



(Service Occupations)

**Program of Study Scope & Sequence
with
Certification Outcomes**

(CIP Code 19.9999)

Task #	Task Description	Level/ Marking Pd	Career Path CIP/Soc (Janitors and Cleaners) 37-2011	Career Path CIP/Soc (Maids and Housekee ping Cleaners) 37-2012	Career Path CIP/Soc (Food Preparati on Workers) 35-2021	Certification to test for
100	MAINTAINING A SAFE WORK ENVIRONMENT	1.1	X	X	x	American Ladder Institute - Stepladder
102	Follow fire safety procedures	1.1	X	X	X	
103	Report hazardous conditions	1.1	X	X	X	
104	Create a safe work environment	1.1	X	X	X	
105	Maintain and use appropriate safety equipment	1.1	X	X	X	

200	GROUPS MAINTENANCE		X			
201	Raise/lower and fold flag	1.1	X			
202	Identify hand tools used to maintain flower beds	1.1	X			
203	Use hand tools to maintain flower beds	1.1	X			
205	Identify and use garden rakes, hoes, and pointed shovel	1.1	X			
206	Edge landscape bed with a spade shovel/edger	2.1	X			
207	Trim grass with a string trimmer (weed eater)	2.1	X			
209	Apply mulch	2.4	X			
210	Gather and remove litter / trash	1.1	X			
211	Rake, remove and compost leaves	1.1	X			
212	Shovel / remove snow from walks, driveways, parking lots, etc.	2.2	X			
223	Water landscape, trees, plants	2.1	X			
225	Plant seeds, bulbs, and transplants	1.1	X			
226	Mix and sterilize soil ingredients	2.3	X			
227	Identify common weeds	1.4	X			
228	Trim / prune trees, shrubs and hedges	2.3	X			
300	USING KITCHEN EQUIPMENT					
301	Recognize and utilize safe kitchen practices	1.3			X	
302	Wash / sanitize work tables and blocks	1.3			X	
303	Wash and clean kitchen hardware dishes by hand	1.3			X	

304	Clean and hose out garbage cans	2.2			X	
305	Prepare dish room for dishwashing	1.3			X	
306	Scrape dirty dishes	1.3			X	
307	Load dish racks	1.3			X	
308	Sort/store clean flatware	1.3			X	
309	Clean dishwasher area	1.3			X	
310	Clean refrigerators / freezer	2.3			X	
313	Operate and clean oven	2.3			X	
316	Clean electric griddle	3.3			X	
319	Maintain storage area	1.2		X	X	
320	Assemble, operate, and disassemble hand mixer	2.3			X	
323	Use food disposal unit	3.3			X	
500	PROVIDE DINING ROOM SERVICES					
501	Place chairs around the table	1.2		X	X	
502	Set dining table	1.3		X	X	
503	Serve food beverages	1.3			X	
504	Stock sideboard	1.3		X	X	
505	Clear dining table	1.3		X	X	
506	Wipe table clean	1.1		X	X	
507	Keep food line supplied with trays, dishes, and silverware	2.1		X	X	

508	Serve food on food line	2.1			X	
509	Operate cash register	3.1			X	
600	CUSTODIAL					
603	Select and use dust mop, push broom, whisk broom, and dust brush and pan	1.2	X	X		
604	Regulate hot/cold water	1.1	X	X	X	
605	Identify and use cleaning products for sanitation	1.2	X	X	X	
606	Select and use mops to clean floors	1.2	X	X		
607	Wash windows and mirrors	1.1	X	X		
608	Wash walls and woodwork	1.3	X	X		
609	Dust and polish furniture and equipment	2.1	X	X		
611	Clean and sanitize lavatory / bathroom / restroom	1.1	X	X		
612	Select and use vacuum cleaner to clean rugs and carpets	1.1	X	X		
613	Shampoo rugs and carpets with carpet extractor	2.1	X	X		
614	Clean an office area	2.1	X	X		
616	Take out garbage and trash, clean containers, and replace liners	2.1	X	X		
618	Prepare cleaning cart	2.1	X	X		
620	Reconfigure furniture arrangements	2.1	X	X		
621	Replace light bulbs (fluorescent, incandescent)	3.1	X	X		
624	Buff floors	3.4	X			

