

***Wisconsin God Squad***  
***Personal Development/ Job Ready***  
***4 week Course Outline***

**Course Information**

This course is structured to teach the fundamental and basic concepts of food Service techniques, cooking techniques, sanitation, safety, equipment usage, maintenance and professionalism

**Course Description**

Personal development and Basic Food Handling preparation.

**Course Goal and objective**

Provide students with the skills and knowledge they need to work in food service with classroom instruction and handout and training in restaurant environment.

**Text Reading and Training Material**

Personal Development for Life and Work

Working Smart

Getting the Job

**After completion of this course, the student will:**

1. Determine the different positions and function of kitchen production.
2. Identify and properly operate equipment & common culinary hand tools.
3. Productively apply appropriate food prep skills
4. Identify various food prep techniques.
5. Comply with and practice safe work habits, identify safety hazards, employ preventative safety measures.
6. Maintain positive relations with others, cooperate through teamwork and group participation.
7. Exhibit appropriate work habits and attitudes; demonstrate a willingness to compromise.
8. Identify behaviors for establishing successful working relationships
9. Demonstrate a positive attitude, conversation skills, & personal hygiene

On successful completion of the course and assessment, participants will receive Certificate of Completion

## Job Ready Course Outline

<p><b><u>Week #1</u></b> Classroom Personal Development Job Ready Course</p>	<ul style="list-style-type: none"> <li>● Work Ethics – Exploring and clarifying personal values, attitudes and motivations at work.</li> <li>● Goals and Ambitions – Discovering personal ambitions; planning long and short-term goals and objectives.</li> <li>● Standard of Conduct- Understand Employer Expectations , keeping your standards high , Loyalty, Honesty</li> <li>● First Day on the Job, Getting to work on time, First impressions affect your job, Employment forms, Job Description , rules of the Job Overview of Training and Participant Responsibilities Employer Expectations for Good Employees...Proper Attire, Appropriate Work Habits, etc.</li> <li>● Identifying Personal Learning Needs - Exploring what you want to learn in relation to your current role and in relation to longer-term career goals</li> <li>● Formal and informal training and development processes – Examining how to take advantage of a range of opportunities for personal development.</li> <li>● Action Planning - Identifying continuing personal development needs and extending learning into the workplace.</li> <li>● Stress Management – causes and effects of stress</li> <li>● Overview of Food Service Industry Jobs/Careers within Job Market</li> <li>● Serv Safe- Training, review and Testing</li> </ul>
<p><b><u>Week #2</u></b> On Site Introduction into the workplace on site</p>	<ul style="list-style-type: none"> <li>● Tour of Facility/ Food Service Operations, Kitchen Equipment and Layout</li> <li>● Restaurant Handler’s food safety procedures and preventative measures</li> <li>● Personal hygiene and Sanitation...Hand Washing and Cleanliness</li> <li>● Clean-up, Tables, Outdoor, Kitchen</li> </ul>
<p><b><u>Week #3</u></b> On Site Review of Sanitation, Personal Hygiene</p>	<ul style="list-style-type: none"> <li>● Proper hand washing and hygiene</li> <li>● Employee behaviors related to smoking, eating, and drinking</li> <li>● Proper glove use</li> <li>● Cleaning and Sanitizing</li> <li>● How to store and maintain cleaning and sanitizing materials, tools and products</li> </ul>
<p><b><u>Week #4</u></b> Hands on Tools and Equipment</p>	<ul style="list-style-type: none"> <li>● Operate tools and equipment safely and correctly.</li> <li>● Apply principles of food handling and preparation</li> <li>● Demonstrate skill in knife technique for food prep</li> <li>● Kitchen food Prep</li> <li>● Evaluation/ Exit Interview/ Review of Job opportunity and offers</li> </ul>