

## Checklist for Workplace Assessor to Evaluate Work Experience Competency

The below section is to be completed by the student services at the Australian College of Training in Hospitality

Name of Student:

Student ID:

Name of Hotel:

Date worked:

Name of Caller:


Designation of Caller:




Date & Time Called:

.....  
 Verification of caller

.....  
 Student Signature

### SITHFAB003 Operate a bar SITHFAB001 Clean & tidy bar areas

Elements	Performance criteria describe the performance needed to demonstrate achievement of the element	Student must demonstrate Competency in each Element C or NYC (Box)
1. Prepare bar for service.	1.1.Set up bar display and work area according to regulatory standards, organisational procedures and style of bar service. 1.2.Check and restock bar products and materials and complete documentation. 1.3.Store all items in correct place and at correct temperature. 1.4.Complete mise en place requirements for decorations, coasters and edible and non-edible garnishes in line with organisational standards.	

<p>2. Take drink orders.</p>	<p>2.1. Take orders, note or memorise them correctly.</p> <p>2.2. Check and identify specific customer preferences.</p> <p>2.3. Make recommendations and suggestions to assist customers with drink selection and promote or upsell products.</p> <p>2.4. Receive and process customer payments.</p>	
<p>3. Prepare and serve drinks.</p>	<p>3.1. Prepare alcoholic and non-alcoholic beverages according to standards, legal requirements and organisational procedures, using the correct equipment, ingredients and standard measures.</p> <p>3.2. Serve drinks using appropriate glassware and garnishes.</p> <p>3.3. Minimise wastage and spillage when preparing drinks.</p> <p>3.4. Check beverage quality during service and take corrective action when required.</p> <p>3.5. Where appropriate, report beverage quality issues promptly to the appropriate person.</p> <p>3.6. Provide tray service where appropriate, according to organisational procedures.</p> <p>3.7. Attend to spillages and breakages promptly and safely.</p>	
<p>4. Close down bar operations.</p>	<p>4.1. Shut down equipment according to organisational safety procedures and manufacturer instructions.</p> <p>4.2. Clear, clean or dismantle bar areas according to organisational procedures.</p> <p>4.3. Store leftover garnishes at the correct temperature and according to food safety requirements.</p> <p>4.4. Check and reorder stock according to organisational procedures.</p>	

	<p>4.5. Set up bar correctly for next service, ensuring equipment, stock and glasses are in the correct place.</p> <p>4.6. Conduct a handover to incoming bar staff and share relevant information where appropriate.</p>	
<p>5. Work safely and reduce negative environmental impacts.</p>	<p>5.1. Use safe work practices of specific relevance to bar operations.</p> <p>5.2. Use energy, water and other resources efficiently when operating and cleaning the bar to reduce negative environmental impacts.</p> <p>5.3. Recycle any glass and plastic bottles and containers.</p> <p>5.4. Safely dispose of all waste and hazardous substances to minimise negative environmental impacts.</p>	<div style="border: 1px solid black; width: 60px; height: 30px; margin: 0 auto;"></div>

<b>The below section is to be completed by the workplace assessor</b>
<p>Name of Workplace Assessor:</p> <p>Student Name:</p> <p>Date Worked:</p> <p>Name of Hotel:</p>  <p>.....</p> <p><b>Signature of Workplace Assessor</b></p> <p><b>Date:</b></p>