

**RECORD OF PERFORMANCE QUALIFICATIONS
FS**

INSTRUCTIONS

Record of Performance Qualifications shall be completed for enlisted personnel of the Coast Guard as outlined in the Enlisted Performance Qualifications Manual, COMDTINST M1414.8 (series). Personnel are required to demonstrate proficiency in all performance qualifications for higher pay grades. As proficiency in each performance qualification is demonstrated by actually performing the task listed, the DATE and INITIALS column shall be completed. Some enlisted performance qualifications include Supervisory Guidelines (SupGuide), which will assist in clarifying the intent and proper execution of the task that is to be performed. Personnel are reminded that, although demonstration of proficiency in new performance qualifications at or below their current pay grade is not required, they will be held responsible for those qualifications in future Service Wide Examinations. It is the member's responsibility to be proficient in all currently published performance qualifications, up to and including those of their present pay grade, for their specific rating.

Reference material is made available through the U.S. Coast Guard Directives System Intranet site accessible at <http://cgweb.uscg.mil/g-c/g-ccs/g-cit/g-cim/directives/welcome.htm>, U.S. Coast Guard Directives System Internet site accessible at <http://www.uscg.mil/ccs/cit/cim/directives/welcome.htm>, your unit administrative library, or from other government sources. A listing of reference material (hyperlinks provided where available) is located at the end of this Tab.

RATING
FOOD SERVICE SPECIALIST (Effective for the MAY 2005 Active Duty and the OCT 2005 Reserve SWE)

ABBREVIATION
FS

DATE COMPLETED ALL PERFORMANCE QUALIFICATIONS FOR RATE LEVEL

E-4 **E-5** **E-6**

E-7 **E-8** **E-9**

NAME (Last, First, Middle Initial)

