide customer service and customer relations.			
2216	Process guest checks.			
2247	Perform duties of a bus person.			
<b>2300</b>	<b>RESERVED</b>			
2301	RESERVED			
2302	RESERVED			
2303	RESERVED			
2304	RESERVED			
2305	RESERVED			
2306	RESERVED			
2307	RESERVED			
2308	RESERVED			
<b>2400</b>	<b>FOODSERVICE INFORMATION TECHNOLOGY</b>			
2401	RESERVED			
2402	Describe use of foodservice industry operations technology, such as Point of Sale system (P.O.S.).			
2403	RESERVED			
2404	Use industry communication technology, such as email and social media.			
<b>2500</b>	<b>ADDITIONAL HOT FOODS PREPARATIONS</b>			
2501	Create hot food plate presentations, and displays.			
2502	Prepare hot hors d'oeuvres and appetizers.			
2503	Prepare hot sandwiches.			

**PA Academic Standards for Career Education and Work**

	<i>The Career Education and Work (CEW) Standards were developed by the Pennsylvania Department of Education and complement all disciplines and other academic standards. These skills outline certain skills that students need to obtain prior to high school graduation if they are to succeed in the workplace. <b>Although they are not required under each CIP Code's Program of Study Task List, the School District of Philadelphia requires that all CTE students are taught and master these essential skills.</b></i>			
	<i>Click on the following links for more information on the CEW Standards:</i>			
	<a href="#">PA Dept. of Education CEW Website</a>			
	<a href="#">CEW Standards</a>			
	<b>Career Awareness and Preparation</b>			
4000	Relate careers to individual interests, abilities, and aptitudes.			
4001	Analyze career options based on personal interests, abilities, aptitudes, achievements and goals.			
4002	Analyze how the changing roles of individuals in the workplace relate to new opportunities within career choices.			
4003	Evaluate school-based opportunities for career awareness/preparation, such as, but not limited to career days, community service, internships, and job shadowing.			
4004	Justify the selection of a career.			
4005	Analyze the relationship between career choices and career preparation opportunities, such as, but not limited to college degrees, certificates/licensures, entrepreneurship, and industry and military training.			
4006	Assess the implementation of the individualized career plan through the ongoing development of the career portfolio.			
4007	Review personal high school plan against current personal career goals and select postsecondary opportunities based upon personal career interests.			
	<b>Career Acquisition (Getting a Job)</b>			
4008	Apply effective speaking and listening skills used in a job interview.			
4009	Apply research skills in searching for a job utilizing various job search resources (e.g. CareerLinks, O-Net, Professional Organizations).			
4010	Develop and assemble, for career portfolio placement, career acquisition documents, such as, but not limited to job application, letter of introduction, postsecondary education/training applications, request for letter of recommendation and resume.			
4011	Analyze, revise, and apply an individualized career portfolio to chosen career path.			
4012	Demonstrate, in the career acquisition process, the application of essential workplace skills/knowledge, such as, but not limited to commitment, communication, dependability, health/safety, and scheduling/time management.			



	<b>Career Retention and Advancement</b>			
4013	Evaluate personal attitudes and work habits that support career retention and advancement.			
4014	Evaluate team member roles to describe and illustrate active listening techniques such as clarifying, encouraging, and summarizing.			
4015	Evaluate conflict resolution skills as they relate to the workplace such as constructive criticism, group dynamics, managing/leadership, negotiation and problem solving.			
4016	Develop a personal budget based on career choice, such as, but not limited to charitable contributions, fixed/variable expenses, gross and net pay, and savings.			
4017	Evaluate time management strategies and their application to both personal and work situations.			
4018	Evaluate strategies for career retention and advancement in response to the changing global workplace.			
4019	Evaluate the impact of lifelong learning on career retention and advancement.			
	<b>Entrepreneurship</b>			
4020	Analyze entrepreneurship as it relates to personal career goals and corporate opportunities.			
4021	Analyze entrepreneurship as it relates to personal character traits.			
4022	Develop a business plan for an entrepreneurial concept of personal interest and identify available resources, such as, but not limited to community-based organizations, financial institutions and venture capital.			

<b>Signed:</b>	
_____	_____
<b>CTE Instructor</b>	<b>Date</b>



















