



ONTARIO COLLEGE OF TRADES

ORDRE DES MÉTIERS DE L'ONTARIO

Apprenticeship
Curriculum Standard

Chef

Trade Code: 415C

Date: 2008

Please Note: Apprenticeship Training and Curriculum Standards were developed by the Ministry of Training, Colleges and Universities (MTCU). As of April 8th, 2013, the Ontario College of Trades (College) has become responsible for the development and maintenance of these standards. The College is carrying over existing standards without any changes.

However, because the Apprenticeship Training and Curriculum Standards documents were developed under either the *Trades Qualification and Apprenticeship Act* (TQAA) or the *Apprenticeship and Certification Act, 1998* (ACA), the definitions contained in these documents may no longer be accurate and may not be reflective of the *Ontario College of Trades and Apprenticeship Act, 2009* (OCTAA) as the new trades legislation in the province. The College will update these definitions in the future.

Meanwhile, please refer to the College's website (<http://www.collegeoftrades.ca>) for the most accurate and up-to-date information about the College. For information on OCTAA and its regulations, please visit: <http://www.collegeoftrades.ca/about/legislation-and-regulations>

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Introduction

This new curriculum standard for the Chef trade is based upon the on-the-job performance objectives, located in the industry-approved training standard.

The curriculum is organized into 11 reportable subjects. The Program Summary of Reportable Subjects chart summarizes the training hours for each reportable subject.

The curriculum identifies only the learning that takes place off the job. The in-school program focuses primarily on the theoretical knowledge and the essential skills required to support the performance objectives of the Apprenticeship Training Standards. Employers/Sponsors are expected to extend the apprentice's knowledge and skills through practical training on the work site. Regular evaluations of the apprentice's knowledge and skills are conducted throughout training to ensure that all apprentices have achieved the learning outcomes identified in the curriculum standard.

It is not the intent of the in-school curriculum to perfect on-the-job skills. The practical portion of the in-school program is used to reinforce theoretical knowledge. Skill training is provided on the job.

Program Summary of Reportable Subjects

Number	Reportable Subjects	Hours Total	Hours Theory	Hours Practical
S0861	Sanitation and Food Safety	75	75	0
S0862	Butchery and Charcuterie Theory	24	24	0
S0863	Butchery and Charcuterie Practical	39	0	39
S0864	Pastry (Chocolate and Sugar) Theory	21	21	0
S0865	Pastry (Chocolate and Sugar) Practical	39	0	39
S0866	Food Presentation	24	09	15
S0867	Resource Management	24	24	0
S0868	Menu Management	36	36	0
S0869	Property Management	30	30	0
S08670	Wines, Liqueur, Beer and Spirits	24	24	0
S08671	Communications	24	24	0
	Total	360	267	93

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Number:	S0861
Reportable Subject:	SANITATION AND FOOD SAFETY
Duration:	Total 75 hours Theory 75 hours Practical 0 hours
Prerequisites:	Basic sanitation certification
Content:	<ul style="list-style-type: none">61.1 Identify Health and safety hazards in the workplace pertaining to pathogenic microorganisms61.2 Demonstrate knowledge of proper food temperature for cooking, holding, cooling, storing and serving61.3 Demonstrate knowledge of correct use of chemical dosage and water temperatures for ware washing and sanitizing61.4 Demonstrate knowledge of proper cleaning, sanitizing and maintenance of equipment61.5 Identify all food holding, production, receiving and storage areas and demonstrate the ability to develop a cleaning schedule61.6 Describe the difference between food allergies and food intolerances61.7 Design and prepare recipes suitable for individuals who suffer from current common food allergies and food intolerances61.8 Demonstrate knowledge of standard operating procedures regarding food allergies and intolerances61.9 Demonstrate a working knowledge of Hazard Analysis Critical Control Point HACCP61.10 Demonstrate knowledge of HACCP audit procedures61.11 Complete a sanitation-training program including HACCP61.12 Identify potential occupational hazards
Evaluation & Testing:	Assignments related to theory and appropriate application skills Minimum of one mid-term test during the term Final test at end of term Periodic quizzes

Mark Distribution:

Theory Testing	Practical Application Testing	Final Assessment
20%	30%	30%

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Instructional and Delivery Strategies:	Theory Classes Lecture Computer Assisted Presentations Internet Research On Line Learning
Reference Materials:	Cooking Instruction books Internet On-Line

S0861.0 Sanitation and Food Safety

Duration: Total 75 hours Theory 75 hours Practical 0 hours

Cross Reference to Training Standards: Unit 1 (61.1 to 61.10)

GENERAL LEARNING OUTCOMES

Upon successful completion the apprentice is able to demonstrate the ability to maintain a safe environment for self and others that complies with current government regulations and be certified to train junior staff to a basic level sanitation certification.

LEARNING OUTCOMES AND CONTENT

61.1 Identify Health and safety hazards in the workplace pertaining to pathogenic microorganisms

- Identify common pathogenic microorganisms and their sources
- Identify environmental conditions that encourage the growth of microorganisms
- Identify environmental conditions that prohibit or discourage the growth of microorganisms

61.2 Demonstrate knowledge of proper food temperature for cooking, holding, cooling, storing and serving as per health regulations

- Explain the effects of proper food temperature for cooking, holding (hot and cold), storing and serving
- Explain the correct setup and use of kitchen equipment for food storage, preparation, cooking and holding
- Design strategies to ensure the proper internal temperatures are maintained or achieved during storage, cooking and service of food
- Identify common kitchen equipment for food storage, preparation, cooking and holding

