

100MAINE 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 apprentice will use the Work Hands App to track their progress through the program, with all data approved by the Supervisor/Mentor. Using the data from the Work Hands App, the Supervisor/Mentor will complete the columns on the right and notify HospitalityMaine when the apprentice has completed all the requirements of the program. HospitalityMaine will request the apprentice's completion certificate from the Department of Labor.

OCCUPATION: Line Cook

APPRENTICE TO SUPERVISOR/MENTOR RATIO:

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

SOC: 35-2015.00

NAICS Code: 722511

TERM: 2000 hours

RTI Hours: 144 hours per year

SKILLS TO BE LEARNED ON THE JOB		Hours Required	Hours Attained	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			
B.	Position Specific Tasks	800		
	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			
C.	Food safety, kitchen sanitation and maintenance	300		
	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.,			
D.	Basic food preparation	600		
	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 saute'			
	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			
E.	Product Identification/Storage	200		
	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			

	Total Hours	2000	

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 9 hours
- Culinary Arts I - Intro to Food service 20
- Culinary Arts II – Culinary Skills 20
- Basic Food Preparation 45
- Advanced Food Preparation 45

139 hours

Hospitality Maine

5 hours

Total 144