Meal Preparation and Service Skills
Self-Assessment

As a manager/site-level supervisor, rate your current skill-set/ability with the following Meal Preparation & Service skills.

Functional Area: Meal Preparation & Service Skills	1 (Extremely Poor)	2 (Below Average)	3 (Average)	4 (Above Average)	5 (Excellent)
Competency 8.1: Follows federal, state, and local policies and procedures to meet compliance requirements for meal preparation and service in the school nutrition program.					
Ensures offer-versus serve (OVS) is being implemented properly, if applicable.	1	2	3	4	5
Ensures menu items/components that meet USDA meal requirements are available to students throughout meal service.	1	2	3	4	5
Maintains high standards for quality of food production in all school nutrition programs.	1	2	3	4	5
Follows school district policies and procedures for the preparation of foods for students with allergies/special needs.	1	2	3	4	5
Keeps written medical diets and instructions on file.	1	2	3	4	5

Adapted from ICN's *Competencies, Knowledge, and Skills for School Nutrition Managers*

Challenges with Competency 8.1: Follows federal, state, and local policies and procedures to meet compliance requirements for meal preparation and service in the school nutrition program. If you identified any of the skills in this competency area as **Extremely Poor, Below Average, or Average,** what challenges or issues do you feel prevent you or your staff from improving in the specific area(s)?

Adapted from ICN's *Competencies, Knowledge, and Skills for School Nutrition Managers*

Functional Area: Meal Preparation & Service Skills	1 (Extremely Poor)	2 (Below Average)	3 (Average)	4 (Above Average)	5 (Excellent)
Competency 8.2: Follows standardized recipes that meet the requirements of the school nutrition program.					
Ensures that standardized recipes are not modified without appropriate approval.	1	2	3	4	5
Enforces the use of standardized recipes to reduce waste and to control food quality.	1	2	3	4	5
Uses only tested and standardized recipes in the production of food for the school nutrition program.	1	2	3	4	5

Challenges with Competency 8.2: Follows standardized recipes that meet the requirements of the school nutrition program. If you identified any of the skills in this competency area as **Extremely Poor, Below Average, or Average**, what challenges or issues do you feel prevent you or your staff from improving in the specific area(s)?

Adapted from ICN's *Competencies, Knowledge, and Skills for School Nutrition Managers*

Functional Area: Meal Preparation & Service Skills	1 (Extremely Poor)	2 (Below Average)	3 (Average)	4 (Above Average)	5 (Excellent)
Competency 8.3: Organizes food preparation and production that allows for efficient and effective use of equipment.					
Maintains a supply of the correct equipment and tools for controlling portions of food items served to students.	1	2	3	4	5
Ensures ingredients are measured using correct procedures, techniques, and tools.	1	2	3	4	5
Demonstrates how weights and measures are used in recipes to ensure quality foods.	1	2	3	4	5
Challenges with Competency 8.3: Organizes food preparation and production that allows for effective and effective use of equipment. If you identified any of the skills in this competency area as **Extremely Poor, Below Average, or Average,** what challenges or issues do you feel prevent you or your staff from improving in the specific area(s)?					

Adapted from ICN's *Competencies, Knowledge, and Skills for School Nutrition Managers*

Functional Area: Meal Preparation & Service Skills	1 (Extremely Poor)	2 (Below Average)	3 (Average)	4 (Above Average)	5 (Excellent)
Competency 8.4: Follows policies and procedures for maintaining food production records for the school nutrition program.					
Develops and/or utilizes a system for reviewing over-and under-production of food and implementing corrective action.	1	2	3	4	5
Uses production records as a tool for food preparation and service.	1	2	3	4	5
Utilizes accepted procedures for evaluation of food prepared.	1	2	3	4	5
Monitors food production to reduce waste from over-production.	1	2	3	4	5
Challenges with Competency 8.4: Follows policies and procedures for maintaining food production records for the school nutrition program. If you identified any of the skills in this competency area as **Extremely Poor, Below Average, or Average,** what challenges or issues do you feel prevent you or your staff from improving in the specific area(s)?					

Adapted from ICN's *Competencies, Knowledge, and Skills for School Nutrition Managers*

Functional Area: Meal Preparation & Service Skills	1 (Extremely Poor)	2 (Below Average)	3 (Average)	4 (Above Average)	5 (Excellent)
Competency 8.5: Creates and utilizes production planning and scheduling procedures in the school nutrition program to produce quality foods.					
Monitors preparation techniques to ensure the yield of high-quality food.	1	2	3	4	5
Utilizes historical data, trends, and standardized recipes to forecast the number of servings needed for each menu item served daily.	1	2	3	4	5
Challenges with Competency 8.5: Creates and utilizes production planning and scheduling procedures in the school nutrition program to produce quality foods. If you identified any of the skills in this competency area as **Extremely Poor, Below Average, or Average,** what challenges or issues do you feel prevent you or your staff from improving in the specific area(s)?					

Adapted from ICN's *Competencies, Knowledge, and Skills for School Nutrition Managers*

Functional Area: Meal Preparation & Service Skills	1 (Extremely Poor)	2 (Below Average)	3 (Average)	4 (Above Average)	5 (Excellent)
Competency 8.6: Implements foodservice procedures that produce high quality food that is appealing for the school nutrition program.					
Ensures all menu items are prepared to preserve nutrients and to encourage meal consumption.	1	2	3	4	5
Maintains a pleasant, safe, and clean physical environment in the school cafeteria to encourage student participation.	1	2	3	4	5
Ensures the aesthetic qualities of menu items are maintained throughout the meal period.	1	2	3	4	5
Establishes food preparation procedures to conserve the nutritive value, to enhance flavor/attractiveness, and to promote freshness of the final product.	1	2	3	4	5
Monitors the service line to see that it moves smoothly.	1	2	3	4	5

Adapted from ICN's *Competencies, Knowledge, and Skills for School Nutrition Managers*

Challenges with Competency 8.6: Implements foodservice procedures that produce high quality food that is appealing for the school nutrition program. If you identified any of the skills in this competency area as **Extremely Poor, Below Average, or Average,** what challenges or issues do you feel prevent you or your staff from improving in the specific area(s)?

Other Issues/Challenges—What other challenges or issues do you feel prevent you or your staff from improving your school nutrition operation?

Adapted from ICN's *Competencies, Knowledge, and Skills for School Nutrition Managers*