

Performance Assessment Instrument

This performance assessment instrument is to understand and measure the learner's ability to successfully complete the defined learning objectives.

Objectives:

PERFORMANCE	CONDITIONS ON THE JOB	CRITERIA ON THE JOB
1) Receive an inquiry about donating domesticated meat, domesticated poultry, farmed fish, and/or wild game.	Cues • Phone call, email, or in-person inquiry about donating: ◦ Domesticated meat ◦ Poultry ◦ Farmed fish ◦ Wild game Resources • Job aid • Phone • Computer	Inquiries fielded by Idaho Food Bank employees.
2) Determine the type of meat donor is inquiring about donating.	Cues • Donating ◦ Domesticated meat ◦ Poultry ◦ Farmed fish ◦ Wild game Resources • Job aid • Phone • Computer	Confirms donation has not been custom processed.
3) Determine if donation is domesticated meat or poultry is commercially or custom processed.	Cues • Fulfillment of criteria in step 2 • Domesticated meat or poultry Resources • Job Aid • Phone • Computer	Confirms donation has not been custom processed.

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4) If domesticated meat	Cues • If domesticated meat Resources • Job Aid • Phone • Computer	• Confirms potential donation has been harvested at a USDA-inspected facility (Commercial) • Confirms carcass has been inspected and approved by a USDA inspector • Check to ensure label name matches product • Confirm name and address of USDA-inspected meat processing facility on product • Check to ensure label name matches product • Identify product's safe handling statements on label • Confirm name and address of USDA-inspected meat processing facility on product
5) If poultry	Cues • If poultry Resources • Job Aid • Phone • Computer	• Confirm that each piece of fish is individually packaged • Confirm that each piece of fish is properly labeled • Identify the common or usual name of the fish on the label • Identify the name and address of product processor • Confirm the quantity or weight of the product • If necessary, identify ingredients list if the product (required for products with two or more ingredients) • Any recreationally caught and harvested fish or

PERFORMANCE	CONDITIONS ON THE JOB	CRITERIA ON THE JOB
		mollusks are not acceptable donations
6) If fish	Cues • If product is fish or seafood Resources • Job Aid • Phone • Computer	• Confirm that each piece of fish is individually packaged • Confirm that each piece of fish is properly labeled • Identify the common or usual name of the fish on the label • Identify the name and address of product processor • Confirm the quantity or weight of the product • If necessary, identify ingredients list if the product (required for products with two or more ingredients) • Any recreationally caught and harvested fish or mollusks are not acceptable donations
7) If wild game	Cues • If product is wild game Resources • Job Aid • Phone • Computer	• We do not accept wild game donations directly. • Donations may be accepted by a partner agency that accepts wild game donations. • Donations must be referred to a partner agency for processing. • All wild game must have a signed legal affidavit stating that the meat is both donated and an uninspected, wild-harvested game. • Confirm that each individual package of



PERFORMANCE	CONDITIONS ON THE JOB	CRITERIA ON THE JOB
		the wild game meat is labeled by processor ○ If no label, meat cannot be donated ● Ensure that label contains the species identification for meat ● Identify that the label has the name and address of the meat processing facility ● Confirm that label has the words "Processed for Donation or Private Use" ● Confirm that label states "Cook to 165° F" ● Access list of Partner agencies that accept wild game donations ● Provide Idaho Foodbank website address containing list of partner agencies for donator

Instructor Directions

Assessment Set Up

Preparation:

- Gather Resources:
 - An assessment checklist for each learner
 - Examples of proper USDA label
 - Email example with photos attached of domestic beef donation request
 - Email example with photos attached for domestic poultry donation
 - Simulated phone call dialog for domestic beef donation
- Prepare Classroom: The classroom can be in a meeting room or the instructor's desk. Ensure the examples of proper and improper labels are ready for the learner to assess. Ensure the example email is ready to share with the learner



- Personal Arrangements: N/A
- Facilitation:
 - Welcome the learner to the assessment space.
 - Inform learner of the intent of the assessment.
 - Provide learner with instructions for the three processes being evaluated:
 - Set expectations and ensure learner understands this is a pass/fail assessment
 - Provide the learner with a process checklist
 - Share email example, with respective digital photos, for domestic beef donation at time of process assessment
 - Share email example, with respective digital photos, for domestic poultry donation at the time of process assessment
 - Exchange simulated phone call dialogue with learner for wild game donation

Instructions to Learners

This assessment will take approximately 10 mins to complete.

1. The instructor will provide you with example emails, with digital photos. The instructor will also provide a hypothetical phone call donation scenario.
2. Follow the process checklist and discuss each point on why or why not the specified criteria is met in each example.