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- 61.3 Demonstrate knowledge of correct use of chemical dosage and water temperatures for ware washing and sanitizing
- Identify acceptable chemical sanitizers and their concentrations for effective safe use
 - Demonstrate the correct procedures to wash (clean) equipment, pots, small wares, dishes and cutlery
 - Demonstrate the correct use of chemical and temperature sanitizing procedures for ware washing
 - Demonstrate the correct use of chemical and temperature sanitizing procedures for tools and equipment washing
- 61.4 Demonstrate knowledge of proper cleaning, sanitizing and maintenance of equipment according to manufacturer's specifications and government regulations
- Interpret manufacturer's specifications for the safe cleaning and sanitizing of equipment
 - Develop maintenance schedules for kitchen equipment
 - Train junior kitchen employees as to the correct safe cleaning and sanitizing of kitchen equipment
- 61.5 Identify all food holding, production, receiving and storage areas and demonstrate the ability to develop a cleaning schedule in accordance with the food safety and sanitation procedures
- Develop cleaning schedules for receiving areas, food preparation areas and food service areas
 - Design report sheets to manage ongoing cleaning and sanitizing of food areas
- 61.6 Describe the difference between food allergies and food intolerances
- Explain the potential effects of an allergic reaction on an individual's physiological processes
 - Explain the potential effects of food intolerances on an individual's physiological processes
 - Identify common food allergies and their sources
 - Identify common food intolerances and their sources
- 61.7 Design and prepare recipes suitable for individuals who suffer from current common food allergies and food intolerances
- Identify hidden sources of foods that can commonly trigger allergic reactions
 - Identify hidden sources of foods that can commonly trigger food intolerance reactions

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- 61.8 Demonstrate knowledge of standard operating procedures regarding food allergies and intolerances
- Demonstrate the ability to create a suitable work environment to prepare foods to prevent allergic reaction
 - Demonstrate the ability to create a suitable work environment to prepare foods to prevent a food intolerance reaction
 - Explain the appropriate actions to be taken to assist an individual during an allergic or food intolerance reaction i.e. anaphylactic shock verses milder reactions
- 61.9 Demonstrate a working knowledge of Hazard Analysis Critical Control Point HACCP
- Explain the history of HACCP
 - Explain the critical factors that make HACCP an internationally accepted procedure
- 61.10 Demonstrate knowledge of HACCP audit procedures
- Participate in developing a HACCP audit
 - Explain effective management strategies required to manage a HACCP audit
 - Participate in an HACCP audit
 - Explain the appropriate management of audit information
- 61.11 Complete a sanitation-training program including HACCP according to government regulations and demonstrate the ability to train staff accordingly
- Achieve certification to deliver basic level sanitation certification i.e. “TrainCan”
 - Identify effective training techniques
- 61.12 Identify potential occupational hazards and demonstrate an ability to ensure WHMIS procedures are fully implemented
- Achieve certification through The Ontario Service Safety Alliance (OHSA) for The Ontario Occupational Health and Safety Act (OHSA) – Health and Safety Certification Part 1 and 2 and WHMIS course
 - Participate in a Joint Health and Safety Committee
 - Participate in ensuring the implementation of WHMIS
 - Identify strategies used to manage the safety in the kitchen environment

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Number:	S0862
Reportable Subject:	BUTCHERY AND CHARCUTERIE THEORY
Duration:	Total 24 hours Theory 24 hours Practical 0 hours
Prerequisites:	None
Content:	<p>62.1 Identify the bone and muscle structure of larger animals and poultry</p> <p>62.2 Explain the process of slaughtering animals</p> <p>62.3 Explain conditioning or ageing of meat</p> <p>62.4 Identify primal, sub-primal and retail cuts of beef, veal, lamb and pork</p> <p>62.5 Identify and explain the various categories of fish</p> <p>62.6 Identify the various categories of shellfish</p> <p>62.7 Identify the various classical fabricated cuts/presentations of shellfish</p> <p>62.8 Identify the various classical fabricated cuts/presentations of fish</p> <p>62.9 Describe various classical charcuterie items</p> <p>62.10 Describe classical and contemporary presentations of charcuterie items</p> <p>62.11 Identify and explain the various elements required for sausage production</p> <p>62.12 Explain the preservative methods used to cure, smoke and air dry charcuterie items</p> <p>62.13 Explain the correct procedures to serve raw fish</p>
Evaluation & Testing:	Assignments related to theory and appropriate application skills Minimum of one mid-term test during the term Final test at end of term Periodic quizzes

Mark Distribution:

Theory Testing	Practical Application Testing	Final Assessment
50%	20%	10%

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Instructional and Delivery Strategies:	Theory Classes Lecture Computer Assisted Presentations Internet Research On Line Learning Reference Materials:
Reference Materials:	Cooking Instruction books Internet On-Line

S0862.0 Butchery and Charcuterie Theory

Duration: Total 24 hours Theory 24 hours Practical 0 hours

Cross Reference to Training Standards: Unit 2 (62.1 to 62.8)

GENERAL LEARNING OUTCOMES

Upon successful completion the apprentice is able to demonstrate a working knowledge of butchery and charcuterie.

LEARNING OUTCOMES AND CONTENT

- 62.1 Identify the bone and muscle structure of larger animals and poultry
- Identify the skeletal structure of beef, lamb, pork, chickens, turkey and duck
 - Identify the muscle structure of beef, lamb, pork, chickens, turkey and duck
- 62.2 Explain the process of slaughtering animals in accordance with government regulations
- Explain preparing animals for slaughter
 - Explain meat inspectors' role and function
 - Explain the various methods used to stun the animals.
 - Explain exsanguination
 - Explain the process used to dress the carcasses of various animals.
 - Explain the meat graders role and function
 - Explain the Canadian laws pertaining to the sale of meat for human consumption
- 62.3 Explain conditioning or ageing of meat
- Explain the changes that occur to muscle tissue after death
 - Deliberate about process of dry ageing
 - Deliberate about the cryovac process
 - Compare both methods of ageing
 - Explain the advantages and disadvantages of each method of conditioning and aging
 - Explain the correct methods for storing meat

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- 62.4 Identify primal, sub-primal and retail cuts of beef, veal, lamb and pork according to Institutional Meat Purchase Specifications (IMPS) / North American Meat Processors Association (NAMP) and the Canadian Meat Council (CMC)
- Identify classical fabricated cuts of meat traditionally used by chefs
- 62.5 Identify and explain the various categories of fish
- Identify fresh water and saltwater varieties
 - Identify round fish species
 - Identify lean and oily fish
 - Identify flat fish species
 - Compare the differences between farmed fish and wild fish
 - Explain the appropriate preparation methods for various fish
 - Explain the appropriate cooking methods for various fish
- 62.6 Identify the various categories of shellfish
- Identify crustaceans
 - Identify univalve molluscs
 - Identify bivalve molluscs
 - Identify cephalopod molluscs
 - Identify echinoderms
 - Explain the appropriate preparation methods for shellfish
 - Explain the appropriate cooking methods for shellfish
- 62.7 Identify the various classical fabricated cuts/presentations of shellfish
- 62.8 Identify the various classical fabricated cuts/presentations of fish
- 62.9 Describe various classical charcuterie items
- Identify the ingredients required to make a Pâté en Crôte
 - Explain the construction and cooking of a Pâté en Crôte
 - Identify the ingredients required to make a Pâté en Terrine
 - Explain the construction and cooking of a Pâté en Terrine
 - Identify the ingredients required to make a Ballotine
 - Explain the construction and cooking of a Ballotine
 - Identify the ingredients required to make Galantine
 - Explain the construction and cooking of Galantine

