

MAINE APPRENTICESHIP PROGRAM SCHEDULE OF WORK EXPERIENCE

Apprentices will receive on the job learning/training in the various work areas listed below. The order in which the training is given is to be determined by the flow of work and may not necessarily be in the order listed. The times allotted to these various processes are the estimated time frames in which an average apprentice will learn and become proficient in the skill area. They are intended only as a guide; the apprentice may require more time on one area and less in another. The total term of apprenticeship is indicated below. The columns at the right constitute a record of progress for the apprentice. Each apprentice will be provided with a separate sheet in which to log their hours of experience. When the apprentice has both completed the required hours and attained proficiency in the specific skill area the Supervisor/Mentor will initial the far right column. Items for which previous credit have been given upon registration into the program should also be initialed. This sheet should be provided to the program office along with documentation of successful completion of related technical instruction when a request for completion of apprenticeship training program is submitted.

OCCUPATION: Line Cook

APPRENTICE TO JOURNEYWORKER RATIO:

(A numeric ratio of Apprentices to Journeyworkers will be consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship, with the ratio of Apprentices to Journeyworkers being one (1) Apprentice to one (1) Journeyworker whenever possible)

SOC: 35-2015.00

NAICS Code: 722511

TERM: 2000 - 4000 hours

RTI Hours: 144 hours per year

SKILLS TO BE LEARNED ON THE JOB		Hours Required	Hours Attained	Proficient As of Date	Supervisor Signature
A.	Employer Knowledge	100			
	Understands and complies with basic employment requirements such as arrives on time, communicates absences, uses time wisely & accurately records attendance				
	Adheres to employee dress code and health department standards of appearance				
	Creates and maintains a positive work environment				
	Uses effective communication – oral, written; understands kitchen vernacular				
	Seeks opportunities for ongoing professional growth; implements to improve practice and shares with colleagues as appropriate				
	Exhibits teamwork and willingness to assist others				
	Advocates for him/herself and handles conflict appropriately				
	Moves with speed of service, works with sense of urgency				
	Measures and records data per unit standards				
	Adapts quickly to changing conditions				
	<i>Performance notes:</i>				
B.	Position Specific Tasks	800 - 1600			
	Prepares food items consistently per menu specifications; able to follow recipes				
	Applies appropriate garnishment to every plate				
	Inspects completed plate per presentation standards				
	Understands and implements portion controls				

	Performs prep work per restaurant specifications				
	Performs re-stocking duties per restaurant specifications				
	Manages kitchen work flow providing assistance to other stations as needed				
	Identifies prep deficiency; implements action plan to correct				
	Receives and prepares orders in systematic order				
	Assists with inventory management				
	Organize, plans and prepare food according to order of service				
	Creates place to accommodate menu items				
	Converts weights and measures				
	Is aware of cut size specifications; maintains cut specs throughout shift				
	<i>Performance notes:</i>				
C.	Food safety, kitchen sanitation and maintenance	300-600			
	Practices good personal hygiene				
	Implements and practices sanitation and cleanliness in the kitchen and service area				
	Cares for and safely uses deep fat fryer; monitor grease quality; cleans fryer and associated equipment				
	Inspects environment for conformance with sanitary laws and health code regulations				
	Understands and uses proper cleaning of work table, stoves, refrigerators and all other equipment				
	Identifies, selects and maintains Sauté pans, pots, roasters and other hand tools				
	Applies proper knife technique; attentive to blade sharpness				
	Ensures that food is cooked to correct temperature				
	Understands and uses proper food storage for refrigeration and deep freeze; monitors holding temperatures				
	Knowledgeable in the use of ovens, stove tops, Bain Marie broilers, etc.,				
	<i>Performance notes:</i>				
D.	Basic food preparation	600-1300			
	Uses correct knife technique				
	Seasons and prepares food per menu specifications				
	Understands and uses appropriate technique for Baking				
	Understands and uses appropriate technique for roasting				
	Understands and uses appropriate technique for broiling				
	Understands and uses appropriate technique for steaming				
	Understands and uses appropriate technique for pan sauté'				
	Understands and uses appropriate technique for deep frying				
	Understands and uses appropriate technique for grill work				

	Carves and trims meats for both hot and cold service				
	Preparation and application of standard sauces, stocks and dressings				
	Preparation of various vegetables, salads and fruits				
	Monitors food preparation process				
	<i>Performance notes:</i>				
E.	Product Identification/Storage	200-400			
	Knowledge of specifications for raw materials including meats, poultry, seafood and produce				
	Routinely performs quality inspections to ensure freshness				
	Knowledgeable in quality control and food cost to maximize efficient use of raw materials				
	Knowledge of proper receiving controls				
	Stores food per established guidelines/FIFO/temperature				
	Identifies multiple causes of waste that can occur in flow of product from back door to delivery to guest				
	<i>Performance notes:</i>				
	Total Hours	2000-4000			

SKILLS TO BE LEARNED by RELATED INSTRUCTION

In accordance with the Registered Apprenticeship Standards, each apprentice shall participate in a **minimum of 144 hours per year of related trade instruction provided by the Maine Community College System** and various other industry providers

Cooking Skills Certification

- Food Safety and Sanitation/ServeSafe Certification 30 hours
- Culinary Arts I - Intro to Food service 20
- Culinary Arts II – Culinary Skills 60
- Basic Food Preparation 60
- Advanced Food Preparation 60
- Food and Beverage Service 30
- Garde Manger 30

290 hours

Hospitality Maine

5 hours

Total 295