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SELF-ASSESSMENT GUIDE

Qualification	DOMESTIC WORK NC II		
COC 4 : Unit of competency covered	<ul style="list-style-type: none"> PREPARE FOOD AND BEVERAGE SERVICE 		
Instruction: <ul style="list-style-type: none"> Read each of the questions in the left-hand column of the chart. Place a check in the appropriate box opposite each question to indicate your answer. 			
Am I aware	YES	NO	
<ul style="list-style-type: none"> Of the Domestic Workers Act of 2012 or RA 10361 which strengthens respect, protection, and promotion of the rights and welfare of domestic workers or kasambahay? 			
<ul style="list-style-type: none"> Of my rights, privileges and obligations? 			
<ul style="list-style-type: none"> Of my duties and responsibilities? 			
<ul style="list-style-type: none"> Of my employer's rights, duties and responsibilities? 			
Can I	YES	NO	
Prepare dining area			
<ul style="list-style-type: none"> Check dining area for cleanliness prior to service in accordance with standard operating procedures and when required, take corrective actions. 			
<ul style="list-style-type: none"> Prepare and adjust dining environment to ensure comfort and ambience of client and as appropriate. 			
<ul style="list-style-type: none"> Sets up furniture in accordance with standard operating procedures. 			
<ul style="list-style-type: none"> Check tables and table settings for stability, and easy access to client and at all times 			
<ul style="list-style-type: none"> Check and prepare equipment for service and as per SOPs. 			
Set-up table			
<ul style="list-style-type: none"> Lay table cloth without creases and in accordance with prescribed procedures 			
<ul style="list-style-type: none"> Lay table appointment according to standards 			

<ul style="list-style-type: none"> • Fold napkin in accordance to table napkin folding standards. 		
<ul style="list-style-type: none"> • Arrange centerpiece in accordance with standard operating procedures and used appropriate equipment, supplies and materials 		
Serve food and beverage		
<ul style="list-style-type: none"> • Check foods for completeness and correctness before serving. 		
<ul style="list-style-type: none"> • Place foods on the tray and carried using the left hand and in accordance with food and beverage serving procedures 		
<ul style="list-style-type: none"> • Served foods from the left side using the left hand in serving as per SOPs. 		
<ul style="list-style-type: none"> • Fill/refill water goblets from the right side without spilling as per SOPs. 		
<ul style="list-style-type: none"> • Take beverage from the bar/kitchen and inspected for complete garnishing (if any). 		
<ul style="list-style-type: none"> • Serve beverage on a bar tray from the right side of the client being served as per SOPs 		
<ul style="list-style-type: none"> • Ask clients politely if they are finished as per SOPs 		
<ul style="list-style-type: none"> • Buss out soiled plates/flat wares from the right side of the family members and brought to the washing station/area as per SOPs. 		
<ul style="list-style-type: none"> • Crumb table as per standard operating procedure. 		
<ul style="list-style-type: none"> • Remove side plates and knives from the table as per SOPs. 		
<ul style="list-style-type: none"> • Remove condiments/shakers and other soiled items from the table as per SOPs. 		
<ul style="list-style-type: none"> • Replace ashtrays as per SOPs. 		
<ul style="list-style-type: none"> • Ask additional requests politely from clients as per SOPs. 		
<ul style="list-style-type: none"> • Check clients' needs from time to time until they move out from the dining area as per SOPs. 		
<p>I agree to undertake assessment in the knowledge that information gathered will only be used for professional development purposes and can only be accessed by concerned assessment personnel and my manager/supervisor.</p>		
Candidate's signature:	Date:	