

100% HIGH RISK ALLERGENIC PRODUCT PERFORMANCE ASSESSMENT INSTRUMENT

Type of assessment	Rationale
<input type="checkbox"/> Product assessment <input checked="" type="checkbox"/> Process assessment	In order to limit cross contact between products, the following critical aspects must be observed and assessed when dealing with 100% high-risk allergenic products: <ul style="list-style-type: none">▪ Identify and store 100% allergenic products correctly▪ Clean and sanitize allergenic food product spills correctly

INSTRUCTOR DIRECTIONS

ASSESSMENT OVERVIEW

The assessment will be two-part and will be authentic to the desired performance, conditions, and criteria of the objectives. The assessment is scenario-based for the learners to receive and store 100% high-risk allergenic products and respond to allergenic spills.

Preparation:

1. Gather Resources:
 - Storing and Handling Allergenic Foods Job Aid
 - Cleaning and Sanitizing Allergenic Food Spills Job Aid
 - Mock 100% allergenic products
 - Soapy water in a container to simulate spilled product
 - Cleaning and sanitizing products
2. Set up the designated training areas
 - Place some of the mock 100% allergenic products on racking. Have some placed correctly and some incorrectly.
 - Leave the remaining mock products for learners to store.
 - Place container of soapy water somewhere on racking.

Facilitation:

1. Welcome learners in the classroom (training area)
2. Give an introduction on the tasks to be accomplished:

Today we will assess your ability to utilize the job aids provided for receiving and storing 100% high-risk allergenic products. In addition, we will also assess your ability to utilize the job aids for cleaning and sanitizing 100% high-risk allergenic spills in the warehouse.

This assessment will be in a “see-do-demonstrate proficiency” manner. That is, I will first show the correct procedures to be followed, then you will do the same procedures as I observe you. Finally, you will demonstrate proficiency without my assistance in order to be considered “trained and certified” on the task.

Each of you are expected to receive a “go” in all critical areas of the tasks in order to perform these tasks unsupervised in the warehouse.

You’ll be assessed on two major tasks:

- *Demonstrating proficiency in storing and handling 100% allergenic products. You will store the mock 100% allergenic food products and correct any incorrectly stored items according to their job aids.*
- *Next, you will clean and sanitize a mock 100% high-risk allergenic spill*

I will provide feedback following each phase (see, do, demonstrate proficiency). Once you have successfully completed the demonstrate proficiency phase you will be dismissed and considered certified on 100% high risk allergenic product receiving, storing, cleaning, and sanitizing procedures for the warehouse.

Part 1 (SEE - Storage)

3. Begin with a single student in the receiving area for products.
 - Show the student the 100% High-Risk Allergenic Bin Tags, placement on products
 - Show the student the storage job-aid for 100% High-Risk Allergenic products
 - Discuss with the student the appropriate use of the 100% high-risk allergenic product job-aid
 - Discuss the warehouse layout with the student to plan product placement prior to moving product

Part 1 (DO - Storage)

4. Move the product to storage with the student.
 - Demonstrate safe and appropriate movement through the warehouse
 - Demonstrate 100% high-risk allergenic product placement on shelving/cooler
5. Once complete with the instructor demonstration, complete steps 3 and 4 with the student in the lead as you assist them through the process.
6. Complete this with all students before moving to the next procedure (cleaning and sanitizing)

Part 1 (SEE – Clean & Sanitize)

7. Move students to the cleaning and sanitizing training area with a mock spill (soapy water) already set up.
8. Demonstrate proper cleaning and sanitizing of a 100% high-risk allergenic spill with the student using the job aid

Part 1 (DO – Clean & Sanitize)

9. Allow the student to lead an iteration of cleaning and sanitizing a high-risk allergenic spill using the job aid.
10. Continue step 8 and 9 with all students before transitioning to the scenario-phase.
11. When all students have completed both events through the instructor assist phase, transition to the scenario phase of the event.

Part 2 (DEMONSTRATE PROFICIENCY)

12. Introduce your learners to the scenario phase:

You have all successfully completed the first two parts of this assessment. It is now time for each of you to demonstrate proficiency on these tasks without any assistance.

You will now be run through a scenario that starts with receiving products and storing them in the warehouse. You will be challenged with 100% high-risk allergenic product decision making

while working in the scenario. During the scenario you are expected to react just as you would in the warehouse unsupervised.

When you are complete with the scenario, I will provide feedback and your overall grade. If you happen to receive a no-go in a critical area, you will receive feedback and an opportunity to retake the assessment at another time.

13. Begin to run the scenario for each student:

- Student receives a product in the receiving area
- Student transports the product to the shelving
- Student places the product in the appropriate area on shelving in accordance with the job aid
- Student encounters a spill in the warehouse
- Student follows job aid to clean and sanitize the spill

14. Grade student using the assessment checklist throughout the scenario

15. If student received a GO in all critical areas, give them feedback and dismiss them

16. If student received a NO-GO in any critical area, give them feedback, remedial training, and re-assess their proficiency in task completion through the scenario.

Determining Mastery

The instructor evaluates the learner's performance with no guidance in a realistic warehouse scenario. The instructor will use the checklist provided in order to determine satisfactory performance. A "GO" in at least 4 of 5 critical areas identified in the assessment checklist is required to pass.

Providing Remediation

Since a job aid is provided, no remedial training is required. Instead, the instructor will schedule a separate time to repeat the assessment for learners who did not pass. The instructor should begin with giving feedback on common failures from the assessment. The learners can then ask questions. The instructor will then repeat the assessment.

Operating Assumptions

- The tasks outlined will not undergo major changes after job aids and training are implemented.
- English will be the dominant language.
- Job aids and training will consistently be used by the company.
- Any person conducting the assessment will have the knowledge, skills, and abilities to perform the task.
- Any person conducting the processes will have the appropriate tools provided to successfully complete the tasks

Assessment Checklist

Did the Learner	GO / NO-GO	Comments
Identify and Store 100% High-Risk Allergenic Products		
*Identify 100% high-risk allergenic products at the receiving area?		
Place the appropriate bin-tag on the high-risk allergenic product?		
<p>*Store the high-risk allergenic product in accordance with the Storing and Handling Allergenic Foods Job Aid?</p> <ul style="list-style-type: none"> ● Are you receiving or moving product? ● Are you handling any one of the following: milk, eggs, soy, wheat, peanuts, tree nuts, fish, or shellfish? ● If the pallet contains 100% high risk allergen products then identify pallet with a bin tag. ● If the pallet does not contain 100% high risk allergen products, store in accordance with warehouse guidelines. ● Follow the graphic for storing cold or dry storage goods to prevent cross-contact. 		
Identify, Clean, and Sanitize High-Risk Allergenic Product Spills		
*Identify 100% high-risk allergenic product spillage?		
*Clean the area in accordance with the job aid?		
*Sanitize the area in accordance with the job aid?		
<p>* = Critical task that must receive a “GO” in order to pass the assessment.</p>		