

Appendix A3 - On-the-Job Learning and Education Outline

<b>Cook Hotel &amp; Restaurant (Chef De Parti)</b>	<i>O*Net Code</i>	<i>RAPIDS Code</i>
	<b>35-2014.00</b>	<b>0663CB</b>

**Section 1 – On-the-Job Learning**

*[29 CFR 29.5(b)(2)]*

1. During the apprenticeship, the apprentice shall receive work experience and job related education in all phases of the occupation, including safe work practices, necessary to develop the skill and proficiency of a skilled professional.
2. The sponsor or its designated apprenticeship committee must ensure apprentices are rotated throughout the various work processes to ensure a well-rounded professional upon completion of the apprenticeship, and identify what methodology will be used to track progression of experience on-the-job.
3. Such on-the-job learning shall be carried on under the direction and guidance of a qualified professional.

**Apprenticeship Competencies – Technical**

The below on-the-job-learning (OJL) work process competencies are intended as a guide. It need not be followed in any particular sequence, and it is understood that some adjustments may be necessary in the hours allotted for different work experience. In all cases, the apprentice is to receive sufficient experience to make them fully competent and use good workmanship in all work processes, which are a part of the trade. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

Ratings are:

**Demonstrates Fundamentals** – Apprentice can perform the task with some coaching.

**Proficient in Task** – Student should be able to complete the task without a mentor or supervision to the business standards.

**Completion Date** – Date apprentice completes final demonstration of competency.

Apprentices need to be “proficient in task” in each category, by each of their nine month reviews during the apprenticeship in order to be considered for any merit increases or to have successfully completed the apprenticeship. **The evaluation will be conducted in accordance with the employer’s competency-based performance evaluation system.**

**Apprentice Name:** \_\_\_\_\_

**Start Date:** \_\_\_\_\_

**SERV SAFE Certification:** \_\_\_\_\_

<b>Competency Checklist</b>			
	<b>Fundamental Cook</b>	<b>Proficient in Task</b>	<b>Completion Date</b>
<b>1</b>	Identification of basic food safety and sanitation and kitchen tour, restaurant safety videos		
<b>2.</b>	Demonstration of proper storage procedures		

3.	Demonstration of usage of basic kitchen equipment (dish machine, convection oven, gas cooktop, food processor, mixer, immersion blender, blender, microwave, hotel pans, proof box)		
4.	Knife skills (Properly and accurately cut all the classical cuts via various mediums: classical cuts: brunoised, battonet, tournee, chiffonade, rondelle, concasse a tomato)		
5.	Mise en place of bakery, entree, appetizer, salad, and dessert		
	<b>Culinarian</b>	<b>Proficient in Task</b>	<b>Completion Date</b>
6.	Standardize recipes by weight and volume		
7.	Demonstration of cooking skills including braising, saute, frying, par-boiling, poaching, roasting, grilling, broiling, stewing, steaming, pan frying)		
8.	Demonstration of soup and stock cookery (creme, puree, bisque, clear, vegetable, cold, chowder)		
9.	Demonstration of thickening agents: roux, blond, white, brown, how to make slurry, and a liaison		
10.	Demonstration of sauces and flavorings: 5 classical sauces: Bechamel, Espagnole, tomato, Hollandaise, and Veloute and other sauces coulis and demi-glaze, beurre blanc, au jus, pan-gravies; For flavorings demonstrate and identify the use of the following herbs, spice, mire poix, remade dry seasoning mix, bouquet garni, sachet		
	<b>Sous Chef</b>	<b>Proficient in Task</b>	<b>Completion Date</b>

11.	Demonstrate site specific purchasing and receiving skills including critical control points		
12.	Batch cookery		
13.	Cooking to order (Bistro and fine dining)		
14.	Basic menu design		
15.	Advanced meat preparations (smoking, meats, sausage, sous vid)		

**Date Completed:** \_\_\_\_\_

**Apprentice:** \_\_\_\_\_

**Mentor:** \_\_\_\_\_

**Supervisor:** \_\_\_\_\_

**Pella Academy:** \_\_\_\_\_