

Chesterfield County School District School Food & Nutrition Services

Managerial Pre-Employment Screening

Name: _____ **Date:** _____

Please read each question carefully and select the best answer.

- 1) Which of the following practices demonstrates proper cash handling procedures?
 - a. The cashier should take a register reading after each meal period
 - b. Supervisory staff should never operate the cash register
 - c. Cashiers should have the opportunity to eliminate discrepancies in their drawers by adding their own money to make up the difference
 - d. All monies should be locked in the safe or in the register until the time of banking
- 2) The temperatures most favorable to bacterial growth (the danger zone) are:
 - a. 41-135 degrees Fahrenheit
 - b. 140-165 degrees Fahrenheit
 - c. 40-140 degrees Fahrenheit
 - d. 50-160 degrees Fahrenheit
- 3) Beginning inventory for September was \$10,500; ending inventory was \$5600. The total inventory was \$12,200. There were 18 serving days. What is the dollar value of inventory used during September?
 - a. \$17,100
 - b. \$12,200
 - c. \$10,500
 - d. \$15,100
- 4) Choose the answer that correctly completes the following statement: When a disability, medical condition or food allergy precludes a student from consuming a regular meal or a portion of the regular meal, substitutions to the required USDA reimbursable meal can be made when:
 - a. Directed by a parent
 - b. Notified by child's teacher
 - c. Requested by a student
 - d. Documented by a recognized medical authority
- 5) In a particular school nutrition operation, 25 labor hours are required to produce and serve 400 meals. What are the meals per labor hour?
 - a. 8
 - b. 10
 - c. 16
 - d. 375

- 6) Choose the term that correctly completes the following statement: Reducing food waste by minimizing plate waste and encouraging variety through more food choices are primary goals of:
- Offer Versus Serve
 - HACCP
 - CN Labeling
 - Branding
- 7) Batch cooking should take place continuously throughout the meal service with each batch not exceeding the amount that can be served within:
- 15 minutes
 - 30 minutes
 - 45 minutes
 - 1 hour
- 8) Personnel receiving deliveries need to be properly trained to:
- Take food temperatures
 - Keep frozen food on loading dock while counting all the dry goods
 - Accept food that was not ordered
 - Assume that milk in crates need not be checked before placing in coolers
- 9) When comparing standard portion control scoops, the following statement is generally true. The higher the scoop number:
- The smaller the measure
 - The larger the measure
 - The less heat resistant it is
 - The more heat resistant it is
- 10) Choose the answer that correctly completes the following statement. The purpose of the food production record is:
- Help the menu planner analyze the nutritional content
 - Demonstrate that the required numbers of food components or menu items are being offered on any given day
 - Summarize the recipe ingredients and preparation instructions for employees
 - Please the state reviewer
- 11) The first step in the HACCP process is to:
- Identify critical control points (CCP)
 - Develop a record keeping system
 - Verify the system's effectiveness
 - Assess the hazards

- 12) A school nutrition employee who has a cold needs to:
- Take extra precautions to ensure that his/her hands are washed thoroughly
 - Wear gloves
 - Take extra precautions to ensure that his/her work area and any equipment used is cleaned thoroughly and sanitized
 - Stay home
- 13) When holding cold foods, which one of the following statements is true?
- A temperature of 50 degrees F/10 degrees C or lower should be maintained
 - Ice placed around the food does not need drained until it melts
 - Temperatures should be monitored and recorded every 30 minutes
 - Cold food can be placed outside when the temperature is cold enough
- 14) When using a holding cabinet to hold hot food, which one of the following statement is true?
- Keep food at a minimum internal temperature of 170 degrees
 - Take temperatures every 30 minutes and record on a temperature log
 - Place refrigerated leftovers in holding cabinet early enough to reach minimum temperature in time for lunch
 - Stir foods often
- 15) Which of the following statements concerning chemical supplies is true?
- Chemicals can be stored in the same area as food as long as they are properly labeled
 - Employees who work with chemicals should get a hazard pay increase
 - Chemicals may only be stored in original containers or in approved containers with appropriate labels
 - Chemicals can be stored in the supply closet along with disposable paper goods
- 16) The foundation of a good inventory management system is based on:
- Effective receiving procedures
 - Reliance upon state of the art computer hardware and software
 - Implementation of a perpetual inventory system
 - Implementation of a physical inventory system
- 17) Foods should not remain in the temperature danger zone (41 degrees-135 degrees) from thawing to serving more than:
- 30 minutes
 - 2 hours
 - 4 hours
 - 6 hours