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- 62.10 Describe classical and contemporary presentations of charcuterie items
- Identify Chaud-Froid sauces
 - Describe aspic jelly
 - Describe the correct method for glazing food items
 - Identify various moulds used to prepare charcuterie items
 - Describe the use of truffles and other elements for decoration
- 62.11 Identify and explain the various elements required for sausage production
- Identify various forcemeats
 - Identify various casings
 - Identify various seasonings
 - Explain the methods used to form sausages
- 62.12 Explain the preservative methods used to cure, smoke and air dry charcuterie items
- Explain dry curing
 - Explain wet curing
 - Explain hot smoking
 - Explain cold smoking
 - Explain air-drying
- 62.13 Explain the correct procedures to serve raw fish
- Explain sushi-serving procedures
 - Explain sashimi-serving procedures

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Number: **S0863**

Reportable Subject: **BUTCHERY AND CHARCUTERIE PRACTICAL**

Duration: Total 39 hours Theory 0 hours Practical 39 hours

Prerequisites: None

Content: 63.1 Butcher a large animal into primal, sub-primal and fabricated cuts
63.2 Butcher a short-loin of beef
63.3 Butcher poultry and fowl into primal segments according to industry standards
63.4 Prepare fish
63.5 Fabricate shellfish into recognized market forms
63.6 Prepare, cook and present Charcuterie items
63.7 Produce fresh, cured and smoked sausages
63.8 Produce cured and smoked fish
63.9 Produce raw fish preparations

Evaluation & Testing: Assignments related to theory and appropriate application skills
Minimum of one mid-term test during the term
Final test at end of term
Periodic quizzes

Mark Distribution:

Theory Testing	Practical Application Testing	Final Assessment
50%	20%	10%

Instructional and Delivery Strategies: Practical Lab
Demonstration
Lecture
Practical Assignment

Reference Materials: Cooking Instruction books
Internet On-Line

S0863.0 Butchery and Charcuterie Practical

Duration: Total 39 hours Theory 0 hours Practical 39 hours

Cross Reference to Training Standards: Unit 2 (62.1 to 62.8)

GENERAL LEARNING OUTCOMES

Upon successful completion the apprentice is able to butcher animals and poultry into primal, sub primal and fabricated cuts fabricate fish and shellfish and produce classical charcuterie products.

LEARNING OUTCOMES AND CONTENT

63.1 Butcher a large animal into primal, sub-primal and fabricated cuts

Butcher a lamb or pork carcass (cut into primal cuts)

Fabricate the following:

- Boneless, stuffed, tied roasts
- Chops
- Cutlets
- Noisettes
- Medallions
- Frenched Racks

63.2 Butcher a short-loin of beef

Fabricate the following:

- Boneless, stuffed, tied roasts
- Porterhouse Steak
- T-Bone Steak
- Striploin Steak
- Filet Mignon Steak
- Tournedo Steak
- Chateaubriand Steak

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63.3 Butcher poultry and fowl into primal segments according to industry standards

Fabricate the following:

- Suprêmes
- Boneless legs
- For sauté
- Spatchcock
- For Galantine

63.4 Prepare fish

Fabricate the following:

- Fillets
- Darne
- Tronçon
- Suprêmes
- Délice
- Goujon/Goujonette
- Paupiette
- Colbert

63.5 Fabricate shellfish into recognized market forms according to accepted industry standards

Prepare, cook and present the following shellfish:

- Oysters
- Scallops
- Mussels
- Clams
- Crab
- Lobster
- Crayfish
- Shrimp
- Prawns/Scampi

63.6 Prepare, cook and present Charcuterie items

Prepare, cook and present the following Charcuterie items:

- Pâté en Crôte
- Pâté en Terrine
- Vegetable Terrine
- Ballotine
- Galantine
- Glaze with Aspic Jelly

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63.7 Produce fresh, cured and smoked sausages

- Fresh
- Cured
- Smoked

63.9 Produce cured and smoked fish

- Cured
- Smoked

63.9 Produce raw fish preparations

Produce the following raw fish preparations:

- Sushi
- Sashimi
- Fish Tartar

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Number:	S0864
Reportable Subject:	PASTRY (SUGAR AND CHOCOLATE) THEORY
Duration:	Total 21 hours Theory 21 hours Practical 0 hours
Prerequisites:	None
Content:	64.1 Identify the different forms in which cocoa and chocolate are available 64.2 Explain the process of tempering chocolate 64.3 Identify and explain different chocolate designs and garnish 64.4 Identify and describe the different stages of cooking sugar 64.5 Explain the process of preparing 64.6 Identify sugar garnishes for dessert presentation 64.7 Identify chocolate for dessert presentation
Evaluation & Testing:	Assignments related to theory and appropriate application skills Minimum of one mid-term test during the term Final test at end of term Periodic quizzes

Mark Distribution:

Theory Testing	Practical Application Testing	Final Assessment
50%	20%	10%

Instructional and Delivery Strategies:	Theory Classes Lecture Computer Assisted Presentations Internet Research On Line Learning
Reference Materials:	Cooking Instruction books Internet On-Line

S0864.0 Pastry (Chocolate and Sugar) Theory

Duration: Total 21 hours Theory 21 hours Practical 0 hours

Cross Reference to Training Standards: Unit 2 (62.10 – 62.11)

GENERAL LEARNING OUTCOMES

Upon successful completion the apprentice is able to demonstrate a working knowledge of sugar and chocolate confections.

