Apprenticeship Training Standard

Institutional Cook

Trade Code: 415D

Development Date: March 2009
CONTENTS

Preface .............................................................................................................................................1
Definitions .......................................................................................................................................2
Important Directions to the Apprentice ...........................................................................................4
Important Directions for the Sponsor/Employer & Supervisor/Trainer ..........................................4
Notice/Declaration for Collection of Personal Information ............................................................5
Roles and Responsibilities of Apprentice, Sponsor/Employer and Supervisor/Trainer ...............6
Skill Set Completion Form ..............................................................................................................8
Learning Outcome Completion Form .............................................................................................9
Apprentice Completion Form ........................................................................................................10

TRAINING CONTENT

A. Description/Duties .............................................................................................................11

B. On-the-Job Training Performance Objectives
   U5631 Demonstrate Safe Working Practices and Techniques.................................12
   U5632 Communicate in the Workplace .................................................................15
   U5633 Perform Occupational Skills .....................................................................16
   U5634 Prepare Stocks from Scratch or Convenience .........................................18
   U5635 Prepare Soups from Scratch or Convenience ........................................19
   U5636 Prepare Basic Sauces from Scratch or Convenience .............................22
   U5637 Prepare Seafood from Scratch or Convenience ........................................24
   U5638 Prepare Meat and Poultry from Scratch or Convenience ......................26
   U5639 Prepare Fruits and Vegetables from Scratch or Convenience ...............28
   U5640 Prepare Starches and Grains from Scratch or Convenience .................30
   U5641 Prepare Salads and Dressing from Scratch or Convenience .................32
   U5642 Prepare Eggs and Dairy Products from Scratch or Convenience ..........34
   U5643 Prepare Baked Goods, Pastry, and Desserts from Scratch or Convenience 36
   U5644 Prepare Sandwiches and Hors D’Oeuvres from Scratch or Convenience ...38
   U5645 Prepare Meals for Special Diets from Scratch or Convenience ..............40

C. Learning Outcomes ...........................................................................................................41

Apprentice Record .......................................................................................................................42
PREFACE

This Schedule of Training was developed by the Ministry of Training, Colleges, and Universities (MTCU), in partnership with the Industry Advisory Committee and in consultation with representatives from the industry. This document is intended to be used by apprentice, supervisor/trainer and sponsor/employer as a "blueprint" for training and as a prerequisite for completion and certification.

This training document becomes the apprentice’s only record of workplace training performance.

Supervisor/trainer and apprentice are required to sign off and date the skill following each successful acquisition, unless a skill is marked shaded (optional).

The care and maintenance of this training document are the joint responsibility of the apprentice and the sponsor/employer. By signing off the skill, the supervisor/trainer and the apprentice are indicating that the apprentice has demonstrated competence of the skill. This training standard has been developed specifically for documenting the apprentices’ acquisition of skills of the trade.

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
DEFINITIONS

ACA
Apprenticeship and Certification Act, 1998

Certificate of Apprenticeship (C of A)
Certification issued to individuals who have demonstrated that they have completed an apprenticeship in Ontario.

Certificate of Qualification (C of Q)
Certification issued to C of Q applicants who have achieved a passing grade on the certification exam for their trade.

Competence
The ability of an individual to perform a skill repeatedly and without assistance in the workplace to the standard set out in the Training Standard or Schedule of Training.

Competency Analysis Profile
A document that identifies the training needs of an individual trade and details the skills/skill sets that must be demonstrated.

Industry Committee (IC) - under the ACA and Provincial Advisory Committee (PAC) under the TQAA
Under the ACA and TQAA, the Minister may appoint a provincial committee in any trade or group of trades to advise the Minister in matters relating to the establishment and operation of apprenticeship training programs and trades qualifications.

Journeyperson or Equivalent
A person who has acquired the knowledge and skills in a trade, occupation or craft as attested to by a provincial or territorial authority.

Mandatory
Status assigned to unshaded individual skills, skill sets or general performance objective which must be signed off for the apprentice to complete their program.

Optional
Status assigned to shaded individual skills, skills sets or general performance objective for which sign-off is not required for the apprentice to complete the program.

Schedule of Training
An apprenticeship training standard which includes the on-the-job performance objectives and off-the-job learning outcomes

Sign-off
Signature of the sponsor/employer of record or an individual, to whom that sponsor or employer has delegated signing authority, indicating an apprentice’s achievement of competence.
Skill
Individual skill described in the Training Standard (note: does not mean the larger skill groups referred to in the Training Standard as Skill Sets, Training Units, or General Performance Objective, but the individual skills that make up those groups).