- 18) When recording meals for reimbursement, which statement is true?
- Attendance records are an acceptable means of counting
 - A student who charges his meal gets recorded the day the meal is actually paid for
 - Only one meal per students per meal service may be claimed
 - Always include adult meals
- 19) Which one of the following statements relative to motivating employees is true?
- Work appreciation, feeling involved in what's going on and job security typically rank higher than money as motivators
 - It is not job security or being appreciated or recognized-money is the number one motivator
 - Promoting someone every so often, whether they deserve it or not, is important morale booster and motivator
 - Praising everyone, whether they deserve it or not, on a regular basis boosts self-esteem and motivates all staff
- 20) An hourly paid employee works 45 hours in a week as requested by the supervisor. The employee must be compensated at what rate of pay?
- 1 ½ times the normal pay for 45 hours
 - 1 ½ times the normal pay for 5 hours and regular pay for 40 hours
 - 2 times the normal pay for 5 hours and regular pay for 40 hours
 - 45 hours at regular pay
- 21) What is the correct statement about adult meal prices?
- Cannot be subsidized by the Child Nutrition Program breakfast and lunch revenues
 - Must be set equal to that of the student price
 - Are claimed for reimbursement
 - Cannot be subsidized by the school district as an employee benefit
- 22) If 325 lunches were served, 30 breakfasts, and a la carte sales generated \$420 today, what is the number of meal equivalents?
(Use the formula of 3 breakfast=1 and a la carte revenue divided by \$3)
- 475
 - 278
 - 485
 - 325
- 23) The beginning of the month purchased inventory is valued at \$8590; food purchased during the month totals \$7020; USDA commodities for the month are valued at \$975; and end of the month inventory is valued at \$2350: What is the cost of food used for the month?
- \$14,235
 - \$16,985
 - \$18,935
 - \$4,895

- 24) Direct certification is:
- All foodservice employees must attend training in sanitation
 - School nutrition managers must be certified by the School Nutrition Association
 - School has been certified to provide services during a weather emergency
 - A process of certifying children eligible for free meals directly with the state or local agency for Food Stamps
- 25) What is the role of the school nutrition professional in nutrition education?
- Advocate for model good nutrition and a healthy school environment
 - Develop nutrition curriculum to teachers to use
 - Provide the training for teachers in teaching nutrition
 - Market a la carte foods to students
- 26) Which one of the following statements concerning the proper use of knives is true?
- Because dull blades are more difficult to use, always keep knives sharp
 - Always cut towards yourself when using a cutting board
 - Soak knives in the bottom of the sink to ensure they are clean
 - Knives can be used to pry frozen food apart
- 27) Acceptable meal counting system is:
- Cash converted to meal counts
 - Attendance records
 - Visually identifying the child
 - Counts taken at the end of the service line
- 28) Matthew has \$6.69 and Shaw has \$6.00. How much money do they have together?
- 29) Louis has \$93.00 and Lois has \$82.69. How much money do they have together?
- 30) Joan has \$36.00 and Timothy has \$9.45. How much more does Joan have than Timothy?

31) After buying some blocks for \$5.76, Dorothy has \$2.00 left. How much money did Dorothy?

32) Evelyn has \$90.00 and William has \$4.95. How much more does Evelyn have than William?

Can They Handle It?

Directions: For each situation, circle *Yes* if the worker should tell their manager they are sick.

Yes *No* Francis, the head cook, came to work with a sore throat and fever.

Yes *No* Betty, a line server, has itchy eyes and a runny nose.

Yes *No* Bill, the site manager, has vomited several times before coming to work.

Yes *No* Tammy, a cook, has had a sore throat for several days, but otherwise feels fine.

Yes *No* Rhonda, a dishwasher, has made several trips to the restroom because she has diarrhea.

Yes *No* Juanita, a line server, has been coughing all morning

What Did Tracey Do Wrong?

Directions: Tracey is washing her hands after handling raw chicken. Mark an “X” next to each step where she has made a mistake.

- _____ She wets her hands with running water at the three-compartment sink.
- _____ She puts dish detergent on her hands and lathers up.
- _____ She scrubs her hands for at least 15 seconds.
- _____ She rinses them completely under running water.
- _____ She dries her hands using a paper towel.

Watch Their Hands

Five new food workers have just been hired. Take a look at their hands. What they must do before they can be allowed to handle food.

Renee – has polished nails

Ann – wears false nails

Ella – wears a necklace under her work shirt

Michelle – has short, dirty nails

Ruth – has a sore on the top of her hand

Standardized Recipes

Directions: Mark with an “X” which types of standardized recipes require the food be held at 135°F or hotter or 41°F or colder.

- ☐ Same Day Service
- ☐ No Cook
- ☐ Complex
- ☐ Non-Potentially Hazardous Food

What’s Wrong with this Storage Situation?