LEARNING OUTCOMES AND CONTENT

- 64.1 Identify the different forms in which cocoa and chocolate are available
- Identify chocolate liquor
 - Identify chocolate couverture
 - Identify chocolate coating
 - Identify cocoa powder
- 64.2 Explain the process of tempering chocolate
- Explain the different methods of tempering chocolate
 - Describe the importance of correctly tempering couverture
- 64.3 Identify and explain different chocolate designs and garnish by moulding and shaping chocolate
- Identify chocolate filigree
 - Identify moulded chocolate (brush and pouring methods)
 - Identify patterned chocolate sheets and rolls
 - Identify chocolate stencils and cut-outs
- 64.4 Identify and describe the different stages of cooking sugar
- Identify and explain sugar re-crystallization
 - Identify the storage for the different forms of sugar to prevent deterioration
 - Explain the use of isomalt

64.5 Explain the process of preparing

- Rock Sugar
- Spun Sugar
- Pulled and Blown Sugar
- Poured Sugar
- Caramelized Sugar
- Colour Sugar

64.6 Identify sugar garnishes for dessert presentation according to established industry standards

- Sugar Sticks
- Spun Sugar Nests
- Pulled Sugar Bow Ribbon
- Pulled Sugar Flower and Leaf
- Bubble Sugar
- Caramelized Sugar Decorations

64.7 Identify chocolate for dessert presentation according to established industry standards

- Chocolate Cigarettes
- Chocolate Fans and Twirls
- Chocolate Robbins and Bow
- Chocolate Filagree
- Chocolate Patterned Sheets
- Chocolate Butterflies

CHEF

Number: **S0865**

Reportable Subject: **PASTRY (CHOCOLATE and SUGAR) PRACTICAL**

Duration: Total 39 hours Theory 0 hours Practical 39 hours

Prerequisites: None

Content:

- 65.1 Prepare chocolate designs and garnish (classical and contemporary)
- 65.2 Produce a chocolate centrepiece
- 65.3 Cook sugar syrup and produce
- 65.4 Produce sugar centrepieces
- 65.5 Prepare sugar garnishes for dessert presentation
- 65.6 Prepare chocolate garnishes for dessert presentation

Evaluation & Testing: Assignments related to theory and appropriate application skills
Minimum of one mid-term test during the term
Final test at end of term
Periodic quizzes

Mark Distribution:

Theory Testing	Practical Application Testing	Final Assessment
50%	20%	10%

Instructional and Delivery Strategies: Practical Lab
Demonstration
Lecture
Practical Assignment

Reference Materials: Cooking Instruction books
Internet On-Line

S0865.0 Pastry (Chocolate and Sugar) Practical

Duration: Total 39 hours Theory 0 hours Practical 39 hours

Cross Reference to Training Standards: Unit 2 (62.10 – 62.11)

GENERAL LEARNING OUTCOMES

Upon successful completion the apprentice is able to work with chocolate and sugar to create and design artistic dessert plates.

LEARNING OUTCOMES AND CONTENT

- 65.1 Prepare chocolate designs and garnish (classical and contemporary) by moulding and shaping chocolate
- Produce tempered chocolate
 - Modeling chocolates
 - Patterned chocolate sheets
 - Moulded chocolate / brush and pouring methods
 - Chocolate stencils and cutouts
- 65.2 Produce a chocolate centrepiece composed of
- Modeling chocolate
 - Patterned chocolate
 - Moulded chocolate
 - Chocolate stencils
- 65.3 Cook sugar syrup and produce
- Spun sugar
 - Poured sugar
 - Pulled sugar
 - Caramelized sugar
- 65.4 Produce sugar centrepieces
- Produce poured sugar centrepieces
 - Produce pulled sugar centrepieces
 - Produce spun sugar centrepieces
 - Produce caramelized sugar centrepieces

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65.5 Prepare sugar garnishes for dessert presentation according to established industry standards

- Prepare sugar sticks
- Prepare spun sugar nests
- Prepare pulled sugar bow and ribbon
- Prepare pulled sugar flower and leaf
- Prepare bubble sugar
- Prepare caramelized sugar decorations

65.6 Prepare chocolate garnishes for dessert presentation according to established industry standards

- Prepare chocolate cigarettes
- Prepare chocolate fans and twirls
- Prepare chocolate robbins and bow
- Prepare chocolate filagree
- Prepare chocolate patterned sheets
- Prepare chocolate butterflies

S0866.0 Food Presentation

Duration: Total 24 hours Theory 09 hours Practical 15 hours

Cross Reference to Training Standards: Unit 2 (62.9)

GENERAL LEARNING OUTCOMES

Upon successful completion the apprentice is able to create and describe a practical, creative food presentation, which displays height, contrast and varying colours according to various classical and contemporary presentation styles.

LEARNING OUTCOMES AND CONTENT

- 66.1 Explain food design elements and principles
- Explain the use of height, contrast and colour to create a positive visual impact
 - Explain the importance of texture and temperatures in regards to food presentation
 - Explain the importance of choosing the appropriate plate/bowl/dish to present food
- 66.2 Explain the classical standards pertaining to the construction of garnitures
- Explain the fundamentals of pairing appropriate garnishes with appropriate types of menu items
 - Design appropriate garnishes for appropriate types of menu items both classical and contemporary
- 66.3 Explain the practicalities of designing plate presentations for different menu situations, i.e., hotel banquet versus an “À la carte” restaurant
- Design plate presentations (for entire menu) suitable for contemporary “À la Carte” menu
 - Design plate presentations (for entire menu) suitable for high quality banquet service
 - Design plate presentations (for entire menu) suitable for a Bistro

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Number: **S0867**

Reportable Subject: **RESOURCE MANAGEMENT**

Duration: Total 24 hours Theory 24 hours Practical 0 hours

Prerequisites: None

Content:

- 67.1 Identify the importance of human resource management practice to organizational effectiveness
- 67.2 Identify and understand the requirements of relevant laws that impact on employment and the workplace
- 67.3 Design a comprehensive job description
- 67.4 Design an effective staff selection process
- 67.5 Describe and develop staff orientation procedures
- 67.6 Design a staff schedule
- 67.7 Design and develop a staff performance appraisal system
- 67.8 Identify the components of an effective disciplinary policy

Evaluation & Testing: Assignments related to theory and appropriate application skills
Minimum of one mid-term test during the term
Final test at end of term
Periodic quizzes

Mark Distribution:

Theory Testing	Practical Application Testing	Final Assessment
50%	20%	10%

Instructional and Delivery Strategies: Theory Classes
Lecture
Cases Studies
Internet Research
Role-play specific human resource activities such as job interviews and conducting disciplinary and termination meetings

Reference Materials: Cooking Instruction books
Internet On-Line

S0867.0 Resource Management

Duration: Total 24 hours Theory 24 hours Practical 0 hours

Cross Reference to Training Standards: Unit 3 (63.1 to 63.11)

GENERAL LEARNING OUTCOMES

Upon successful completion the apprentice is able to effectively manage the human resource component of the workplace in accordance with government regulations.

