

NUTR 350 EVALUATION OF WORK EXPERIENCE IN LIEU OF HTM 291L

To the evaluator:

This evaluation tool should be completed by a person in a supervisory position over the student. Complete the following information re. title and role related to the student. Then use the column on the right to indicate the level of accomplishment at which the student completed each task listed on the left. At the end of the experience, contact the professor in charge for an e-mail version of the form OR forward the form to:

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Student's name _____

Dates of work experience _____

Approximate total hours of experience _____

Evaluator's name and title _____

Facility name and address _____

STUDENT EXPERIENCES

Please use this check list to indicate the availability of experiences and the degree to which the student accomplished the experiences offered to them.

Student received orientation to the facility related to:			
	Completed	Incomplete	Comment
Policies for foodservice safety			
Kitchen sanitation			
Fire emergency plans			
Attendance and sick leave			
Employee handbook			
Equipment instructions/on-site training (examples: fryers, kettles, ovens, dishwashers, etc)			
Establishment's organization chart			
Orientation to the following units of service:			
Salad preparation area			
Entrée preparation area			
Side dishes preparation area			
Bakery area			
Beverages			
Deli			
Catering			
Service line area			
Dining room area			
Dish room area			
Others, please indicate:			

WORK EXPERIENCES

Please indicate to which degree of proficiency the student accomplished the following tasks by checking 1, 2, 3, or 4.

1 = ABOVE EXPECTATIONS

2 = AVERAGE EXPECTATIONS

3 = BELOW EXPECTATIONS

4 = experience not available

	<u>Scale 1-4</u>	<u>Comments</u>
<i><u>Food safety/sanitation:</u></i>		
Participated in standard quality control procedures		
Checked temperatures in following locations:		
Service Line		
Holding Line		
Dish Room		
Storage such as freezers, refrigerators		
<i><u>Service Line areas:</u></i>		
Positioned items on service line		
Understood principles of positioning items for marketability and aesthetic presentation		
<i><u>Foodservice work stations:</u></i>		
Salad preparation area		
Entrée preparation area		
Side dishes preparation area		
Bakery area		
Beverages		
Deli		
Catering		
Service line area		
Dining room area		
Dish room area		
Others, please indicate:		

ADMINISTRATIVE ASPECTS OF THE FACILITY

The student had awareness of the following as related to the facility:		
	Experience Offered	Not Offered
How the menu is determined		
If/how contracts are used		
Procedures for menu substitutions		
Food ordering process		
Food inventory process		
Comments:		

SPECIAL PROJECTS

Student should introduce 1 new product during the summer employment that is relative to the establishment clientele. The recipe must be standardized for at least 50 servings. The time required for this is on the student's own time versus during the work day. The recipe should be pre-tested on the staff before introduction to the line.

Please comment on this special project:

Did the facility request the student to complete any other special projects? If so, please describe and make comments related to the students success with the project.

FINAL COMMENTS

Please make any final comments on the student's performance during the summer experience.

Thank you for facilitating this summer experience!