

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
GOVERNOR'S OFFICE OF WORKFORCE INNOVATION AND THE NEVADA STATE
APPRENTICESHIP COUNCIL**

Richard J. Williams, Nevada State Apprenticeship Director

REGISTRATION DATE: _____

REGISTRATION NUMBER: _____

**DEVELOPED IN COOPERATION WITH THE
US DEPARTMENT OF LABOR, THE GOVERNOR'S OFFICE OF WORKFORCE INNOVATION, 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 \$14.50 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=\$14.50/hr. 2nd 6 months = \$15.00/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.

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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/apptitude 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 12-Month	Complete Date/Initial
A	Understanding core functions and role of Stewarding department		
B	Describe functions of purchasing and receiving		
C	Ability to write menus to incorporate dietary restrictions and food intolerances		
D	Describe the various roles of front of house operations and sequence of service		

Item	Work Processes (Core Competencies)	Rating at 12-Month	Complete Date/Initial
E	Understand point of sales systems		
F	Ability to pair food and wine		
G	Describe the process of cheese making		
H	Ability to identify and apply variety of cooking methods		
I	Demonstrate meat fabrication of different meats and poultry items		
J	Prepare a variety of specialty soups and sauces		
K	Demonstrate advanced knife skills		
L	Demonstrate advanced vegetable and grain cooking methods		
M	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.

Behavioral Competencies include but are not limited to the following	
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
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
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The related instruction has been developed in cooperation with employer-partners as part of the apprenticeship. The following is a set of courses to be delivered by 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 required of the students are met, through project work.

COURSE TOPICS	HOURS
A) Leadership I	8 hours
B) Leadership II	8 hours
C) Stewarding and Sanitation	8 hours
D) Cost Management	8 hours
E) Nutrition and Special Diets	9 hours
F) Front of House Operations	10 hours
G) Introduction to Wine	10 hours
H) Building Flavors	6 hours
I) Dairy Products	4 hours
J) Principles of Cooking	10 hours
K) Stocks and Sauces	4 hours
L) Soups	4 hours
M) Butchery	10 hours
N) Veal, Beef, Pork, and Lamb	8 hours
O) Poultry	8 hours
P) Fish/Shellfish	8 hours
Q) Advanced Vegetable Cooking and Grains	8 hours
R) Pasta	4 hours
S) Salads and Salad Dressings	6 hours
T) Hors d'oeuvres	6 hours
U) Principles of Bakeshop	10 hours

Total hours: 157 hours

COURSE TOPIC DESCRIPTIONS

Human Resources and Leadership I

This course will cover the importance of developing leadership skills, focused on interpersonal communications and effectively receiving and giving feedback. This class will also discuss the professional code of conduct and exemplifying values to create a positive work culture and environment.

Human Resources and Leadership II

This course will teach how to write actionable, measurable goals to aid in achieving objectives in the workplace. This class will also cover varying critical thinking strategies and methods to teach the student to make fact-based decisions, find conflict resolutions, and strengthen problem-solving skills.

Stewarding and Sanitation

This course is designed to teach the students the function and role of the Stewarding department. Covered topics will include writing a HACCP plan, proper storage and handling of chemicals, support role in a restaurant and catering functions. This class will also teach the student to conduct internal sanitation practices according to local regulations.

Cost Management

This course will cover principles of the supply chain and purchasing and inventory procedures. It will also cover varying styles and types of menus and review menu pricing and food costs. This class will cover standardizing recipes and basic structure, cost analysis, waste management, and other cost controls in food operations.

Nutrition and Special Diets

This course will cover the topic of the major categories of nutrients, and importance in a healthy diet, dietary restrictions and trends.

Front of House Operations

This course will cover all aspects and positions of the Front of House operations. Students will learn each of the roles from host to busser and server, sequence of service, and various table settings. Included will be cash handling protocols, point of sales systems, and alcohol awareness training.

Introduction to Wine

This course will cover the basics of wine knowledge and viticulture and understanding different grape varietals. The course will cover differences between Old World versus New World and champagne versus sparkling wines. Students will study wine service and fundamentals on food and wine pairings.

Building Flavors

This course will cover the physiology of the senses of taste and smell. Students will study the various combinations of herbs, spices, salts, oils, vinegars and ingredients to create flavors. The class will focus on different international cuisines.

Dairy Products

This course is designed to study different types of domestic and international cheeses made from sheep, cow's and goat's milk. Students will learn how to properly store, handle

and serve cheese. The class will also cover the production styles of different cheeses ranging from fresh, aged, soft, semi-soft, hard and blue.

Principles of Cooking

This course will teach the principles of heat transfer to foods through conduction, convection and radiation. Students will learn different cooking methods and techniques such as dry-heat, moist-heat, combination, and reduced oxygen packaging.

Stocks and Sauces

This course will cover classical sauces along with contemporary styles of sauces. The class will expand on the principles of stock making and its foundational importance to sauce making. The students will identify and prepare classical Mother sauces and its derivatives (including modern versions) using a variety of thickening agents, and methods.

Soups

This course will cover the classifications and styles of each soup. The student will learn how to prepare a variety of specialty soups ranging from en croute, to chowders, bisques, consommés and chilled soups. The class will cover the appropriate garnishing techniques and service styles according to a la carte or banquet functions.

Butchery

This course will teach students the fundamentals of butchery, inspection, grading, structure and composition of beef, veal, pork and lamb. Proper storage of each and ageing process of applicable meats will be taught. The students will learn primal, sub primal and fabricated cuts of beef, pork, veal and lamb.

Veal, Beef, Pork and Lamb

This course is designed to identify various fabricated cuts for appropriate cooking methods. The class will cover portion control, product cross utilization, perform basic butchering procedures.

Poultry

This course will teach students the different kinds and classes of poultry, and game birds. The students will learn the structure and composition, proper storage and handling, inspection and handling of different poultry and game birds. This class will also cover butchering, meat fabrication/portion control and applying appropriate cooking methods for different cuts.

Fish and Shellfish

This course will provide an overview of the class types, structure and composition of fish and shellfish. Topics to be covered is the impact of sustainable fishing, and proper handling and storing of product. Students will learn how to fabricate fish and shellfish and identifying appropriate cooking methods.

Advanced Vegetable Cooking and Grains

This course will identify seasonality of vegetables, preserving, and various cooking methods. Students will learn and practice advanced knife skills to compose vegetable dishes, plating and incorporating a variety of grains to prepare vegetable and vegan dishes.

Pasta

This course will cover the history of pasta, and pasta making. Students will learn to identify different pastas and shapes, different preparations and procedures for preparing and

cooking fresh and dry pasta.

Garde Manger – Salads and Salad Dressings

This course will cover identify a larger variety of salad greens, and specialty dressings and marinades. The students will learn to prepare tossed, bound and composed salads, for plated or buffet style settings and service.

Hors d'oeuvres

This course will describe the role of hors d'oeuvres on a menu, various types of hot/cold and identify appropriate items on a menu based on style of service. The students will study a variety of bases, spreads, garnishing techniques, and serving utensils.

Introduction to Bakeshop

This course will introduce students to the Bake shop function and role in overall kitchen organization. The course will cover bakery organizational set up, and production for supporting restaurant operations, buffets and catering and banquets. Students will study simple and quick bread making, base fillings and sauces for pastries. The class will cover different decorations, garnishing and piping techniques.