LEARNING OUTCOMES AND CONTENT

- 67.1 Identify the importance of human resource management practice to organizational effectiveness
- Define the key human resources roles of various kitchen staff
 - Identify key human resource challenges facing Canadian restaurants now and in the future
- 67.2 Identify and understand the requirements of relevant laws that impact on employment and the workplace
- Analyze the issues concerning workplace human rights and privacy legislation
 - Identify key elements of legislation governing employment standards
 - Analyze the issues concerning workplace harassment and sexual harassment
- 67.3 Design a comprehensive job description
- Identify the job analysis process
 - Identify job responsibilities, tasks and specifications
- 67.4 Design an effective staff selection process
- Apply employment standards and human rights legislation to the recruitment, candidate evaluation and hiring process
 - Conduct an effective resume review process
 - Design legal and effective candidate interview questions
 - Conduct a comprehensive candidate evaluation process
 - Conduct a thorough candidate reference, background and credential evaluation

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- 67.5 Describe and develop staff orientation procedures
- Identify the importance of an effective orientation program
 - Identify critical elements of an orientation program
- 67.6 Design a staff schedule
- Analyze task requirements compared to staffing needs
- 67.7 Design and develop a staff performance appraisal system
- Identify the purposes of conducting staff performance appraisals
 - Identify effective appraisal systems
- 67.8 Identify the components of an effective disciplinary policy
- Identify the process of formal progressive discipline
 - Identify appropriate levels of discipline for various types of workplace misconduct and unacceptable performance issues
 - Write a disciplinary letter
 - Describe the principles of attendance management
 - Identify the principles of employee termination

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Number: **S0868**

Reportable Subject: **MENU MANAGEMENT**

Duration: Total 36 hours Theory 36 hours Practical 0 hours

Prerequisites: Sanitation and Food Safety, Food Preparation, Wine, Liquor, Beer and Spirits

Content:

- 68.1 Explain the purpose, elements and structure of a yield analysis
- 68.2 Perform a yield analysis on two (2) standard recipes
- 68.3 Determine Inventory required according to menu needs
- 68.4 Describe the elements and structure of an inventory sheet
- 68.5 Perform an Inventory control
- 68.6 Explain the purposes and differences between a purchase order and a food requisition
- 68.7 Control stock by writing purchase orders and requisitions
- 68.8 Explain the principle of shelf life and its implications
- 68.9 Describe the importance of cultural and ethnic sensitivities about food and its preparation
- 68.10 Describe and explain various religious and dietary food requirements
- 68.11 Explain the principles of FIFO and storeroom management
- 68.12 Explain the principals of safe handling and storage of food
- 68.13 Describe major allergies and food intolerances including lactose, glucose, shellfish, celiac and nut
- 68.14 Develop a menu and recipes for specific diets in relation to cultural, religious, allergenic and food intolerances and other health related issues
- 68.15 Explain the value of market research
- 68.16 Identify various means and types of market research and their uses
- 68.17 Explain the uses of market research in the compilation of menus
- 68.18 Explain the principles and use of menu engineering mechanics
- 68.19 Analysis of Menu engineering results

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Evaluation & Testing: Assignments related to theory and appropriate application skills
Minimum of one mid-term test during the term
Final test at end of term
Periodic quizzes

Mark Distribution:

Theory Testing	Practical Application Testing	Final Assessment
50%	20%	10%

Instructional and Delivery Strategies: Theory classes
Computer labs
Computer assisted presentation
Internet research

Reference Materials: Cooking Instruction books
Internet On-Line

S0868.0 Menu Management

Duration: Total 36 hours Theory 36 hours Practical 0 hours

Cross Reference to Training Standards: Unit 4 (64.1 – 64.13)

GENERAL LEARNING OUTCOMES

Upon successful completion the apprentice is able to write menus and recipes considering demographics, cultural, ethnic, food intolerances and health related dietary needs and restrictions, convert yields of standard recipes, prepare a par-stock of food items needed for menu production, develop and document a purchasing, inventory, safe food handling and storing strategy based on “first in, first out” (FIFO) and Hazard Analysis and Critical Control Points (HACCP) principles as well as use a industry standard menu engineering mechanics template to establish popularity and profitability of grouped menu items.

LEARNING OUTCOMES AND CONTENT

- 68.1 Explain the purpose, elements and structure of a yield analysis
- Explain the purpose and process of converting As Purchased (AP) product and cost to consumable product and actual cost
 - Explain industry used terminology and mathematical applications such as the percentage and/or factor method to calculate As Purchased, Loss (L), Usable Portion (UP), Edible Portion (EP), Consumable Portion (CP), and Yield (Y)
 - Explain the purpose and application of a butcher yield test.
 - Explain the various factors causing a potential loss of product based on quality of product, storage condition, pre-preparation, trimming and cooking methods and skill level of food handler
 - Perform an actual yield analysis based on comparable products using the percentage and the factor method and interpret the results
- 68.2 Perform a yield analysis on two (2) standard recipes
- Explain and demonstrate the impact of the difference between AP cost and EP cost while calculating the recipe and subsequent portion cost.
 - Explain the difference between product and portion yield
 - Prepare and extend the cost of a 10 ingredient recipe considering various product yields
 - Explain and demonstrate the conversion factor used to calculate recipe quantity for increase and/or decrease of portion yield
 - Explain and demonstrate the mathematical process of converting a standard recipe quantity for increase and/or decrease of portion yield