626	Clean light fixtures	3.1	X	X		
627	Clean vacuum cleaners after use	2.1	X	X		
628	Use step ladder	1.2	X	X		
629	Identify / use screwdriver and screws	1.3	X	X		
700	LAUNDRY					
701	Sort dirty laundry	2.2		X		
702	Operate washer	2.2		X		
703	Operate dryer	2.2		X		
704	Fold clean laundry	2.2		X		
1100	COOK FOOD ITEMS					
1101	Prepare beverages	2.1			X	
1102	Prepare fruits	2.2			X	
1103	Prepare vegetables for cooking and for salads	2.2			X	
1104	Prepare pastas	2.3			X	
1105	Prepare grains	2.3			X	
1106	Prepare meats	2.3			X	
1107	Prepare poultry	2.4			X	
1108	Prepare fish/seafood	2.4			X	
1109	Prepare soups	2.4			X	

1110	Prepare casseroles	2.4			X	
1111	Prepare hot / cold sandwiches	2.4			X	
1200	BAKE FOOD ITEMS					
1201	Prepare quick breads	1.4			X	
1202	Prepare cookies	1.4			X	
1203	Prepare cakes and icing	3.3			X	
1204	Prepare fruit pies	3.3			X	
1205	Prepare yeast breads	3.3			X	
1206	Prepare kitchen desserts	2.3			X	
1500	HOUSEKEEPING					
1501	Identify health and safety issues for housekeeping / cleaning	2.3		X		
1502	Observe precautions to protect hotel and guest property	2.3		X		
1503	Regulate hot / cold water	1.1		X		
1504	Wash windows and mirrors	1.1		X		
1505	Wash walls and woodwork	2.1		X		
1506	Dust and polish furniture and equipment	3.1		X		
1507	Clean and sanitize room	1.3		X		
1508	Select and use vacuum cleaner to clean rugs and carpets	1.1		X		

1509	Replenish supplies (drinking glasses, linens, writing supplies, bathroom items)	2.2		X		
1510	Put away linens / laundry	1.3		X		
1511	Clean vacuum cleaners after use	2.1		X		
1900	RETAIL STOCK					
1901	Complete invoice order	3.1				
1902	Obtain merchandise	2.2			X	
1903	Box merchandise for delivery	2.2			X	
1904	Record out-going orders	2.2			X	
1905	Compute prices of items	3.1			X	
1906	Deliver messages and locate designated areas within building and school grounds	2.2	X			
9400	EMPLOYABILITY SKILLS					
9401	Evaluate job opportunities	3.2	X	X	X	
9402	Demonstrate communication skills	1.3	X	X	X	
9404	Demonstrate proper grooming and dress	1.3	X	X	X	
9406	Identify Work Partners goals, policies and procedures	3.2	X	X	X	
9407	Work as a part of a team	1.1	X	X	X	
9408	Identify and describe safety practices and procedures	1.1	X	X	X	
9409	Describe characteristics of a responsible employee	1.3	X	X	X	

9410	Prepare and maintain a budget	3.2	X	X	X	
9411	Identify and describe worksite accommodations	3.2	X	X	X	
9600	HEALTH AND WELLNESS					
9601	Participate in health and wellness activities - Level 1	1.1	X	X	X	
9602	Participate in health and wellness activities - Level 2	2.1	X	X	X	
9603	Participate in health and wellness activities - Level 3	3.1	X	X	X	
9700	CERTIFICATION					
9701	ServSafe Food Handler	1.3	X	X	X	
9702	Prepare to obtain First Aid Certification	3.2	X	X	X	
9703	Prepare to obtain AED Certification	3.2	X	X	X	
9704	Obtain Career Safe - OSHA certification	2.4	X	X	X	
9705	Prepare to obtain Ladder Safety Certification	1.1	X	X	X	
9800	STUDENT PROJECT / CAPSTONE					
9804	Complete student capstone project	4.1				
9900	CAREER EDUCATION AND WORK					
9901	Explore your value system to determine how it affects your job performance	2.2	X	X	X	
9902	Complete application forms	1.3	X	X	X	

9903	Prepare a resume	2.3	X	X	X	
9904	Write a cover letter	2.3	X	X	X	
9905	Participate in a mock job interview	2.3	X	X	X	
9906	Evaluate employer-employee relationships and analyze your own on-the-job attitudes	2.4	X	X	X	
9907	Prepare your career portfolio	3.4	X	X	X	