EMPLID NUMBER

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>A. FOOD PREPARATION</p> <p>SupGuide: For each of the tasks listed in this section, the member will safely operate the required equipment including: energizing, controlling, securing, cleaning, and sanitizing.</p> <p>4.A.01 Perform the three types of recipe adjustments IAW Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.02 Using the proper knife, perform the following cutting technique on two different food items IAW Professional Cooking by Wayne Gisslen:</p> <ul style="list-style-type: none"> • Dice • Mince • Chop • Slice <p>SupGuide: Member will be required to display two proper techniques using the right knife for each.</p> <p>4.A.03 Progressively Cook two items from an approved weekly menu IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.04 Prepare brewed coffee, drink mix, and brewed iced tea IAW Professional Cooking by Wayne Gisslen, Armed Forces Recipe Service (AFRS), NAVSUP Publication 7 and Product Instructions.</p> <p>4.A.05 Prepare at least one of the following meats using dry heat cooking method. IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:</p> <ul style="list-style-type: none"> • Poultry • Beef • Pork • Seafood <p>SupGuide: Supervisor will ensure member selects a different meat for each cooking method listed in EPQ 4.A.05 through EPQ 4.A.07.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>4.A.06 Prepare at least one of the following meats using moist heat cooking method IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7:</p> <ul style="list-style-type: none"> • Poultry • Beef • Pork • Seafood <p>SupGuide: Supervisor will ensure member selects a different meat for each cooking method listed in EPQ 4.A.05 through EPQ 4.A.07.</p> <p>4.A.07 Prepare at least one of the following meats with the dry heat using fat/frying cooking method IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Poultry • Beef • Pork • Seafood <p>SupGuide: Supervisor will ensure member selects a different meat for each cooking method listed in EPQ 4.A.05 through EPQ 4.A.07.</p> <p>4.A.08 Prepare the following sauces IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Brown sauce • White sauce • Tomato sauce <p>4.A.09 Prepare the following cold sauces IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Tartar sauce • Cocktail sauce <p>4.A.10 Prepare a clear/light soup IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>4.A.11 Prepare a heavy/thick soup IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.12 Hand Carve the following cooked meats IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Whole turkey • Roast beef or pork <p>4.A.13 Prepare the following eggs cooked to order IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • Over easy • Over medium • Over hard • Scrambled • Omelet <p>4.A.14 Prepare the following simmered egg products IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • Poached • Soft cooked/boiled • Hard cooked/boiled <p>4.A.15 Wash fresh fruits and vegetables for consumption IAW Professional Cooking by Wayne Gisslen and the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>4.A.16 Prepare at least one uncooked salad IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.17 Prepare at least one cooked salad IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p>		
NAME <i>(Last, First, Middle Initial)</i>	EMPLID NUMBER	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>4.A.18 Prepare a fresh and frozen vegetable product IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.19 Prepare at least one rice product IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.20 Prepare at least one pasta product IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>4.A.21 Prepare potato products utilizing the following cooking methods IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • Baked • Boiled/Simmered • Dry heat using fat/frying <p>4.A.22 Prepare the following from raw ingredients IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • One-crust pie. • Two-crust pie <p>4.A.23 Prepare a frosted sheet cake IAW Professional Cooking by Wayne Gisslen, Armed Forces Recipe Service (AFRS), NAVSUP Publication 7 and Product Instruction.</p> <p>SupGuide: Member will be required to bake a sheet cake, prepare from raw ingredients a butter cream frosting/icing, and frost the cake.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>4.A.24 Prepare at least three of the following types of cookies from raw ingredients IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • Bars • Ice Box/Refrigerated • Rolled • Dropped • Sheet <p>4.A.25 Prepare the following yeast-raised products from raw ingredients IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Soft Rolls • Sweet Roll Dough <p>4.A.26 Prepare the following cooked cereals IAW product instructions.</p> <ul style="list-style-type: none"> • Oatmeal • Grits • Cream of Wheat <p>SupGuide: Be sure that member DOES NOT use instant products.</p> <p>4.A.27 Prepare the following quick bread products from raw ingredients IAW Professional Cooking by Wayne Gisslen and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <ul style="list-style-type: none"> • Pancakes • Muffins • Biscuits <p>5.A.01 Prepare the following yeast-raised products from raw ingredients IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • White Pan Bread • French Bread • Danish Pastry • Croissants 		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>5.A.02 Prepare the following desserts from raw ingredients IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Baked Custard • Bavarian Cream • Chocolate Mousse • Foam/Sponge Cake <p>5.A.03 Draft a two-week cycle menu for approval IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>SupGuide: Completion of this task will include menu costing.</p> <p>5.A.04 Draft a load guide for a two-week deployment using an approved two-week cycle menu IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>SupGuide: Drafting of a load guide for a six-week deployment also meets all the requirements for this EPQ. The following link can be accessed for assistance: http://www.uscg.mil/hq/tcpet/tpf/fssms/fs2-course.htm.</p> <p>5.A.05 Draft a workflow plan for a specialty meal (i.e. Holiday, Special event) IAW Professional Cooking by Wayne Gisslen and any supervisor approved recipe book.</p> <p>5.A.06 Modify a currently used recipe following the basic principles of nutrition IAW Coast Guard Food Service Manual, COMDTINST 4061.5 (series), Food Service Management General Messes, NAVSUP Publication 486, Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series) and Armed Forces Recipe Service (AFRS), NAVSUP Publication 7.</p> <p>6.A.01 Draft a six-week cycle menu for approval IAW Coast Guard Food Service Manual, COMDTINST 4061.5 (series).</p> <p>SupGuide: Completion of this task will include menu costing.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>B. UTENSILS AND EQUIPMENT</p> <p>4.B.01 Maintain safe serving temperatures utilizing the following IAW Professional Cooking by Wayne Gisslen and the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <ul style="list-style-type: none"> • Warming Table • Chilled Salad Bar • Ice Bar <p>SupGuide: Ensure that member continues to monitor equipment for safe serving temperatures throughout serving period.</p> <p>4.B.02 Maintain by hand the following knives using a sharpening stone and steel IAW Professional Cooking by Wayne Gisslen.