

## **Appendix A1**

### **WORK PROCESS SCHEDULE AND RELATED INSTRUCTION OUTLINE**

**PROFESSIONAL COOK  
(EXISTING OCCUPATION TITLE: COOK)  
O\*NET-SOC CODE: 35-2014.00   RAPIDS CODE: 0663CB**

**APPROVED BY  
THE NEVADA LABOR COMMISSIONER AND THE STATE APPRENTICESHIP  
COUNCIL**

\_\_\_\_\_  
**Toni Giddens, Nevada State Apprenticeship Director**

**REGISTRATION DATE: \_\_\_\_\_**

**REGISTRATION NUMBER: \_\_\_\_\_**

**REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP ACT  
IN ACCORDANCE WITH THE BASIC STANDARDS OF APPRENTICESHIP  
ESTABLISHED BY THE U.S. DEPARTMENT OF LABOR, THE NEVADA LABOR  
COMMISSIONER,  
AND THE NEVADA STATE APPRENTICESHIP COUNCIL**

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This schedule is attached to and a part of these Standards for the above identified occupation.

### 1. TYPE OF OCCUPATION

☐ Time-based                      ☒ Competency-based                      ☐ Hybrid

### 2. TERM OF APPRENTICESHIP

The term of the occupation is competency-based which is defined by the attainment of all competencies of the position, which would be expected to occur upon completing after one year of minimum 2,000 hours OJL, supplemented by a minimum of 144 hours of related instruction.

### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker/fully-competent worker ratio is: 3 apprentice(s) to 1 journeyworker/fully-competent worker(s).

### 4. APPRENTICE WAGE SCHEDULE

An apprentice minimum starting wage will be at least \$15.00 per hour. Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journey-worker/fully competent worker wage.

#### **1-Year Term:**

1st 6 months=\$15.00/hr.    2nd 6 months = \$15.50/hr.

Journeyworker Wage: \$18.00/hr.

Periodic review and evaluation of the apprentice's on-the-job learning and related technical instruction will be conducted in alignment with the wage schedule established.

### 5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.

**6. RELATED INSTRUCTION OUTLINE** (See attached Related Instruction Outline)

The sponsor may modify the related instruction to meet local needs prior to submitting these Standards to the appropriate Registration Agency for approval.



**CULINARY ACADEMY  
LAS VEGAS**

**Goals for the Professional Cook Apprentice Program**

The program goals are to:

- Deliver students with an equal opportunity to acquire professional culinary training and certification through a world-class hospitality training program.
- Provide the necessary skills to students to become top rated culinarians and creating opportunities for applied learning in various restaurant, catering and banquets, and institutional settings.
- Prepare students to work as a responsible, positive, and dedicated employees while demonstrating the necessary knowledge and skills to be successful in the workplace.

**WORK PROCESS SCHEDULE  
PROFESSIONAL COOK  
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The term of the occupation shall be defined by the attainment of all competencies, both technical and behavioral, of the position, which would be expected and approximated to occur after one year of OJL, supplemented by a minimum of 144 hours of related instruction per year of apprenticeship.

As a prerequisite, all participants entering the apprenticeship program must possess a CALV Professional Cook Program Certificate, or have equivalent experience as demonstrated by two or more years working in the culinary industry as an entry level cook.

Competency in the work processes outlined herein can be demonstrated through a variety of venues including: observation, proficiency demonstration/aptitude exam, questions and answers, learner's products, simulations, project work, and/or mentor testimony or evidence all as demonstrated on the job.

Designation	Description
Consistently Exceeds	The apprentice is consistently exceeding all expectations.
Consistently Meets	The apprentice is consistently meeting expectations and occasionally goes above and beyond.
Does Not Meet	Clearly and repeatedly does not meet the performance standards established for time in position.

**Apprenticeship Competencies - Technical**

The following are the core technical work processes for the apprenticeship. Prior credit will be awarded for experiences previously obtained.

Item	Work Processes (Core Competencies)	Rating at 3 months	Rating at 6 months	Rating at 9 months	Rating at 12 months	Complete Date/Initial
A	Demonstrate ability to apply principles of food safety and sanitation					
B	Demonstrate ability to manage food costs					
C	Demonstrate ability to accommodate dietary needs					
D	Demonstrate ability to communicate effectively in restaurant operations					

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<b>E</b>	Demonstrate ability to identify and utilize a variety of quality ingredients to execute recipes					
<b>F</b>	Demonstrate ability to identify and use various kitchen tools and equipment					
<b>G</b>	Demonstrate ability to apply advanced cooking methods and techniques					
<b>H</b>	Demonstrate ability to operate different kitchen stations					
<b>I</b>	Demonstrate ability to apply principles of culinary math in different kitchen applications					
<b>J</b>	Demonstrate ability to compose and plate dishes with consistency					
<b>K</b>	Demonstrate basic baking skills					

The above 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 industry. In addition, the apprentice shall be fully instructed in safety and OSHA requirements.

