

**BUTCHER
(Time-Based)**

APPENDIX A

O*NET CODE 51-3023.00

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.

Perform functions involving the preparation of large portions of meat. Work includes specialized slaughtering tasks, cutting standard or premium cuts of meat for marketing, preparation of value-added meats, and wrapping meats.

WORK PROCESSES

Approximate Hours

A. Workplace Knowledge

150

1. Follow and enforce all applicable workplace policies, procedures, and ordinances.
2. Understand and comply with all applicable Local, State, and Federal laws and regulations.
3. Adhere to rules and regulations established by government agencies (such as the New York State Department of Agriculture and Markets and the United States Department of Agriculture (USDA)).
4. Understand and adhere to Hazard Analysis and Critical Control Point (HACCP) plans, and facility standard operating procedures (SOP).
5. Understand trade terms and terminology (e.g., animals, livestock, poultry, etc.).
6. Participate in all workplace events (e.g., meetings, conferences, training sessions, etc.), as necessary.
7. Complete other duties and assignments, as required.

B. Sanitation and Safety

500

1. Adhere to all applicable Occupational Safety and Health Administration (OSHA), USDA, and State inspection guidelines.
2. Follow all sanitation codes and regulations, including proper handling and storing.
3. Clean and sanitize holding pens, kill rooms/floors, cutting and processing rooms, and refrigerators and freezers,

removing organic material including, but not limited to, feces, dirt, blood, hair.

4. Understand the varying sanitation needs and schedules for processing equipment, such as saws, knives, cutting surfaces, smokers, etc.
5. Sanitize surfaces with an appropriate agricultural or food-safe soap and/or sanitizing agent (depending on the application).
6. Take appropriate measures to check efficacy of cleaning and sanitization.
7. Schedule cleaning and sanitization, including reporting to agencies and/or individuals responsible for overseeing facility inspection.
8. Implement effective biosecurity procedures to maintain human health when cleaning and sanitizing.
9. Keep cutting, storage, and retail areas clean and separate from animal/livestock holding/killing facilities.

C. Facilities and Equipment

500

1. Ensure facilities and equipment adhere to safety regulations and requirements (such as sufficient cooling, lighting, and ceiling height to suspend carcasses).
2. Keep facility free from rodents, insects, debris, dust, and other contaminants; ensure floors, aisles, ceilings, drains, walls, and overhead areas are cleaned regularly.
3. Demonstrate proper care and maintenance of tools and equipment.
4. Follow standards for maintaining cleanliness of implements used in the slaughter of animals for consumption, and in the preparation of large portions of meat.
5. Identify and safely use a variety of tools and utensils; maintain a sharp edge for tools, and restore edges as needed.
6. Demonstrate knowledge of various equipment (including, but not limited to, handsaws, bandsaws, grinders, slicers, packing and linking machines), and maintain for proper functioning.
7. Understand use and application of various equipment and machinery, such as:
 - a. Stun/kill box or other restraining facilities.
 - b. Hooks, pulleys, and rails for suspending carcasses.

- c. Skinning, dehairing, or defeathering equipment, such as skinning cradles, air compressors, scalders, and pluckers.
- d. Production line
 - i. Set-up (saws, knives, cutting instruments, etc.)
- e. Packaging machines
 - i. Understand the maintenance of machinery and tools used to pack products, and know the process for vacuum sealing, heat shrink packing, bulk bagging, and wrapping in butcher paper.
- f. Grinding machines
 - i. Understand the fat and species composition of ground meat products; set up and operate grinding equipment to achieve product specifications.
- g. Smokers
 - i. Understand how to operate a smoker, and learn how to prepare meats with rubs, injections, and/or brines prior to smoking.
- h. Linking machines
 - i. Case and link sausage meats.
- i. Patty machines
 - i. Make patties from ground meat.

