

Cook Hotel & Restaurant (Chef De Parti)	O*Net Code	RAPIDS Code
	35-2014.00	0663CB

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 _____

	Competency Checklist	Place a check mark in the box when complete.			
		Field Training	Demonstrates Fundamentals	Proficient in Task	
	Fundamental Cook				Completion Date
1	Identification of basic food safety and sanitation and kitchen tour, restaurant safety videos				
2.	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: brunoise, battonnet, tournee, chiffonade, rondelle, concasse a tomato)				
5.	Mise en place of bakery, entree, appetizer, salad, and dessert				
	Culinarian	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion Date
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				
	Sous Chef	Field Training	Demonstrates Fundamentals	Proficient in Task	Completion Date

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: _____

Apprenticeship Competencies – Behavioral

In addition to mastering all of the essential technical competencies, an apprentice must consistently demonstrate at an acceptable level the following behavioral competencies in order to complete the apprenticeship.

Ratings are:

(4) Exceeds targets; (3) Consistently achieves targets; (2) Meets some targets; (1) Not meeting targets; or (N/A) Not applicable.

Apprentices need to receive at least a "3" ranking 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: _____

tem #	Behavioral Competencies	4	3	2	1	N/A
1.	Participation in team discussions/meetings					
2.	Focus in team discussions/meetings					
3.	Focus during independent work					
4.	Openness to new ideas and change					
5.	Ability to deal with ambiguity by exploring, asking questions, etc.					
6.	Knows when to ask for help					
7.	Able to demonstrate effective group presentation skills					
8.	Able to demonstrate effective one-on-one communication skills					
9.	Maintains an acceptable attendance record					
10.	Reports to work on time					
11.	Completes assigned tasks on time					
12.	Uses appropriate language					
13.	Demonstrates respect for customers, co-workers and supervisors					
14.	Demonstrates trust, honesty and integrity					
15.	Requests and performs work assignments without prompting					
16.	Appropriately cares for personal dress, grooming and hygiene					
17.	Maintains a positive attitude					
18.	Cooperates with and assists co-workers					
19.	Follows instructions/directions					
20.	Able to work under supervision					
21.	Able to accept constructive feedback and criticism					
22.	Able to follow safety rules					
23.	Able to take care of equipment and work place					
24.	Able to keep work area neat and clean					
25.	Able to meet supervisor's work standards					
26.	Able to not let personal life interfere with work					
27.	Adheres to work policies/rules/regulations					

Date Completed: _____ Supervisor/Trainer: _____

Section 2 – Minimum Qualifications for Apprenticeship **29 CFR § 29.5(b)(1)**

Applicants shall meet the following minimum qualifications:

1. **Age:** Shall be at least 16 years of age.
2. **Education:** Can only enter registered apprenticeship in the junior year. Currently enrolled in Culinary classes at Career Academy of Pella or previously enrolled.
3. **Physical/Mental:** Shall be physically capable of performing the essential functions of the occupation without endangering the health and safety of themselves and/or fellow workers. Applicants shall be allowed to request reasonable accommodation for a disability to meet this standard when applicable.
4. **Other:** Applicants will be drug free and agree to submit to random drug testing.

5. **Other:** Shall have parental consent if below the age of 18.

Section 3 – Term of Apprenticeship
29.5(b)(2)

29CFR§

1. The term of Apprenticeship shall be a period of reasonably continuous employment, including the probationary period as stated on this “Trade Schedule” attached to and made a part of these Standards; plus the required hours per year of related education.
2. The program is premised on competencies demonstrated in lieu of time considerations. However, Title 29, CFR Part 29 requires that time considerations be addressed in the Standards.
3. The term of apprenticeship shall be no less than 2000 hours of reasonably continuous employment and training on the job, supplemented by the required minimum 144 hours of job related education.
4. An Apprentice, who, by exceptional aptitude or as a result of past education and/or practical experience, achieves the desired level of competency in a phase of the Apprenticeship Program in less than the time designated or illustrates existing competency on the initial assessment, may be advanced to the appropriate level.

Section 4 – Apprentice to Professional Ratio

29 CFR § 29.5(b)(7)

1. A numeric ratio of apprentices to fully skilled professionals in the occupation consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship except where such ratios are expressly prohibited by collective bargaining agreements. The ratio language must be specific and clearly described as to its application to the job site, employer’s total workforce, department, or plant.
2. The ratio for peer-professional to apprentice will be no greater than 1-1 on any given shift.

Section 5 – Probationary Period

29 CFR § 29.5(b)(8) and 29 CFR § 29.5(b) (20)

1. The first 500 hours as a registered apprentice shall be considered a Probationary Period if the apprentice is a new hire, as consistent with Career Academy of Pella and the Participating Employer(s) policy.
2. During the probationary period either the apprentice or the Sponsor may terminate the Apprenticeship Agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.
3. Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.
4. After the probationary period the Apprenticeship Agreement may be canceled at the request of the apprentice, or may be suspended or canceled by the Sponsor for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the Sponsor will provide written notice to the apprentice and to the Registration Agency of the final action taken.