

**COOK
(Time-Based)**

APPENDIX A

O*NET CODE 35-2012.00

This training outline is a minimum standard for Work Processes and Related Instruction. Changes in technology and regulations may result in the need for additional on-the-job or classroom training.

WORK PROCESSES

Approximate Hours

A. Maintain Kitchen and Equipment

300

1. Maintain sanitary and hygienic workspace:
 - a. Maintain clean kitchen.
 - b. Manage waste.
 - c. Ensure kitchen safety.
 - d. Clean up properly after performing task(s).
 - e. Maintain work counter.
 - f. Maintain clean hands and fingernails at all times
 - g. Maintain high standard of personal hygiene.
2. Identify and care for tools and equipment.
3. Maintain clean and sharp knife blades.
4. Identify products and their characteristics:
 - a. Identify all basic food products and know where to store them.
 - b. Identify various cleaning chemicals and their uses.
 - c. Identify variety and sizes of canned goods.
5. Production:
 - a. Maintain storeroom, general kitchen cleaning, and warehousing.
 - b. Dispose of waste properly.
 - c. Set up large-scale production, such as catering or self-service bars.

B. Preparation and Presentation of Egg Dishes

300

1. Maintain sanitary and hygienic workspace:
 - a. See A.1.
 - b. Keep workstation neat and clean.
 - c. Prevent cross-contamination, including the spread of salmonella.
2. Use tools and equipment:
 - a. Prepare eggs and omelets using sauté pans.
 - b. Understand and use a variety of spatulas, bain-marie, and utility knives.
3. Identify products and uses: Recognize sizes and types of eggs.
4. Breakfast Prep and Production:
 - a. Prepare fried, poached and boiled eggs.
 - b. Prepare complex egg dishes.
 - c. Prepare plant-based alternative to egg-based dishes.
5. Demonstrate knowledge of nutrition in use of fat and oils when cooking.

C. Fabricate, Cook, and Serve Fruits, Vegetables, Starches, Legumes and Grains

550

1. Maintain sanitary and hygienic workspace:
 - a. See A.1.
 - b. Cover and label all foods to be stored.
 - c. Keep knives and hand tools clean at all times
 - d. Wash all vegetables, dried beans, and rice.
2. Tools and equipment:
 - a. Identify and safely use a variety of small hand utensils.
 - b. Safely use and maintain a variety of knives, pots, pans, and heavy-duty equipment.
3. Product identification and knowledge:
 - a. Identify all types of varieties of fruits, vegetables, starches, legumes, and grains.
 - b. Identify various stages of ripeness for fruits and vegetables.
 - c. Understand proper storage for different types of fruits, vegetables, starches, legumes, and grains.

4. Knife Skills:
 - a. Select proper knife for each use.
 - b. Understand and execute knife cuts including small, medium, and large dice, julienne, and baton.
 - c. Safely use all kitchen knives and sharpen chef knife(ves).
5. Plant-based production:
 - a. Prepare fruits, vegetables, starches, legumes, and grains.
 - b. Understand and execute plant-based entrée, sides, and sauces.
6. Plant-based Nutrition:
 - a. Cook vegetables for retention of vitamins and minerals.
 - b. Understand nutrition value of various types of fruits, vegetables, starches, legumes, and grains.
 - c. Utilize alternative flavoring methods to fats and sodium.
 - d. Minimize use of saturated fats in dishes.

D. Fabricate Meats, Poultry, Fish and Seafood

300

1. See A.1.
 - a. Prevent cross-contamination by exercising proper food safety.
2. Sanitize butchery area and machinery.
3. Demonstrate knowledge of butchery tools and equipment:
 - a. Identify and select proper knives for meats, poultry, and seafood.
 - b. Identify and select tools for sharpening knives.
4. Meat product identification:
 - a. Identify and select primary and secondary cuts of meat.
 - b. Identify poultry, seafood, and fish.
5. Prepare poultry, meat, fish, and seafood.

E. Prepare/Cook and Serve Meats, Fish, and Seafood

600

1. Clean broiler, grill; maintain brush and brick.
2. Maintain and identify broiler tools and equipment.
3. Identify and demonstrate uses of broiling products:
 - a. Identify and select cuts of meats, poultry, shellfish, and fish used for broiling.

- b. Identify and select marinades, seasoning mixes, sauces, oils, and butters.
 - c. Distinguish degree of doneness.
 - d. Identify materials for hot sandwiches, hors d'oeuvres.
 - e. Apply understanding of meat costs; determine shrinkage.
4. Broiler Production:
 - a. Prepare compound butters, marinades, seasoning mixes, hot hors d'oeuvres, hot sandwiches.
 - b. Broil meat, poultry, fish, and seafood.
 - c. Prepare, roast, and carve meats and poultry.
 5. Garnish broiled and roasted products.
 6. Marinate meats and develop natural flavor of broiled meat.