D. Pre-Slaughter Process

500

1. Preparation
 - a. Assemble equipment (stunners, knives, etc.) needed for slaughtering.
 - b. Prepare production line and ready animals/livestock for slaughter (in accordance with facility schedule and SOP).
2. Unloading/Handling
 - a. Properly work gates on trailers and pens to ensure worker and animal safety.
 - b. Handle animals calmly and humanely to reduce bruising or decreased meat quality from stressful handling.
 - c. Safely navigate animals through alleys and holding pens; move poultry into and out of crates, or off trailers, and place them in holding areas.

- d. Identify animals not fit for human consumption (disabled, diseased, sick, etc.), and separate from healthy animals for more thorough inspection.

E. Slaughter Process

1000

1. Stunning

- a. Load animals safely into the stun/kill box.
- b. Identify and use appropriate stunning equipment and handling systems, such as races, lairages, restraint devices, and stunning devices
- c. Learn to properly stun animals prior to slaughtering and follow proper stunning methods and equipment, by species.
- d. Identify the stunning system to be used, depending on the type/species of animal (such as manual, mechanical, and electric stunning; semi-automatic three-point stunning; carbon dioxide; etc.).
- e. Understand the risks to human health and safety for each stunning device and method.

2. Slaughtering

- a. Understand proper handling and exsanguination techniques by species, including time from stunning, and animal handling during bleed-out.
- b. Properly shackle hind legs of animals to raise them for slaughtering and/or skinning; size shackles and/or cones according to species.
- c. Learn proper procedure for performing confirmation of death.
- d. Skin sections of animals or whole animals.
- e. Slit open, eviscerate, and trim carcasses of slaughtered animals.
- f. Remove head, neck, and feet; prepare for further processing.
- g. Remove feathers, hides, and/or dehair carcasses.
- h. Remove and sort viscera of slaughtered animals to separate edible portions from offal using food safe manners.
- i. Pluck, skin, and gut poultry; shave or singe, skin, and/or defeather carcasses.
- j. Identify specified risk materials (SRMs) in cattle (brain, spinal code, tissue, etc.) that are of high risk for prion

contamination; perform age-based removal of spinal cords and nerve roots (ganglia) in bovines according to federal and state requirements.

- k. Wash and prepare carcasses for chilling/preservation; split applicable carcasses for chilling using saws.
- l. Follow identification procedures for carcasses – both by owner and by inspection type.

F. Butchering Process

2000

1. Bone, cut, and prepare meat.
2. Perform initial carcass breaking cuts.
3. Saw or split carcasses into smaller portions to facilitate handling. Break animal down into hind and forequarters or halves of beef, pork, lamb, and goat.
4. Perform primal cuts (loin, rib, chuck for beef, etc.), and sub-primal cuts (ribeye, tenderloin, top round; etc.).
5. Bone, trim, and slice beef, pork, lamb, and goat.
 - a. Prepare, tie, and net fresh roasts.
 - b. Cut and trim steaks and chops.
6. Break poultry carcasses into retail cuts (leg and breast quarters, wings, drumsticks, thighs, soup bones, etc.).
7. Trim head meat.
8. Perform postmortem inspection of the head, viscera, organs, and carcasses to identify whole carcasses, individual parts, or organs that are not safe for human consumption.

G. Processing of Meat Products

500

1. Follow proper deboning techniques, including removal of cartilage, silver skin, and other undesirable inclusions.
2. Grind meat including cubed meat, trimmings, and properly prepared offal and variety meats, to prepare burger, sausages, luncheon meats, and other meat products. Understand how to formulate fat percentages, grind/size, and inclusions based on final product.
3. Prepare ground meat, stew meat, offal, and variety meats (liver, heart, tongue, kidneys, oxtail, soup bones, etc.)
4. Prepare raw lard and tallow.
5. Understand the process for the value-added production of fresh meat products (such as bulk plain meat, sausage, patties, marinated meats, etc.), and how to cut fresh meat

strips, make cubed steaks, and slice raw meats thinly for shaved products.

6. Cure meats for preserving and flavoring (such as smoking, brining, and dry curing), using various seasonings and preservatives.

