

Kitchen Assistant Skills and Competency Checklist

How to use this checklist:

This checklist has been compiled to demonstrate skills and experience gained in three separate areas:

- Personal Skills and Attributes
- Food Safety and Hygiene
- Cookery Skills

It covers a broad range of skills, and can be used to support a comprehensive training programme, or simply used to note only those skills that have been addressed. The sections can be expanded and added to, particularly if work situations have created opportunities to learn other, more specialist skills.

Each skill or competence includes a space for both the candidate and supervisor to indicate that that skill has been addressed. The Cookery Skills section also includes a section for the candidate to complete additional information or self-reflection.

The completed checklist does not constitute an accredited qualification, but can be used to support a job application, by providing evidence of experience.

Name	
Role	
Main supervisor	
Assisting supervisor (s)	
Setting	

	I feel confident and competent in this skill		My supervisor has observed me undertaking this skill competently		Not relevant for this role
	Initials	Date	Initials	Date	
Personal skills and attributes					
Demonstrates good timekeeping					
Listens to and follows instructions					
Communicates well with colleagues and supervisors					
Communicates well with customers					

Food safety and hygiene					
Has undertaken and passed Level 2 Food Safety course					
Demonstrates good practical understanding of food safety skills in the kitchen including: <ul style="list-style-type: none"> ● Clean as you go ● Methods to avoid cross contamination ● Understanding of best before and use by dates 					
Follows good personal hygiene practice including: <ul style="list-style-type: none"> ● Arrives at work clean and tidy ● Regular thorough handwashing ● Hair tied back, hair / beard net worn when required ● Outside clothes kept out of food prep areas ● Mobile phone not used in food prep areas or front of house 					
Cookery skills					
Sign off any skills learned and demonstrated within your work setting. You may not be able to demonstrate all of the skills listed below; for those you have been able to practise, give brief examples of the activities you undertook to learn these skills					
Knife skills, e.g. <ul style="list-style-type: none"> ● Meat and fish –slice raw and cooked meat and fish evenly and accurately, remove fat and rind ● Fruits and vegetables – bridge hold, claw grip, peel, slice, dice and cut into even size pieces (ie batons, julienne) 					
Give an example of when you demonstrated this skill:					

<p>Prepare fruits and vegetables</p> <ul style="list-style-type: none"> • Use methods such as: Mash, shred, scissor snip, scoop, crush, grate, peel, segment, de-skin, de-seed, blanch, shape, pipe, blend, juice and prepare garnishes • Understand how to prevent spoilage and food poisoning 					
<p>Give an example of when you demonstrated this skill:</p>					
<p>Following written instructions:</p> <ul style="list-style-type: none"> • Weigh, measure and prepare ingredients accurately following a written recipe • Prepare equipment according to recipe or instructions (e.g. baking tins, set oven temp etc.) 					
<p>Give an example of when you demonstrated this skill:</p>					
<p>Safely use appropriate specialist equipment, e.g:</p> <ul style="list-style-type: none"> • Blender • Mixer • Microwave • Food processor 					
<p>Give an example of when you demonstrated this skill:</p>					
<p>COOKING METHODS</p>					
<p>Water based cookery methods, e.g.</p> <ul style="list-style-type: none"> • Steaming • Boiling and simmering • Blanching • Poaching 					
<p>Give an example of when you demonstrated one or more of these skills:</p>					
<p>Dry heat hob methods, e.g.</p> <ul style="list-style-type: none"> • Dry frying 					

<ul style="list-style-type: none"> ● Pan (shallow frying) ● Stir fry 					
Give an example of when you demonstrated one or more of these skills:					
Oven methods, e.g. <ul style="list-style-type: none"> ● Grilling ● Baking ● Roasting ● Braising 					
Give an example of when you demonstrated one or more of these skills:					
Use different techniques to ensure food is adequately cooked including: <ul style="list-style-type: none"> ● Temperature probing ● Use of timer ● Visual checks, including browning, checking colour of meat juices ● Texture checks 					
Give an example of when you demonstrated one or more of these skills:					
HIGHER LEVEL AND SPECIALIST SKILLS Complete parts of this section only if you have worked in an environment which has enabled you to learn and practice one or more of these higher level skills					
Working with doughs and pastries e.g. <ul style="list-style-type: none"> ● Understanding yeast and other raising agents, kneading, proving, shaping and baking breads ● Making, rolling and baking pastry ● Making, rolling, shaping and cooking pasta 					
Give an example of when you demonstrated one or more of these skills:					
Basic butchery skills e.g. <ul style="list-style-type: none"> ● Debone and prepare a meat joint for cooking ● Portion a whole chicken ● Scale, fillet and prepare fish 					

<ul style="list-style-type: none"> ● Create and use a marinade 					
Give an example of when you demonstrated one or more of these skills:					
Making sauces, e.g. <ul style="list-style-type: none"> ● Blended white sauce, such Roux and all-in-one blended sauce, infused sauce, veloute, bechamel ● Reduction sauce ● Pasta sauce, curry sauce, gravy, meat sauce ● Emulsion sauce such as a salad dressing, mayonnaise, hollandaise 					
Give an example of when you demonstrated one or more of these skills:					