F. Produce Hot Soups and Sauces

500

1. Apply knowledge of sanitation and hygiene in preparation of soups and sauces:
 - a. Handle bones properly to prevent bacterial growth.
 - b. Cool soups, sauces, and stocks quickly to prevent bacterial growth.
 - c. Reheat soups, holding soups and sauces in bain-marie.
 - d. Refrigerate and freeze soup and sauces properly.
 - e. Prevent cross contamination when mixing proteins.
2. Use and care for soup and sauce tools and equipment.
3. Apply knowledge bases and flavorings for the preparation of various sauces and gravies.
4. Produce stocks, court bouillon, thickeners, soups and sauces.
5. Garnish all soups and sauces.
6. Apply knowledge of nutrition in soup and stock.

G. Produce and Present Sandwiches, Salads, Cold Appetizers, Entrees, and Ready-to-Eat Product

400

1. Maintain sanitary and hygienic workspace.
2. Store and handle cold foods and beverages properly.
3. Prepare and present cold food:

- a. Cook whole meats, seafood to be served cold.
- b. Prepare cold sauces, dressings, salads, and cold sandwiches.
- 4. Garnish catering platters, tables, and sandwich plates.
- 5. Safely assemble, store, and display ready-to-eat packaged foods with proper labeling.
- 6. Apply knowledge of nutrition to produce healthful, low-fat, low-sodium cold meats.

H. Prepare and Serve Entrée Items and Hot Appetizers

400

- 1. Maintain sanitary and hygienic workspace.
- 2. Use and care for sauté tools and equipment, such as: Swiss brazier, deep-fat fryer, stove tops, and ovens.
- 3. Identify appropriate ingredients and their characteristics for entrees.
- 4. Produce hot entrees:
 - a. Make final preparation of fabricated product, including meats and seafood
 - b. Poach, braise, bake, stew, sauté, steam, roast, and grill entrees
 - c. Assemble casseroles.
- 5. Garnish plates and large-scale pans with proper portion sizes.
- 6. Plan and prepare hot entrees applying concepts of good nutrition.

I. Prepare, Produce and Present Baked Goods 300

- 1. Maintain sanitary and hygienic workspace:
 - a. Store flours to prevent vermin infection
 - b. Handle cooked pastry to prevent bacterial growth
 - c. Store baked products and pastry goods
 - d. Keep fine sieves and sifters dry and free of rust
 - e. Clean mixers, wooden pastry boards and baker's table.
- 2. Maintain and care for baking tools and equipment such as measuring equipment, baking and pastry pans, serving pieces.
 - a. Apply knowledge of ingredients and product to bakery production

- b. Apply basic principles of yeast bread to production of various doughs; adjust size of recipes
 - c. Prepare sweet roll dough and products
 - d. Produce quick breads, cakes, icings, iced cakes, cookies and pies.
3. Garnish desserts, baked goods and pastries:
- a. Make an ice cream base
 - b. Make whipped cream and garnish desserts with pastry bag
 - c. Decorate cakes; egg wash baked goods
 - d. Assemble pastry and cookie trays; set up desserts and pastries for buffet.
 - d. Produce nutritious baked goods and desserts using healthy substitutes for fat and sugar.
4. Prepare modified versions of baked goods and ice creams for diabetics and Celiac disease diets.

J. Food Costing and Basic Culinary Math

350

1. Understand and practice basic culinary math:
- a. Identify and properly use kitchen measurement tools
 - b. Understand basic culinary conversions
 - c. Understand and implement recipe adjustments using culinary math skills.
2. Plan and cost menus:
- a. Demonstrate a working knowledge of menu selection, with emphasis on determining the use of food items on the menu that are most suitable for a particular establishment
 - b. Portion foods in relationship to quantity and cost
 - c. Produce a menu with various selections; generate a complete list of food costs and profit margins of every menu item
 - d. Calculate the food cost
 - e. Understand importance and function of inventory
3. Understand the importance and function of all aspects of the kitchen.
- a. Demonstrate a fluency with basic kitchen vocabulary
 - b. Demonstrate working knowledge of all stations in kitchen

- c. Perform all job tasks related to each section of kitchen.

Approximate Total Hours 4,000

Apprenticeship work processes are applicable only to training curricula for apprentices in approved programs. Apprenticeship work processes have no impact on classification determinations under Article 8 or 9 of the Labor Law. For guidance regarding classification for purposes of Article 8 or 9 of the Labor Law, please refer to <https://dol.ny.gov/public-work-and-prevailing-wage>

COOK
APPENDIX B
RELATED INSTRUCTION

Safety/Health/Environment

1. Trade Safety
2. CPR/First Aid (minimum 6.5 hours)
3. Sanitation and Food Preservation
4. Forklift training/OSHA 10 (if applicable)
5. Food Handler Training, e.g. Servsafe
6. Sexual Harassment Prevention – must comply with Section 201-g of the Labor Law

Basic Mathematics

1. Food Cost and Inventory
2. Culinary Math

Trade Science and Theory

1. Introduction to Food Service Industry
2. Basic Food Preparation/Introductory Cooking
3. Food and Beverage Services
4. Nutrition
5. Garde Manger
6. Menu Planning
7. Baking (Basic)
8. Advanced Food Preparation
9. Special Diets for diabetics and others
10. Main Food Allergies (nuts, etc.)

Other Related Courses as Necessary

A Minimum of 144 Hours of Related Instruction is Required for Each Apprentice for Each Year.

Appendix B topics are approved by New York State Education Department.