H. Preservation and Storage

500

1. Understand the role and importance of transportation systems for meat products.
2. Keep dry, refrigerated, and frozen storage areas clean and orderly; maintain space between walls and stored items for cleaning and inspection.
3. Rotate stock; remove and separate damaged or out of date stock.
4. Prepare carcasses/meat for chilling and freezing:
 - a. Know the capacity limits by species and number of animals for coolers and freezers.
 - b. Understand the time to chill and freeze as well as the importance of maintaining humidity and temperature.
5. Prepare meat for packaging, using methods such as butcher paper, bulk bags, heat shrinking, and vacuum sealing; label packages according to state or federal regulations and by species, cut, value added, etc.

I. Waste Disposal

150

1. Understand the waste disposal process and how to implement a system in accordance with regulations and facility SOP.
2. Properly dispose of carcasses, parts, hides, and/or organs that are not safe for human consumption:
 - a. Transport, store, and dispose of waste to prevent contamination.
 - b. Use clearly marked containers for waste.
 - c. Keep waste separate from areas used for product or ingredient movement.

J. Sales Operations and Documentation

200

1. Sales options
 - a. Understand requirements under processing plant certification (5A Custom Exempt, USDA, others if applicable).

- b. Establish cost of division of carcasses.
 - c. Establish selling prices based on current market rates and cost of production/processing.
 - d. Display meat products for sale.
 - e. Engage with customers to provide product and service information.
 - f. Follow appropriate procedures when taking customer orders (if applicable).
2. Documentation
- a. Understand environmental testing, tracing, and animal identification procedures.
 - b. Identify common diseases and disease reporting processes.
 - c. Demonstrate familiarity with import/export records and documentation procedures (if applicable).
 - d. Maintain records and logs, in accordance with regulations and facility SOP; ensure all forms and documents are complete and accurate.

Approximate Total Hours 6000

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>

BUTCHER

APPENDIX B

RELATED INSTRUCTION

Safety and Health

1. All Applicable Local, State, and Federal Regulations (such as regulations for running custom exempt and USDA facilities).
2. Agency-specific Laws and Regulations
3. Sexual Harassment Prevention Training – must comply with section 201-g of the Labor Law
4. Occupational Safety and Health Administration (OSHA) 10-Hour General Industry Training Course
5. Hazard Analysis Critical Control Point (HACCP) Training
6. Right-to-Know/Safety Data Sheets (SDS)
7. First Aid and CPR (minimum of 6.5 hours)
8. Safety and Accident Awareness
9. Personal Protection Equipment (PPE)
10. Fall Protection
11. Fire Protection and Prevention
12. Biological, Chemical, and Physical Hazards
13. Occupational Noise Hazards
14. Ergonomic/Musculoskeletal Hazards
15. Sanitation and Cleanup Operations
16. Workplace Hygiene
17. Illness Prevention
18. Hazardous Energy (Lockout/Tagout)
19. Machine Guarding
20. Process Safety Management
21. Egress and Blocked Exits

Trade Skills and Theory

1. Meat Science Basics
2. Basic Mathematics and Biology (as applied to trade)
3. Trade Terminology
4. Environmental Testing and Recordkeeping

5. Animal Welfare
6. Rearing Timelines
7. Animal Handling and Transportation Methods
8. Animal/Livestock Condemnation
9. Stunning and Killing Methods
10. Slaughter Methods and Techniques
11. Boning and Cutting Methods
12. Meat Processing, Preparation, and Preservation
13. Standard and Alternative Processing Methods
14. Principles of Chilling and Refrigeration
15. Packaging and Distribution of Finished Product
16. Principles of Sanitation
17. Butcher Waste and Disposal Methods

Workplace Job Skills

1. Overview of Workplace and Industry
2. Workplace Organization and Structure
3. Knowledge of Slaughter/Meat Industry
4. Care, Maintenance, and Operation of Plant/Facilities
5. Tools and Equipment
6. Employment and Labor Rules and Regulations
7. Inspection Requirements
8. Retail, Sales, and Merchandise
9. Communication Skills
10. Management Skills
11. Inventory Management and Recordkeeping
12. Employer Specific Skills

Additional Topics as Required

A minimum of 144 hours of Related Instruction is required for each Apprentice, each year.

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