

## Attention: Workplace Supervisor

Senior high school students attend a business for a week to gain practical experience, skills and knowledge about the industry.

They learn to communicate with the staff and supervisors. Employers offer students a range of industry activities that suit their resources and their business.

## Benefits for Business

You can:

- Raise your profile within the community
- Access potential part-time & full-time employees
- Develop training programs and supervisory skills
- Participate in special events and receive media coverage

• • • Below are tasks that your workplacement student may be able to do in the workplace. They are designed to assist you with planning your student's workplace learning.

- ♦ Prepare appetisers, salads, sandwiches, stocks, sauces, soups, vegetables, eggs and farinaceous foods.
- ♦ Use basic methods of cookery where practical.
- ♦ Provide food services.
- ♦ Provide a link between the kitchen and service area.
- ♦ Clean and maintain the premises in which work is performed.
- ♦ Clean and store utensils used in cooking process.
- ♦ Observe and assist in cleansing and sanitising procedures.
- ♦ Locate utensils, mechanical equipment or large fixed equipment that students have not used / seen before. Identify what it is used for, how it is operated and maintenance schedule.
- ♦ Investigate how the establishment controls pests, the methods used and frequency.
- ♦ Outline the procedures used for the garbage control.
- ♦ Document the procedures for stock rotation.
- ♦ Become familiar with and document the various storage areas within the establishment eg. Refrigeration, dry storage.
- ♦ Produce a flow chart for receiving and storing stock.
- ♦ Investigate the menus:
  - ♦ Who plans menus?
    - × How often are they changed?
    - × Type of menus offered?
    - × Seasonal menu changes
    - × Copy out available menus



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