

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
TRAINING PLAN**

Position:	Catering Assistant Chef
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1	Becoming familiar with layout of truck and where everything is kept to work quickly/efficiently
2	Learn proper handling and storage procedures of food as per industry and health code standards
3	Maintain work area for cleanliness and safety
4	Keep track of inventory, restocking as necessary
5	Planning menus
6	Budgeting and buying groceries as per menu plan
7	Preparing certain menu items as directed by Chef
8	Understanding different dietary requirements of cast and crew
9	Preparing separate background meals if necessary
10	Understanding various crew positions and protocol for who eats first, etc.
11	Ensuring that enough food is prepared for the day
12	Taking daily breakfast/lunch count
13	Working with Production to accommodate changes in workday

Agreed to and acknowledged this _____ day of _____, 20_____.

<i>Mentor Initial</i>	<i>Trainee Initial</i>

**SASKATCHEWAN FILM EMPLOYMENT TAX CREDIT PROGRAM
MENTOR COMPLETION FORM**

Mentor Name	
Mentor Position	
Trainee Name	
Trainee Position	Catering Assistant Chef

I, _____ agreed to undertake mentorship activities with regard to the above-referenced trainee in the referenced position. With regard to the training activities undertaken, I provide the following assessment:

	Function	Activity Code	Assessment Code
1	Becoming familiar with layout of truck and where everything is kept to work quickly/efficiently		
2	Learn proper handling and storage procedures of food as per industry and health code standards		
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Activity Code:

I: Introductory Only

P: Performed Function

Assessment Codes:

U: Unsatisfactory Performance **M:** Trainee met required standards **E:** Trainee exceeded standards