Skill Sets
Group of individual skills found in the Training Standard (may also be called Training Unit or General Performance Objective)

Skill Set Completion Form (and Learning Outcome Completion Form)
Lists all skill sets and includes space for sign-off by sponsor/employer of record.

Sponsor/Employer
Means a person that has entered into a registered training agreement under which the person is required to ensure that an individual is provided with workplace-based training in a trade, other occupation or skill set as part of an apprenticeship program approved by the Director.

Sponsor/Employer of Record
Refers to the sponsor or employer documented as the signatory to the current training agreement or contract. In order for a sponsor/employer to be considered for the training of apprentices, they must identify that the workplace has qualified journeypersons or equivalent on site and can identify that the workplace has the tools, equipment, materials, and processes which have been identified by Provincial Advisory Committees (PACs) or Industry Committees (ICs) to be required for the trade.

Nutrition Manager
An individual responsible for the management of the food service department.

Supervisor
An individual, who oversees the execution of a task, oversees the actions or work of others.

Dietician
An individual responsible for the high-risk nutritional assessments in LTC and in/out patient counselling.

Trainer
A qualified trainer in a compulsory trade is a journeyperson with a Certificate of Qualification or in a voluntary trade is an individual who is considered equivalent to a journeyperson with a Certificate of Qualification.

TQAA
Trades Qualification and Apprenticeship Act.

Training Standard
A document that has been written in concise statements, which describe how well an apprentice must perform each skill in order to become competent. In using the document, trainers will be able to ensure that the apprentice is developing skills detailed for the occupation.
IMPORTANT DIRECTIONS

Apprentice

1. All complete skills or skill sets must be signed off and dated by both the apprentice and sponsor/employer when either all terms of the contract have been completed or the apprentice leaves the employ of the employer.

2. It is the responsibility of the apprentice to inform the local Apprenticeship Client Services Office regarding the following changes:
   - change of sponsor/employer address;
   - change of apprentice name or address;
   - transfer to a new sponsor/employer.

3. The Skill Set Completion Form and Learning Outcome Completion Form must be completed and signed by the current sponsor/employer and presented to the local Apprenticeship Client Services Office at the fulfillment of all terms of a Training Agreement.

4. The apprentice completion form with the Completed and Authorized Schedule of Training must be presented to the local Apprenticeship Client Services Unit.

Sponsors/Employers and Supervisors/Trainers

The Schedule of Training identifies skills and supporting learning outcomes required for this trade/occupation and its related training program.

This Schedule of Training has been written in concise statements which describe how an apprentice must perform each skill/outcome in order to become competent. Competence means being able to perform the task to the required standard.

In using this training standard, supervisors/trainers will be able to ensure that the apprentice is developing the skills detailed for the trade/occupation.

Supervisors/Trainers and apprentices are required to sign off and date the skills following each successful acquisition.

Sponsors/Employers participating in this training program will be designated as the Signing Authority and are required to attest to successful achievement by signing the appropriate box included at the end of each skill set.

The employers are required to provide an official letter of competency in order for the apprentice to be eligible to write the exam.
NOTICE OF COLLECTION OF PERSONAL INFORMATION

1. At any time during your apprenticeship training, you may be required to show this training standard to the Ministry of Training, Colleges and Universities (the Ministry). You will be required to disclose the signed Apprenticeship Completion form to the Ministry in order to complete your program. The Ministry will use your personal information to administer and finance Ontario’s apprenticeship training system, including confirming your completion and issuing your certificate of apprenticeship.

2. The Ministry will disclose information about your program completion and your certificate of apprenticeship to the Ontario College of Trades, as it is necessary for the College to carry out its responsibilities.

3. Your personal information is collected, used and disclosed by the Ministry under the authority of the Ontario College of Trades and Apprenticeship Act, 2009.