</p> <ul style="list-style-type: none"> • Chef's knife • Boning knife • Paring knife <p>C. SAFETY AND SANITATION</p> <p>4.C.01 Store leftover food IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>4.C.02 Clean/Sanitize all food and non-food contact surfaces within food service spaces IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>SupGuide: Ensure trashcans are included while performing this task.</p> <p>4.C.03 Wash dishes utilizing a dishwashing machine IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>SupGuide: The member will assemble operate, descale, and disassemble the dishwashing machine.</p> <p>4.C.04 Wash dishes utilizing manual dishwashing procedures IAW the Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>4.C.05 Clean/Sanitize ice machines IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>4.C.06 Clean/Sanitize reefers/freezers IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>5.C.01 Upon arrival of authorized food items, Inspect to ensure compliance with specifications IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>5.C.02 Inspect all food handlers for compliance to hygiene and uniform standards IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>D. PROCUREMENT</p> <p>5.D.01 Prepare a procurement request, DOT F 4200.1, for supplies and services from commercial sources IAW U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series).</p> <p>5.D.02 Procure food items using one of the following methods IAW Coast Guard Simplified Acquisition Procedures Handbook, COMDTINST M4200.13 (series).</p> <ul style="list-style-type: none"> • IMPAC credit card • Prime Vendor • Blanket Purchase Agreement <p>SupGuide: Ensure member constructs accounting line data while performing this task.</p> <p>E. RECEIPT AND STORAGE</p> <p>5.E.01 Verify a received food purchase receipt for accuracy IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>SupGuide: Member will ensure listed quantities are correct.</p> <p>5.E.02 Store received food items IAW Food Service Sanitation Manual, COMDTINST M6240.4 (series).</p> <p>SupGuide: Ensure that member rotates stock utilizing First In, First Out (FIFO) rule.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>F. TRAINING</p> <p>6.F.01 Deliver a presentation to Food Service personnel on the basic principles of nutrition IAW Professional Cooking by Wayne Gisslen and Weight Management Self-Help Guide, COMDTPUB 6200.3 (series).</p> <p>7.F.01 Using the following documents Train subordinates in management procedures necessary to complete an end of month report IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <ul style="list-style-type: none"> • CG 3123 Ration Memorandum • CG 3471 Daily Ration Cost Record • CG 3469 Provision Inventory Control Record • CG 4246 or NAVSUP 766 Provision Ledger • CG 3476 Individual Credit Account • CG 4261 Provision Inventory Report • CG 5269 Report of Survey • CG 3114 Adjustment Form • CG 2576 CG Dining Facility Operating Statement • Call Record Sheet • CG 4901 Meal Sign-In Sheet • Transmittal Letter • Cash Log • DD 1149 Requisition and Invoice/Shipping Document • Current BDFA message • Collection Acknowledgement receipts <p>7.F.02 Deliver a presentation for Coast Guard Dining Facility patrons on healthy eating habits to include daily caloric, and nutrient intake IAW Professional Cooking by Wayne Gisslen and Weight Management Self-Help Guide, COMDTPUB P6200.3.</p> <p>G. PAPERWORK AND INVENTORY MANAGEMENT</p> <p>5.G.01 Prepare an end of month “Physical Inventory” IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>SupGuide: Ensure that member uses Provision Inventory Report CG-4261.</p>		
<p>NAME <i>(Last, First, Middle Initial)</i></p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>5.G.02 Handle monetary funds IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) to include the following.</p> <ul style="list-style-type: none"> • Collection • Accountability • Security • Transmittal <p>5.G.03 Complete a CG 2581 IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) for each of the following tasks.</p> <ul style="list-style-type: none"> • Issues to Mess • Sale of Stores • Transfer of Stores • Sale of Meals <p>5.G.04 Complete the following documents for an end of month report using the Purchases Vs. Allowance Inventory Control System IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <ul style="list-style-type: none"> • CG 3123 Daily/Summary Ration Memorandum • CG 3471 Daily Ration Cost Record • CG 3476 Individual Credit Account • CG 4261 Provision Inventory Report • CG 5269 Report of Survey • CG 2576 CG Dining Facility Operating Statement • Call Record Sheet • CG 4901 Meal Sign-In Sheet • Transmittal Letter • Cash Log • DD 1149 Requisition and Invoice/Shipping Document <p>SupGuide: Supervisor will provide data/information to complete report.</p> <p>5.G.05 Reconcile credit card monthly statement IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series) and U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series).</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>5.G.06 Prepare the documentation needed for formal and informal relief of the Food Service Officer (FSO) IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <p>6.G.01 Complete the following documents for an end of month report using the Perpetual Inventory Control System IAW Coast Guard Food Service Manual, COMDTINST M4061.5 (series).</p> <ul style="list-style-type: none"> • CG 2581 Issues/Sales Slip • CG 3123 Daily/Summary Ration Memorandum • CG 3471 Daily Ration Cost Record • CG 3469 Provision Inventory Control Record • CG4246 or NAVSUP 766 Provision Ledger Card • CG 3476 Individual Credit Account • CG 4261 Provision Inventory Report • CG 5269 Report of Survey • CG 3114 Inventory Adjustment Form • CG 2576 CG Dining Facility Operating Statement • Call Record Sheet • CG 4901 Meal Sign-In Sheet • Transmittal Letter • Cash Log • DD 1149 Requisition and Invoice/Shipping Document <p>SupGuide: Supervisor will provide data/information to complete report.</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>GLOSSARY</p> <p>Bake – To cook (as food) by dry heat especially in an oven; to dry or harden by subjecting heat.</p> <p>Carve – To cut with care or precision; to cut into pieces or slices; to cut up and serve meat; to cut a solid material as so to form something.</p> <p>Clean/Sanitize – Remove all visible impurities, then eliminate or reduce contaminants to an acceptable level.</p> <p>Complete - Follow a process or procedure from initial identification to submission of any required reports or forms; provide with lacking parts or information.</p> <p>Cook – To prepare food for eating by means of heat or other cooking methods.</p> <p>Deliver - To present to an intended target or destination</p> <p>Draft - To draw the preliminary sketch, version, or plan of; a composition; submitted for approval.</p> <p>Handle – A means of understanding or controlling an item or items.</p> <p>Inspect – Examine officially, look at carefully.</p> <p>Maintain – preserve, fix, or keep in good repair; hold or keep in a state or condition.</p> <p>Modify - To make minor changes in/to; alter or change somewhat the form or qualities of.</p> <p>Operate - To perform a function. "Operate" is to turn on, control, and turn off a piece of equipment.</p> <p>Perform – Carry out an action or pattern of behavior; To begin a task and carry through to completion in accordance with applicable instructions and regulations.</p> <p>Prepare - To combine elements and produce a product. Example: Prepare a meal. 3. To put together, make ready, put into a state of use.</p>		
NAME (Last, First, Middle Initial)	EMPLID NUMBER	

