

Qualification Card

Chef's assistant

Preliminary instructions

This qualification card is a tool for measuring the intern's skills and qualifications related to the job as assistant to a chef. The questions can also be used as a conversation tool, to address issues with an intern.

This qualification card is divided into three sections:

- 1) Preliminary checklist for basic demands and conditions
- 2) Personal skills
- 3) Practical qualifications

We recommend that the first section is used both in the casting process, as a part of the introduction day, and on the first day of the internship, to balance expectations with the intern. Use the second and third section throughout the internship to find focus points, track development, and to give an idea of how far the intern is from being qualified for regular employment.

The supervisor can before the evaluation with the intern orient themselves in the qualification cards, and choose the questions that are relevant for the intern's current level of qualifications. We recommend that the supervisor and the intern fills out the qualification card together.

Chef's assistant

The assistant cook carries out the chef's instructions, prepares ingredients and cleans vegetables, prepares simple dishes, uses kitchen tools and machinery (pots, pans, cutting boards, slicers...), cleans utensils, keeps work areas tidy. The assistant cook stores food and checks its quality; he/she may take care of supplies as directed by the cook. In emergency situations, the assistant cook must be able to replace the cook without affecting the quality of the kitchen.

He/she works in restaurants, pizzerias, bars with snack bars, canteens of hospitals, companies or schools; hotels...

In large restaurants he/she may specialize in the preparation of specific dishes (meat dishes, fish dishes, pastries...). In small restaurants, he/she may be asked to wash dishes or help in the dining room and wait tables.

Preliminary checklist for basic demand and conditions			
	Demands and Conditions	NO	YES
1	I know I may have to work late evenings, weekends and holidays		
2	I know that physical endurance is required (long periods of standing, exposure to heat sources, use of heavy cookware)		
3	I know it's a time-consuming job		
4	I know it can be seasonal work based on tourist flows and vacation periods		
5	I know they may ask me to use animal products (eggs, meat, pork lard...) to		

	prepare the recipes. If I cannot do it I have to inform them		
6	I understand that I must use a clean uniform and protective equipment to ensure hygiene and safety		
7	I understand that if I am sick and unable to work, I have to call my supervisor at least 2 hours, or as soon as possible, before my shift begins		
8	I understand that when I get better after being sick, I need to call my supervisor to let him/her know that I am ready to work.		
9	I understand that it is very important that I practice my Italian during my internship.		
10	I know I need to learn traditional local recipes		

Personal skills						
	Field of training	Not yet	Just Started	Halfway	Close to Goal	Good to go
1	I am always on time					
2	I can cope with fatigue					
3	I don't mind working late night and on holidays					
4	I am clean and tidy					
5	I work with care in a very short time frame					
6	I can work in a team					
7	I can multi-task					
Professional qualifications						
	Field of training	Not yet	Just Started	Halfway	Close to Goal	Good to go
1	I know that I have to carry out the work according to the instructions of my superiors					
2	I know how to store goods in pantries and cold rooms					
3	I can control the quality and the state of preservation of raw materials					
4	I can debone meat					
5	I can wash and slice vegetables and fruit					
6	I can cook according to the cook's instructions					
7	I can make corrections if necessary					

	Field of training	Not yet	Just Started	Halfway	Close to Goal	Good to go
8	I can monitor and control cooking with respect to product types					
9	I know the rules of safety and hygiene					
10	I can clean and maintain utensils, dishes, and machinery					

The described practical qualifications have been achieved during an internship at:

Date *employee (name and signature)*

Date *Chef/ restaurant manager (name, signature and stamp)*