### **Apprenticeship Competencies – Behavioral**

In addition to mastering all the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship. Additional behavioral competencies may be added or exchanged that are specific to the Business Area or site.

	<b>Behavioral Competencies include but are not limited to the following</b>
1	Maintains professional attitude and appearance
2	Ability to effectively communicate to identify and provide solutions to resolve issues
3	Demonstrates ability to work independently with minimal supervision
4	Demonstrates ability to collaborate and work in team environment
5	Communicates effectively in one-on-one and group settings
6	Maintains an acceptable attendance record and dependability
7	Demonstrates professional code of conduct, trust, honesty and integrity

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8	Adhere to all federal, state and local safety and health guidelines and regulations
9	Demonstrates interpersonal skills to build relationships with various co-workers, guests and supervisors
10	Demonstrates understanding of key business drivers

### RELATED INSTRUCTION OUTLINE

#### COOK

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The related instruction has been developed in cooperation with the employer-partners as part of the apprenticeship. The following is a set of courses to be delivered by the subject matter experts.

Related Technical Instruction (RTI)- This instruction shall include, but not be limited to, at least 144 hours per year for each year of the apprenticeship. The related theoretical education listed below is tightly integrated with real work product. The curriculum is defined as a variety of classes, around which the exams and projects are based. By defining the RTI this way, all competencies are required of the students are met, through project work.

COURSE TOPICS	HOURS
A) Building Flavors	15 hours
B) Nutrition & Special Diets	15 hours
C) Plant-Based Cuisine/Vegetables, Grains, Nuts & Seeds	15 hours
D) Garde Manger/Hors d'oeuvres	15 hours
E) Pasta and Sauces	15 hours
F) Fish and Shellfish	15 hours
G) Poultry	15 hours
H) Beef, Pork & Lamb	15 hours
I) Baking Fundamentals	15 hours
J) Practical Exam Execution, Menu Development, Costing & Plating	15 hours
K) Online Content	30 hours

**TOTAL HOURS: 180**

**COURSE TOPIC DESCRIPTIONS:**

**1. Building Flavors (15 hours)**

This course will cover the physiology of the senses of taste and smell. Apprentices will study various combinations of herbs, spices, salts, oils, vinegars, and ingredients to create flavors and dishes for culinary applications.

**2. Nutrition & Special Diets (15 hours)**

This course will cover major categories of nutrients and their importance in a healthy diet. Other topics include dietary restrictions and leading dietary trends in the culinary industry.

**3. Plant-Based Cuisine/Vegetable, Grains, Nuts & Seeds (15 hours)**

This course will cover seasonality, preservation, and various cooking methods for a variety of vegetables and grains, with a focus on plant-based cuisine. Apprentices will learn and practice advanced knife skills to compose, plate, and incorporate a variety of ingredients to prepare plant-based dishes.

**4. Garde Manger/Hors d'oeuvres (15 hours)**

This course will encompass a diverse range of garde manger skills. Apprentices will identify various salad greens, specialty dressings, and marinades, using these in the preparation of tossed, bound, and composed salads suitable for plated or buffet-style service. Additionally, apprentices will explore both hot and cold varieties of hors d'oeuvres and identify appropriate plating techniques based on different service styles.

**5. Pasta and Sauces (15 hours)**

This course will cover the history of pasta and pasta-making. Apprentices will learn to identify different pastas and shapes, as well as different preparations and procedures for preparing and cooking fresh and dry pasta. Apprentices will also learn to execute classical and contemporary styles of sauces, including classical Mother sauces and their derivatives using a variety of preparation methods.

**6. Fish and Shellfish (15 hours)**

This course will cover the different types, structures, and composition of fish and shellfish. Apprentices will learn to fabricate fish and shellfish and apply appropriate cooking methods for both. Apprentices will also learn proper handling and storage of fish and shellfish, as well as principles of sustainable fishing.

**7. Poultry (15 hours)**

This course will introduce apprentices to different types of poultry in culinary applications. Apprentices will learn about the structure and composition of poultry, as well as how to properly inspect, handle, and store poultry. This class will also cover the fabrication of poultry and applying appropriate cooking methods for different cuts of poultry.

**8. Beef, Pork & Lamb (15 hours)**

This course will cover basic butchering procedures, product cross-utilization, and appropriate cooking methods for different cuts of beef, pork, and lamb.

**9. Baking Fundamentals (15 hours)**

This course will provide an introduction to fundamentals of baking. Apprentices will make a variety of baked goods with a focus on culinary applications.

**10. Practical Exam Execution, Menu Development, Costing & Plating (15 hours)**

This course will cover how to create and execute a three-course menu from start to finish, including considerations such as costing and plating. Apprentices will demonstrate their competency in the form of a final practical exam.

**11. Online Content (30 hours)**

Online course content for all of the above courses is provided to support and enrich on-the-job learning. Content includes readings, assessments, and assignments designed for student reflection. In addition, ServSafe Manager training and testing is provided as part of the course.