- 68.3 Determine Inventory required according to menu needs
- Design product usage/inventory list based on standard recipes, usage frequency and food/purchasing groups
 - Design purchasing policies for perishable and non-perishable products based on storage capacity and delivery conditions
- 68.4 Describe the elements and structure of an inventory sheet
- Explain the difference between a perpetual and physical inventory sheet and their application
 - Evaluate the difference of inventory sheets organised alphabetically and/or by physical location of the product
 - Explain the concept of perpetual stock vs. actual stock and variances.
 - Classify products following the A:B:C:D: system of inventory
 - Identify similarities between bin cards and an inventory sheet.
 - Perform a physical inventory extended cost calculation
- 68.5 Perform an Inventory control
- Identify a par stock level, a safety factor and an average usage amount between order and delivery time for perishable and non-perishable goods
 - Apply the A:B:C:D: system of inventory in conjunction with the established re-order point
 - Describe an inventory control system including order and purchasing procedures, requisitions, purchase orders, receiving records, credit/debit notes, receiving records, bin cards, perpetual and physical inventory sheets as well as security issues
- 68.6 Explain the purposes and differences between a purchase order and a food requisition
- Identify the purpose of a requisition
 - Describe the function of the purchaser and/or the purchasing department
 - Explain the function of a purchase order, purchase order number and the legal obligation for the vendor and the purchaser
 - Explain the function of product specifications in connection with requisitions and purchase orders
 - Explain the control processes based on requisitions, purchase orders, invoices, credit/debit notes and receiving summary sheet
- 68.7 Control stock by writing purchase orders and requisitions
- Explain the purpose of par-stock, safety level and average usage amount
 - Establish order frequency for perishables and non-perishables based on storage space and stock rotation and sales forecast

- 68.8 Explain the principle of shelf life and its implications
- Develop an inventory identification plan applying date received stickers and/or colour coded product stickers identifying the shelf life and expiry dates for perishable and non-perishable goods
 - Explain the potential health hazard of date-expired food products.
 - Explain the flavour change in volatile food products
 - Identify the appropriate storage temperatures and humidity levels for all product groups
 - Explain the change in texture of protein products influenced by time, temperature and humidity
- 68.9 Describe the importance of cultural and ethnic sensitivities about food and its preparation
- Explain multiculturalism and identify indigenous food items for each ethnic group
 - Describe the staple and popular food items for each ethnic group
 - Describe preparation and cooking methods to authenticate ethnic origins
 - Explain acceptable substitutions for ingredients and seasoning
- 68.10 Describe and explain various religious and dietary food requirements
- Identify the major religious groups and their food preparation requirements based on religious beliefs
 - Describe the various methods of animal slaughter to conform to different religions
 - Explain allowed and forbidden usage or combination of food ingredients.
 - Explain vegan, vegetarian and ovo-lacto-vegetarian diets not motivated by religion
 - Explain the function of a Rabbi and Mashgiach pertaining to food item selection, combination and preparation
 - Describe the required food intake to maintain a healthy body based on age, body size, activity level, male or female, pregnant or breast feeding women
- 68.11 Explain the principles of FIFO and storeroom management
- Describe the FIFO method of stock rotation where stored product which was purchased first, by purchase date, is moved to the front to be used first and subsequent purchases are being stored behind
 - Explain the regulation of the local building code and HACCP guidelines pertaining to dry good storage
 - Describe the bin card system
 - Explain the allocation of bins based on frequency of use and/or alphabetically
 - Explain the function of requisitions for issuance of products

- 68.12 Explain the principals of safe handling and storage of food according to HACCP and the rotation of products
- Follow the principals of HACCP and conduct a hazard analysis of the receiving and storage areas, as well as the distribution logistics of food products
 - Explain the importance of food product approved storage containers.
 - Describe the various methods of food storage to shield products from pests and potential environmental contamination
 - Explain the potential hazards of storing non-food products in food storage areas
 - Describe the HACCP symbols pertaining to food and non-food products
- 68.13 Describe major allergies and food intolerances including lactose, glucose, shellfish, celiac and nut
- Identify the difference between intolerance and allergy to various food products
 - Explain un-intentional cross contamination
 - Describe the various food allergens responsible for an allergic reaction.
 - Identify the most common food items causing allergic reactions in children, adults and ethnic groups
 - Identify potentially anaphylaxis reactions for specific intolerances such as gluten, lactose, shellfish, tree nuts, fish, eggs and legumes
 - Develop a strategic plan to avoid cross contamination from storage to production to service of food products
- 68.14 Develop a menu and recipes for specific diets in relation to cultural, religious, allergenic and food intolerances and other health related issues
- Explain the various nutritional needs for all age groups from infant to the elderly
 - Explain the demographic based preference of food products and seasoning
 - Explain various menu items and recipes accommodating health related issues, i.e. low sodium, diabetic diet, low fat, animal substance free diets, alcohol free diets, protein reduced and protein enhanced diets, high and low fibre diets, heart smart and nutritionally balanced diets
 - Prepare menu offerings and recipes accommodating ethnic groups' preferences, religious requirements and restrictions
 - Prepare allergen free menu offerings and recipes for commonly known allergic reactions

- 68.15 Explain the value of market research
- Explain the relevance of market research for the purpose of positioning an establishment in a specific area based on customer spotting and profiling, competitor analysis, market penetration and saturation and trade area delineation
 - Analyze market research results for planning a theme, style and concept, opening hours, creation of appropriate menu layout, menu pricing and potential competition
- 68.16 Identify various means and types of market research and their uses
- Identify the types of demographics and market research for their application and results based on various focuses such as population and ethnic mix, age range, marital status, occupation, education, population density, housing mix, ratio between residential and industrial, religious groups, earned and disposable income
 - Interpret the revelation of facts in the planning process of a food service establishment best suited for the area
- 68.17 Explain the uses of market research in the compilation of menus
- Interpret market analysis data to offer menu items which are popular with the area residents
 - Explain the importance of competitive menu pricing to attract patrons from competing establishments
 - Explain the variety of menu offerings to satisfy the expectations of various age ranges and their nutritional needs
 - Explain the use of appropriate menu appearance and writing to attract the area residents
- 68.18 Explain the principles and use of menu engineering mechanics
- Explain the importance of menu engineering components and their source
 - Introduce the menu analysis techniques developed by Michael L. Kasavana and Donald I. Smith. Principles of food and labour cost controls – Paul R. Dittmer ISBN0471397032
 - Introduce source information and calculations for Cost percentage (projected and actual), Sales, Sales mix data and Gross profit
 - Explain Menu mix – Sales (Revenue) per item, group and overall, Sales mix – Popularity index per group and overall, Cost percentage per group and overall – projected and actual, Gross profit Contribution margin per group and overall, Menu factor and Menu matrix
 - Introduce menu categories, Hi and Low, Star, Plowhorse, Dog and Puzzle
 - Apply information to calculate a Menu analysis