RATING: FOOD SERVICE SPECIALIST	INIT	DATE
<p>Procure - To purchase a required item through an authorized process</p> <p>Store - To stock or deposit. Note: Store implies protecting from deterioration or pilferage.</p> <p>Verify - To determine the accuracy of recorded information by comparing to physical evidence</p> <p>Wash – Clean by the action of a liquid, especially water; the act or process or instance of washing or being washed.</p> <p>REFERENCE MATERIAL (hyperlink provided where available)</p> <p>Armed Forces Recipe Service (AFRS), NAVSUP Publication 7</p> <p>Coast Guard Food Service Manual, COMDTINST M4061.5 (series)</p> <p>Coast Guard Health Promotion Manual, COMDTINST M6200.1 (series)</p> <p>U. S. Coast Guard Finance Center Standard Operating Procedures Manual, FINCENSTFINST M7000.1 (series) FINCEN SOP</p> <p>Food Service Management General Messes, NAVSUP Publication 486</p> <p>Food Service Sanitation Manual, COMDTINST M6240.4 (series)</p> <p>Professional Cooking by Wayne Gisslen</p> <p>Weight Management Self-Help Guide, COMDTPUB P6200.1</p>		
<p>NAME (Last, First, Middle Initial)</p>	<p>EMPLID NUMBER</p>	