Determining Mastery

Ensuring the Idaho Foodbank is only accepting domestic meat donations that adhere to the Federal, State, and organization's regulations is essential to the safety of the recipients of the donation. The mastery of this assessment will be passing all three processes being evaluated. This is a pass/fail assessment.

Providing Remediation

While there will be no remedial training, as a job-aid will be provided in the workplace, the learner will have remedial training or coaching opportunities to take advantage of if desired.



Learner Assessment Checklist

Did the learner?		Comments
Type of Protein		
Domesticated Meat Donation		
(1) Gather Information:		
Determine what type of meat is requesting to be donated?	☐ YES ☐ NO	
(2) Check Labeling:		
Determine if domestic meat is commercially or custom processed?	☐ YES ☐ NO	
Confirm meat was processed, inspected, and approved at and by a USDA inspector?	☐ YES ☐ NO	
Confirm label product name?	☐ YES ☐ NO	
Identify product's safe handling statement on label?	☐ YES ☐ NO	
Name and address of USDA processing facility is listed on product?	☐ YES ☐ NO	
Determine if meat is an acceptable donation		
Based on the above assessments, determined if meat was an acceptable donation?	☐ YES ☐ NO	
Domestic Meat Donation: Poultry		
(1) Gather Information:		



Did the learner?		Comments
Determine what type of meat is requesting to be donated?	☐ YES ☐ NO	
(2) Check Labeling:		
Confirm meat was processed at a USDA processing facility?	☐ YES ☐ NO	
Confirm the carcass has been inspected and approved by the USDA inspector?	☐ YES ☐ NO	
Verify the amount of retained water is listed for the poultry product?	☐ YES ☐ NO	
Verify an ingredient statement is provided if the product has more than two or more ingredients?	☐ YES ☐ NO	
Identify the product's safe handling statement on the label?	☐ YES ☐ NO	
Name and address of USDA processing facility is listed on product?	☐ YES ☐ NO	
(3) Determine if meat is an acceptable donation:		
Based on the above assessments, determined if meat was an acceptable donation?	☐ YES ☐ NO	
Fish and Seafood Donation		
(1) Gather Information		
Determine what type of fish or seafood is requesting to be donated	☐ YES ☐ NO	

Commented [1]: @jessfiner@micro.com, @Jessie@jlaurencedesign.com Should this read seafood or farmed fish?
Assigned to jessfiner@micro.com



Did the learner?		Comments
and ensure it is on the list of acceptable fish or seafood types for donation?		
Inform caller that the Idaho Foodbank doesn't accept any recreationally caught and harvested fish or mollusks.	☐ YES ☐ NO	
(2) Check Labeling:		
Confirm that each piece of fish is individually packaged	☐ YES ☐ NO	
Confirm that each piece of fish is properly labeled	☐ YES ☐ NO	
Identify the common name of the fish on the label	☐ YES ☐ NO	
Identify the name and address of commercial fish processor	☐ YES ☐ NO	
Verify if the product has more than two ingredients?	☐ YES ☐ NO	
(3) Determine if fish or seafood is an acceptable donation:		
Based on the above assessments, determined if fish or seafood was an acceptable donation?	☐ YES ☐ NO	
Wild Game Meat Donation		
(1) Gather Information:		

Did the learner?		Comments
Determine what type of game meat is requesting to be donated and ensure it is on the list of acceptable game meat types for donation?	☐ YES ☐ NO	
Inform caller that the Idaho Food Bank doesn't accept wild game donations, directly?	☐ YES ☐ NO	
Ask the caller if the meat donation is a result of roadkill?	☐ YES ☐ NO	
Ask the caller if the game meat was processed in the donor's home?	☐ YES ☐ NO	
Inform the caller that they will need to sign an acknowledgement statement that will be maintained by the agency accepting the wild game donation?	☐ YES ☐ NO	
(2) Check Labeling:		
Confirm each individual package has a label?	☐ YES ☐ NO	
Confirm the label identifies the species of wild game on each package?	☐ YES ☐ NO	
Confirm the label contains the name and address of where the game meat was processed and packaged?	☐ YES ☐ NO	
Confirm the label contains the words, "Processed for Donation or Private Use" on each package?	☐ YES ☐ NO	



Did the learner?		Comments
Confirm label states the safe handling instructions.	☐ YES ☐ NO	
(3) Determine if meat is an acceptable donation		
Based on the above assessments, determined if meat was an acceptable donation?	☐ YES ☐ NO	
Inform the caller where the game meat can be donated?	☐ YES ☐ NO	
NUMBER OF CORRECT RESPONSES:		

Operating Assumptions

- The learner and instructor are fluent in English
- This training is built around the current regulations; the training will be updated by the organization should the regulations change
- Job aids will be updated if the processes or regulations change