68.19 Analysis of Menu engineering results

- Interpret calculations and analyse items results
- Explain potential corrective actions to be taken
- Recalculate and analyse revised menu and interpret results
- Explain the importance of periodic recalculation of static and flexible menus

CHEF

Number:	S0869
Reportable Subject:	PROPERTY MANAGEMENT
Duration:	Total 30 hours Theory 30 hours Practical 0 hours
Prerequisites:	None
Content:	<p>69.1 Identify the steps in evaluating the workplace</p> <p>69.2 Identify the process in developing maintenance schedules</p> <p>69.3 Prepare a maintenance schedule by designing maintenance logs, checklists and timetables</p> <p>69.4 Describe the process of property maintenance</p> <p>69.5 Demonstrate the ability to write maintenance reports including deficiency reports</p> <p>69.6 Describe the process for determining budgetary requirements for furniture, fixtures and equipment</p> <p>69.7 Demonstrate the ability to develop and amortization plan</p> <p>69.8 Identify new equipment requirements according to strategies, priorities and business volume</p> <p>69.9 Identify daily inventory requirements according to function and volume</p> <p>69.10 Demonstrate the ability to develop and inventory log and schedules</p> <p>69.11 Explain the principles of kitchen design and functionality</p>
Evaluation & Testing:	Assignments related to theory and appropriate application skills Minimum of one mid-term test during the term Final test at end of term Periodic quizzes

Mark Distribution:

Theory Testing	Practical Application Testing	Final Assessment
50%	20%	10%

CHEF

Instructional and Delivery Strategies:	Theory Classes Lecture Power Point Presentation Case studies Internet research On line learning Field trip
Reference Materials:	Cooking Instruction books Internet On-Line

S0869.0 Property Management

Duration: Total 30 hours Theory 30 hours Practical 0 hours

Cross Reference to Training Standards: Unit 5 (65.1 – 65.6)

GENERAL LEARNING OUTCOMES

Upon successful completion the apprentice is able to evaluate and maintain the workplace in terms of budgetary requirements and maintenance scheduling according to management principles and health codes. Identify new capital equipment requirements, establish an inventory log and develop an amortization plan

LEARNING OUTCOMES AND CONTENT

- 69.1 Identify the steps in evaluating the workplace according to kitchen management principles and health codes
- Design audit form for regular physical inspections of all areas and follow up plan
 - Identify equipment requirement in correspondence to menu design
 - Explain the importance of an internal health and safety committee and its role for a safe job environment
 - Explain the role of the federal, provincial and local health codes and its adherence to it by the department and the role of the local public health inspector
 - Identify legal minimum requirements to workplace safety and sanitation
 - Explain accident prevention, crisis management and life safety systems
 - Explain the importance of the HVAC in a kitchen
- 69.2 Identify the process in developing maintenance schedules
- Explain the steps that the kitchen and maintenance department have to take prior to establishing the schedule
 - Identify the role of the stewarding department in regards to department maintenance
 - Design maintenance schedules for the department and its sections and determine the time sequences
 - Identify who needs to be involved in the reporting and auditing process

- 69.3 Prepare a maintenance schedule by designing maintenance logs, checklists and timetables in accordance with manufacturers' specifications
- Identify the purpose of a maintenance log and who is involved in the reporting process
 - Design a checklist based on equipment inventory, taking in consideration age, model and servicing sequence of equipment
 - Design timetables that identify the servicing sequence and steps to be followed at time of maintenance service
 - Explain the impact of not following the described manufacturer's maintenance service requirements and the impact on its warranty
 - Explain the impact on not using proper replacement parts and possible safety issues
- 69.4 Describe the process of property maintenance
- Identify the role of the maintenance/engineering department with external parties such as fire department, city, WSIB, environmental codes
 - Explain how to establish an internal process considering the needs of all departments, time sequencing and staffing requirements
 - Design a master plan that considers all departments, response time and level of importance in accordance to the Occupational Health and Safety Act
 - Explain the handling of recycling requirements in accordance with provincial and local by-laws
 - Review the Innkeepers Act
- 69.5 Demonstrate the ability to write maintenance reports including deficiency reports according to appropriate regulations
- Identify the difference between a maintenance and a deficiency report and the response requirements
 - Identify the reporting procedure of both reports and what format is required
 - Explain the importance of the immediate response of a deficiency report and what legal implications it may bear if neglected
- 69.6 Describe the process for determining budgetary requirements for furniture, fixtures and equipment
- Describe the correlation between the budget against the income statement and its effects for capital equipment replacement
 - Identify what role the straight line and diminishing depreciation has when considering capital equipment purchases
 - Explain how and what percentage is required against the master/departmental budget for furniture and fixtures to maintain the established standards
 - Identify a plan that tracks age and lifespan of capital equipment to attain expected replacement date

- 69.7 Demonstrate the ability to develop and amortization plan
- Explain the various options of financing capital equipment
 - Explain the advantages and disadvantages of financing capital equipment
 - Identify the difference between new and used equipment financing/purchase
 - Explain an amortization schedule and its obligation
 - Develop and calculate an amortization plan
- 69.8 Identify new equipment requirements according to strategies, priorities and business volume
- Identify new equipment requirements against expected lifespan, stress, design and design changes of existing unit
 - Explain change of menu and production changes and its effects on new equipment purchase
 - Explain business volume changes, time management in production, expansions and streamlining of units and departments and how equipment improves these scenarios
- 69.10 Identify daily inventory requirements according to function and volume
- Identify the procedure of daily inventory and its correlation to business volume
 - Identify the timing of ordering product to maintain consistent flow of production
 - Explain the importance of catering and kitchen department communication in connection to inventory requirements
 - Explain the importance of creating a par-stock, designing a perpetual and actual inventory system
 - Identify the role that the General Stores has in regards to inventory, business volume and delivery timing
- 69.10 Demonstrate the ability to develop and inventory log and schedules
- Design an inventory log and explain its function towards production and business volume
 - Identify the importance of an inventory log between general stores and kitchen
 - Explain the role of an inter-departmental inventory log and schedule in connection to daily production
- 69.11 Explain the principles of kitchen design and functionality
- Explain the principles of new build kitchen design and functionality
 - Explain the principles of kitchen renovation design and functionality

