

# **FOOD PRODUCTION SPECIALIST IV** **COMPETENCY CHECK LIST FOR BECOMING A GRADE IV (MT-4)**

- \_\_\_\_\_ 1. Completed work as a Food Production Specialist III (MT-3) for one school year.
- \_\_\_\_\_ 2. Prepares high quality food independently in multiple departments for a minimum of 4 ½ months.  
 List dates held:      Head of \_\_\_\_\_ Department:      Dates    From \_\_\_\_\_ To \_\_\_\_\_  
    Head of \_\_\_\_\_ Department:      Dates    From \_\_\_\_\_ To \_\_\_\_\_
- \_\_\_\_\_ 3. Must be able to follow standardized recipes without variation.
- \_\_\_\_\_ 4. Demonstrates expertise in operating, cleaning and sanitizing all kitchen equipment and areas.
- \_\_\_\_\_ 5. Operates a Point of Sale (POS) accurately, completes all associated paperwork and demonstrates complete understanding of USDA Child Nutrition Regulations.
- \_\_\_\_\_ 6. Completes daily cash counting accurately and in accordance with Food Service Department policies.
- \_\_\_\_\_ 7. Is able to read and complete production records, and demonstrate sound quality cooking practices for example, batch booking.
- \_\_\_\_\_ 8. Assists Manager teaching/ training of Food Production Specialists and substitute employees as directed.
- \_\_\_\_\_ 9. Demonstrates excellent safety procedures and techniques, and promotes safety awareness.
- \_\_\_\_\_ 10. Demonstrates good sanitation practices and thorough working knowledge of HACCP principles.
- \_\_\_\_\_ 11. Properly cleans, restocks and rotates stock in all food/ non-food storage areas. Assists putting away grocery and cleaning supplies. Is accurately recording inventory used on inventory usage forms.
- \_\_\_\_\_ 12. Maintained good attendance/ punctuality record and not have been on probation in the last year.
- \_\_\_\_\_ 13. Consistently demonstrates the ability to interact pleasantly with fellow employees, management and customers.
- \_\_\_\_\_ 14. Helps wherever needed in all departments in a cooperative manner as part of the work team.
- \_\_\_\_\_ 15. Demonstrates ability to organize time and work space, planning ahead, and completing work in an efficient and timely manner.

**NOTE: In order to maintain Grade IV status, employee must continue to fulfill all above requirements.**  
**Any decrease in responsibilities will result in change of grade and pay status.**

Employee Signature \_\_\_\_\_ Date: \_\_\_\_\_

Manager Approval \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Approval \_\_\_\_\_ Date: \_\_\_\_\_

Director Approval \_\_\_\_\_