



Tobago Hospitality & Tourism Institute (THTI)

PERFORMANCE ASSESSMENT FORM – EXTERNSHIP

ASSOCIATE DEGREE IN CULINARY ARTS

Name of Intern: _____

Name of Organization: _____

Period of Internship: From: _____ to: _____

The Culinary Arts Associate Degree interns are required to complete a total of **320 hours** of Internship in the following areas:

Tasks	Hours
Kitchen	200
Banqueting	40
Stewarding	40
Purchasing & Stores	40

Rating Scale for the Business and Technical Competencies:

- 5 Outstanding
- 4 Excellent
- 3 Good
- 2 Fair
- 1 Poor

Outstanding: Performance is far above normal standards for the position. Intern is making a superior contribution to the organization.

Excellent: Consistently competent performance exceeding standards in most critical factors for the position.

Good: Meets the requirements of the position in a competent manner.

Fair: Total performance periodically or regularly falls short of normal standards.

Poor: Performance clearly inadequate in one or more critical factors. Employee has demonstrated inability to meeting standards. Performance not acceptable for position held.



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ASSESSMENT FORM – CULINARY MANAGEMENT

ASSESSMENT OF TECHNICAL COMPETENCIES - (320 Contact Hours)

KITCHEN (Contact Hours - 200)	RATING				
	1	2	3	4	5
Demonstrates the ability to interpret items on a menu.					
Demonstrates knowledge of proper cleaning and sanitation procedures during work flows.					
Demonstrates the ability to create the mise-en-place requirements.					
Demonstrate knowledge of proper knife techniques.					
Demonstrates an understanding of how to prepare basic soup, sauces and garnishes.					
Demonstrate knowledge of various cooking methods and time requirements.					
Demonstrates knowledge of culinary terminology and proper pronunciation.					
Demonstrates an ability to utilise time management skills throughout service.					
Demonstrate an ability to properly label and store food items to prevent unnecessary food spoilage and maintain cost control.					
Demonstrate an ability to optimise the organization's food quality thereby resulting in guest satisfaction.					
Demonstrates some knowledge of different international cuisines including Caribbean.					
Demonstrates some knowledge of creative ways for plate presentation.					
Demonstrates knowledge of the different types of cookery, e.g. Meat, Poultry, Fish, Vegetable, Farinaceous and Pasta Cookery.					



Tobago Hospitality & Tourism Institute (THTI)

KITCHEN	RATING				
Demonstrates the ability to maintain HACCP Standards in the work place and uphold all sanitary conditions.					
Demonstrates the ability to maintain a safe work environment.					
MAXIMUM RATING: 75/75	INTERN RATING:				
COMMENTS:					

PURCHASING AND STORES (Contact Hours - 40)	RATING				
	1	2	3	4	5
According to the organization policy and procedure, demonstrates the ability to learn and understand the use of procurement systems.					
Demonstrates a basic understanding of the various costing methods used in purchasing.					
Demonstrates an understanding of stock rotation and store room management (understanding of FIFO, LIFO and AVCO methods).					
Demonstrates an understanding of the purchasing and storage tools that are used in the industry such as Microsoft Excel etc.					
Demonstrates an understanding of the company's requisitioning techniques and various forms.					
Demonstrates an understanding of the company's inventory methods.					
Demonstrates the ability to maintain a safe work environment.					
MAXIMUM RATING: 35/35	INTERN RATING:				
COMMENTS:					



Tobago Hospitality & Tourism Institute (THTI)

STEWARDING (Contact Hours - 40)	RATING				
	1	2	3	4	5
Demonstrates an ability to identify the utensils and crockery necessary for various types of service.					
Demonstrates an ability to perform efficient and timely service set up and breakdown, particularly the buffet areas.					
Demonstrates the correct methods to clean and sanitize service area.					
Demonstrates the correct methods to clean and sanitize all dining / service equipment, tools and utensils (crockery, cutlery and glassware).					
Demonstrates the proper use of PPE (personal protective equipment).					
Demonstrates the ability to identify the different chemicals used and to understand their use.					
Demonstrate efficient lifting, mopping and sweeping techniques.					
Demonstrates the ability to maintain a safe work environment.					
MAXIMUM RATING: 40/40	INTERN RATING:				
COMMENTS:					



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BANQUETING (Contact Hours - 40)		RATING				
		1	2	3	4	5
Demonstrates proficiency in Microsoft Word, Excel and Outlook.						
Demonstrates the ability to serve 3 guests at a time utilizing the appropriate technique/equipment.						
Demonstrates willingness to work and stand for long hours.						
Demonstrates the ability to read and interpret event function sheets for proper set up.						
Demonstrates the ability to maintain a safe work environment.						
MAXIMUM RATING: 25/25		INTERN RATING:				
COMMENTS:						



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ASSESSMENT FORM – CULINARY ARTS ASSESSMENT OF BUSINESS COMPETENCIES

Managing Self	RATING				
	1	2	3	4	5
Commitment to internship goals and objectives.					
Planning and Goal setting: effectiveness in working with others to plan and execute activities.					
Productivity and application to assigned tasks and work output during internship.					
Time management: ability to complete tasks on schedule, work under pressure and handle multiple assignments at the same time.					
Ability to perform independently with minimal supervision.					
Punctuality and Regularity – not developing a pattern of tardiness and absenteeism.					
Displays enthusiasm, motivation and positive attitude towards work.					
Demonstrates professionalism and care in personal qualities, tidiness, dress and hygiene.					
SUB TOTAL:					



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Communication, Influence and Team Work	RATING				
	1	2	3	4	5
Staff relations: ability to get along with other workers, to resolve conflicts and problems, to impart knowledge.					
Ability to work within a team.					
Demonstrates listening skills by asking and paying attention.					
Communicates effectively when speaking to internal and external customers.					
SUB TOTAL:					

Analyzing and Solving Problems	RATING				
	1	2	3	4	5
Good judgement: ability to make sound and fair decisions and to diffuse or solve difficult problems.					
Comprehends a situation by separating it into its constituent parts, making inferences about the implications in a logical and systematic manner.					
SUB TOTAL:					

Personal Creativity and Innovation	RATING				
	1	2	3	4	5
Willingness to innovate, take initiative and follow through.					
Open to new and different ways of doing things.					
SUB TOTAL:					



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Customer and Stakeholder Focus	RATING				
	1	2	3	4	5
Demonstrates quality customer service to both internal and external customers.					
SUB TOTAL:					
MAXIMUM RATING: 85/85			INTERN RATING:		

Technical Competencies Sub Total	
Business Competencies Sub Total	
INTERN TOTAL RATING	

GENERAL COMMENTS:

Date of Assessment: _____

Assessment Completed By: _____

Position: _____

Date Reviewed with Intern: _____

Employer/Supervisor Signature: _____

Organization Stamp: _____

Intern Signature: _____