

**INTERNSHIP TASK LIST FOR FOOD AND BEVERAGE
AAS PROGRAM**

Allotted Number of Hours

- 1. Personal Hygiene and Good Grooming2**
 - a. Personal hygiene and good grooming are practiced along with health requirement

“ Health and Medical Certificate “

- 2. Sanitation and Safety Practices 6**
 - a. Sanitary food handling practices are implemented in line with sanitation regulation.
 1. apron/laboratory gown
 2. gloves
 3. safety shoes
 4. caps/hairnet

 - b. Safety measure are observed according to the rules and regulations of the Establishment.
 1. label all chemicals
 2. installation of safety signage
 3. first aid procedure are applied when needed with the coordination of concerned personnel to meet the standard operating procedure.

- 3. Clean and Maintain Dining Room and Kitchen premises. 16**
 - a. Chemicals and equipment appropriate for cleaning and sanitizing kitchen premises are use
 - b. Practice occupational health and safety requirements for spraying, bending, lifting, carrying and using equipment in kitchen and dining premises.
 - c. Handle waste and linen according to the establishment regulation.
 - d. Clean, sanitize and store cleaning equipment

- 4. Organize and Prepare Food 16**
 - a. Enumerate the uses and characteristics of basic food products and types of menus
 - b. Practice “Mesi en Place”
 - c. Identify appropriate tools, equipment and ingredients to be used.
 - d. Prepare food requisition for all ingredients needed for approval.

- 5. Receive and Store Supplies 2**
- Receive delivery of food supplies.
 - Apply FIFO for storing supplies
 - Apply principles of stock control and classify food items for storage segregation
- 6. Prepare and Assist in Cooking of the following: 54**
- Stocks
 - Sauces
 - Soups
 - Appetizer & Salad (hot and cold)
 - Sandwiches (hot and Cold)
 - Vegetables
 - Fruits
 - Egg and Starch Dishes
 - Poultry and Game Dishes
 - Meat Dishes
 - Seafood Dishes
 - Hot and Cold Dessert
 - Pastries
- 7. Present Food 8**
- Food presentation is properly garnish using appropriate garniture and in the right temperature.
- 8. Prepare Dining/Restaurant Area for Services16.**
- Dining/Restaurant area are checked for cleanliness prior to service
 - Environment are prepare and adjusted to ensure comfort and ambience to customer
 - Set up furniture in accordance with the industry requirements
 - Equipments are checked prior to service
 - Menu variation and special are verified
- 9. Prepare and Set Tables 16**
- Tables and chairs are set prior to service
 - Dressed tables according to establishment standard
 - Cleanliness and condition of tables and chairs are check prior to service

10. Welcome Customer16

- a. Check customer reservation
- b. Escort and set guest
- c. Present menu and drink.

11. Take and Process Orders 8

- a. Take orders
- b. Recommend and suggests items
- c. Answer customer questions

12. Serve and Clear Food and Drink16

- a. Food and beverage selections are picked up from the service area, checked for presentation and deliver them to the customer safely
- b. Flow of service and meal delivery is monitored according to the restaurant procedures
- c. Any delays or deficiencies must inform the customer promptly
- d. Serve food and beverage courteously
- e. Offer additional items in the menu book and serve at the appropriate times
- f. Tables are cleared of crockery, cutlery and glassware at the appropriate time and with minimal disruption to the customer
- g. Accounts are organized , presented and processed.
- h. Bid goodbye to the customer courteously
- i. Re-set tables for table reservations

13. Close Down Restaurant and Dining Room Area 16

- a. Equipment are clean and stored for the next service
- b. Dining room area is cleared and cleaned.
- c. Re-set tables correctly for the next day service
- d. Review services and evaluate with colleagues, identifying possible improvements :

TOTAL = 192