CHEF

Number:	S0870
Reportable Subject:	WINE, LIQUEUR AND SPIRITS
Duration:	Total 24 hours Theory 24 hours Practical 0 hours
Prerequisites:	None
Content:	70.1 Describe the winemaking process from the harvesting stage to the bottling of wine 70.2 Describe the importance of soil, climate, annual weather conditions, grape variety and the influence of the winemaker on the wine 70.3 Identify the key wine growing regions in the world and describe the appellations in each of these areas 70.4 Identify the factors that determine the style of wine 70.5 Describe the classification the different varieties of wine and spirits 70.6 Identify the principles of food and wine pairing 70.7 Identify the key steps in the wine tasting process 70.8 Describe the key factors in the proper storage and presentation of wine 70.9 Identify the different styles of beer and its influence on cooking and pairing with food
Evaluation & Testing:	Assignments related to theory and appropriate application skills Minimum of one mid-term test during the term Final test at end of term Periodic quizzes

Mark Distribution:

Theory Testing	Practical Application Testing	Final Assessment
50%	20%	10%

Instructional and Delivery Strategies:	Lecture Theory Lab Demonstration Wine Tasting Exercises Food and Wine Pairing Practical Assignment Winery Visit
Reference Materials:	Cooking Instruction books Internet On-Line

S0870.0 Wine, Liqueur and Spirits

Duration: Total 24 hours Theory 24 hours Practical 0 hours

Cross Reference to Training Standards: Unit 6 (6.1 to 6.6)

GENERAL LEARNING OUTCOMES

Upon successful completion the apprentice is able to demonstrate the ability to identify the various alcoholic products and will be able to demonstrate the correct uses and techniques for wine, liqueur, spirits and beer in cooking.

LEARNING OUTCOMES AND CONTENT

70.1 Describe the winemaking process from the harvesting stage to the bottling of wine

- Identify the stages in making white, red and rosé wine
- Explain the action of yeast on sugar to produce alcohol
- Describe the fermentation process used to produce wine
- Explain the terms chaptalization and malo-lactic fermentation in wine making
- Explain racking, fining and maturation prior to bottling of wine

70.2 Describe the importance of soil, climate, annual weather conditions, grape variety and the influence of the winemaker on the wine

- Identify the wide range of climates in wine producing regions
- Describe the different soil types suitable for grape growing
- Describe the impact of weather conditions on the quality of grapes grown
- Identify the key grape varieties used in the production of wine
- Explain the influence of the winemaker on the style and quality of wine

70.3 Identify the key wine growing regions in the world and describe the appellations in each of these areas

- Identify the wine regions classified as old and new world
- Identify the major wine growing regions in terms of wine production
- Identify and compare the legal categories of wine in the wine regions of the world
- Interpret the components of a wine label
- Identify the common shapes of wine bottles according to grape variety and region

- 70.4 Identify the factors that determine the style of wine
- Describe the process in which white, red and rosé wines are made
 - Define the terms dry, off-dry, medium and sweet for wine
 - Compare and rate wines according to the amount of residual sugar content
 - Identify the styles of wine specific to the region of production
- 70.5 Describe the classification the different varieties of wine and spirits according to the method of production
- Define table, sparkling, dessert and liqueur (fortified) wines
 - Describe the various methods of production for sparkling wines
 - Identify the key characteristics in the production of Port, Sherry, Madeira and Vermouth
 - Explain the process of distillation to produce spirits and liqueurs
- 70.6 Identify the principles of food and wine pairing
- Identify the six key food flavours
 - Salty
 - Sour/Sharp
 - Savoury
 - Spicy
 - Smoky
 - Sweet
 - Describe the concept of food and wine pairing
 - Identify key varieties of wine to match meats, poultry, seafood, game, dessert and cheeses
- 70.7 Identify the key steps in the wine tasting process
- Identify the components of sight – clarity, intensity, colour
 - Explain the components of smell – condition, intensity, aroma
 - Describe the components of taste – sweet/dry, acidity, tannin, body, alcohol, fruit character and length/finish
 - Assess the quality, maturity and price-value relationship
- 70.8 Describe the key factors in the proper storage and presentation of wine
- Identify the proper storage temperature for wines and explain the impact of temperature on the longevity of wines
 - Describe the impact of humidity, light and vibration on the long-term storage of wine
 - Identify the appropriate glassware for the service of the main varieties of wine

- 70.9 Identify the different styles of beer and its influence on cooking and pairing with food
- Describe the key ingredients used in the production of beer
 - Describe the brewing process used to produce beer
 - Identify the various styles of beer available in the global market
 - Identify the varieties of beer that pair with different types of food
 - Identify the use of beer in cooking

S0871.0 Communications

Duration: Total 24 hours Theory 24 hours Practical 0 hours

Cross Reference to Training Standards: 63.11 and unit 7

GENERAL LEARNING OUTCOMES

Upon successful completion the apprentice is able to communicate effectively and professionally in both verbal and written form.

LEARNING OUTCOMES AND CONTENT

- 71.1 Construct reports and memoranda
- Utilize appropriate software to write reports and memoranda
 - Convey concepts and ideas in a clear and concise manner
 - Utilize software to correct spelling and grammar mistakes
- 71.3 Effectively use email in a professional manner
- Explain the common functions available in current email software packages
 - Utilize the common functions available in current email software packages
 - Communicate professionally via email
- 71.3 Explain the importance of interpersonal communication
- Self-assess strengths and weaknesses with respect to interpersonal communication
 - Explain strategies to improve interpersonal communications
 - Practice strategies to improve interpersonal communications
- 71.4 Utilize the telephone in an effective manner
- Explain telephone etiquette
 - Self assessment of verbal skills in order to communicate professionally
 - Explain strategies to improve verbal skills
 - Practice strategies to improve verbal skills
 - Compose a professional voice mail message