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**SELF-ASSESSMENT GUIDE**

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

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