Directions: Identify what storage mistakes were made.

A shipment was delivered to Sunshine Elementary on a warm spring day. Jamie looked over the shipment and immediately began storing the items. She loaded a case of sour cream on the dolly and took it over to the reach-in refrigerator. When she opened the refrigerator, she noticed that it was tightly packed. She was able to squeeze the case into a spot on the top shelf.

Next, she wheeled several packages of ground beef over to the walk-in freezer. She noticed that the thermometer on the outside of the walk-in indicated 39°F. Jamie pushed through the old curtains and bumped into a hot pot of chicken noodle soup as she moved inside. She moved the chicken noodle soup over and placed the ground beef next to the door.

Jamie returned to the receiving area and loaded several cases of canned green beans on the dolly. She was sweating as she stacked the boxes on the shelf. She quickly glanced at the thermometer in the dry-storage room, and saw that it was 90°F. When she was finished stacking the boxes, Jamie returned the dolly to the receiving area.

What storage mistakes were made?

PREPARATION

What’s Wrong With This Situation?

Directions: Identify the mistakes made during food preparation in the story below.

Robbie began preparing ham and cheese sandwiches at 7:00 a.m. for the lunch service at 11:30 a.m. He took out enough ingredients to make all of the ham and cheese sandwiches he was going to need. He began by washing his hands. At 8:30 a.m., he was called away to help prepare salad ingredients for the salad bar. He came back at 10:00 a.m. and continued preparing the ham and cheese sandwiches. At 10:30 a.m., he went to the bathroom. After going to the bathroom, he washed his hands and continued to prepare the ham and cheese sandwiches. At 10:45 a.m., he was called away again to accept a milk delivery. He returned to the ham and cheese sandwiches and finished his work at 11:30 a.m., just in time for the lunch service.

Taking Temperatures the Right Way

Mary cooks ten pans of lasagna for lunch, which begins at 10:45 am. She puts the lasagna in the oven at 8:30. It usually takes about one hour for the lasagna to reach 165°F. Describe how Mary should monitor and record the temperature of the lasagna before it is placed on the serving line.

Is it Cool Enough?

Directions: Read this story and decide whether the beef stew is safe to serve. Explain why or why not.

At 8:00 a.m., Joe placed a stockpot of canned beef stew that had been held for four hours at 135°F into an ice-water bath to cool. At 10:00 a.m., he checked the temperature and found that it was 90°F. Joe continued to cool the stew in the ice-water bath. At 11:00 a.m., when the stew had reached 70°F, he poured it into shallow pans and placed it on the top shelf in the walk-in cooler.

Do I Need to be Sanitized?

Directions: Place a check mark next to the items that need to be both cleaned and sanitized. **NOTE:** Only food-contact surfaces must be cleaned and sanitized after each use.

_____ stockpots

_____ plates

_____ cutting boards

_____ walls

_____ forks

_____ floors

South Carolina Statewide Food Production Record

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Date: _____ District: _____ School: _____ Grades: _____ Manager: _____			Menu #1 Entrée: _____ Other menu items: _____			Menu #2 Entrée: _____			Menu #3 Entrée: _____			Meal/Snack: <input type="checkbox"/> SBP <input type="checkbox"/> NSLP <input type="checkbox"/> ASP <input type="checkbox"/> FFVP <input type="checkbox"/> SFSP <input type="checkbox"/> SSO			Students: _____ InKind: _____ Adults: _____ Other: _____ Total Meals Served: _____				
(1) Menu Items	(2) Recipe No.	(3) Meal Contribution	(4) Portion Size			(5) Serving Lines				(6) Total Servings Planned	(7) Quantity Prepared (lbs, #10 can, ea, etc.)		(8) Start Temp & Time	(9) End Temp & Time	Menu Planning System:				
			Student	Adult	A la Carte	1	2	3	4		Forecasted Student/Adult	Actual Servings			<input type="checkbox"/> Traditional FB	<input type="checkbox"/> Enhanced FB	<input type="checkbox"/> NSMP	<input type="checkbox"/> Assisted NSMP	
																	(10) Servings Leftover	(11) Servings Used	(12) Comments

Enter the following information in the SC Food Production Record above: Green Elementary School Cafeteria provides meals for students in grades 3 -5 with a traditional food based menu plan. On 2/14/13, 150 students and 17 adults were served lunch. 1 meal was dropped on the floor and wasn't served. 4 pans of lasagna were prepared with 25 servings per pan following the USDA Recipe D-25. 55 students and 22 adults received green beans. 23 servings of green beans were saved to serve on Friday. Lasagna contributes a 2 oz meat and 3/4 grain serving in each serving.