4. Questions about the collection, use and disclosure of your personal information by the Ministry may be addressed to the:

Manager, Employment Ontario Contact Centre
Ministry of Training, Colleges and Universities
33 Bloor St. E, 2nd floor, Toronto, Ontario M7A 2S3
Toll-free: 1-800-387-5656; Toronto: 416-326-5656
ROLES & RESPONSIBILITIES OF APPRENTICE, SPONSOR/EMPLOYER AND SUPERVISOR/TRAINER

Apprentice  “Apprenticeship is Learning On-the-job”

- Practice safe work habits.
- Use your apprenticeship training standard as a journal to keep track of which skills you have achieved.
- Talk over your training plan with your Training Consultant, Employer, Union, or Sponsor.
- Know what tools are required for your trade and how to use them.
- Ask questions and keep asking.
- Talk to your employer about your training needs.
- Demonstrate enthusiasm and good work habits.
- Ensure that you and your supervisor/trainer sign off skill/skill sets upon demonstration of competency.

Sponsor/Employer  “Training is an Investment”

- Demonstrate safe work habits.
- Attest to successful achievement by signing the skill/skills sets.
- Provide opportunities and time for the apprentice to learn the trade.
- Offer practical trade training experiences that cover all of the skill sets.
- Foster work ethics that support training while minimizing productivity losses.
- Set out clear expectations, then recognize or reward performance excellence.
- Involve both the apprentice and supervisor/trainer in developing the training plan.
- Use the Training Standard as a monitoring tool and part of regular performance evaluations.
- Select supervisors/trainers with good communication skills and who work well with others.
- Encourage supervisors/trainers to take upgrading courses - (e.g., Train the Trainer, Mentor Coach, etc).
- Complete the Skill Set Completion Form once the apprentice has demonstrated competency in the training.
- Ensure that the apprentice always works under the direction of or has access to a qualified supervisor/trainer.
- Vary the apprentice’s exposure to all the skills set out in the training standard.
**Supervisor/Trainer**

- Demonstrate safe work habits.
- Treat apprentices fairly and with respect.
- Use the Training Standard as a guide to evaluating competence in each skill area. In using the Training Standard, supervisors/trainers will be able to ensure that the apprentice is developing skills detailed for the trade/occupation.
- Review the Training Standard with the apprentice and develop a training plan.
- Respond fully to all questions.
- Be patient. Explain what is to be done then, show how it is done, and then let the apprentice demonstrate the task.
- Provide continuous feedback.
- Sign off individual skills/skill sets once the apprentice demonstrates competence in the skill.

**Suggestions for Assessing the Progress of the Apprentice in the Workplace**

- Use informal daily observation.
- Provide constructive feedback to build confidence.
- Allow the supervisor/trainer time to teach and demonstrate the skills.
- Take prompt action wherever problems occur.
- Conduct regular performance reviews involving the apprentice, supervisor/trainer and sponsor/employer.
- Use the Training Standard as the reference for establishing the competency of the apprentice.
SKILL SET COMPLETION FORM

<table>
<thead>
<tr>
<th>SKILLS SETS</th>
<th>TITLE</th>
<th>SIGNING AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>U5631</td>
<td>DEMONSTRATE SAFE WORKING PRACTICES AND TECHNIQUES</td>
<td></td>
</tr>
<tr>
<td>U5632</td>
<td>COMMUNICATE IN THE WORKPLACE</td>
<td></td>
</tr>
<tr>
<td>U5633</td>
<td>PERFORM OCCUPATIONAL SKILLS</td>
<td></td>
</tr>
<tr>
<td>U5634</td>
<td>PREPARE STOCKS</td>
<td></td>
</tr>
<tr>
<td>U5635</td>
<td>PREPARE SOUPS</td>
<td></td>
</tr>
<tr>
<td>U5636</td>
<td>PREPARE BASIC SAUCES</td>
<td></td>
</tr>
<tr>
<td>U5637</td>
<td>PREPARE SEAFOOD</td>
<td></td>
</tr>
<tr>
<td>U5638</td>
<td>PREPARE MEAT AND POULTRY</td>
<td></td>
</tr>
<tr>
<td>U5639</td>
<td>PREPARE FRUITS AND VEGETABLES</td>
<td></td>
</tr>
<tr>
<td>U5640</td>
<td>PREPARE STARCHES AND GRAINS</td>
<td></td>
</tr>
<tr>
<td>U5641</td>
<td>PREPARE SALADS AND DRESSING</td>
<td></td>
</tr>
<tr>
<td>U5642</td>
<td>PREPARE EGGS AND DAIRY PRODUCTS</td>
<td></td>
</tr>
<tr>
<td>U5643</td>
<td>PREPARE BAKED GOODS, PASTRY, AND DESSERTS</td>
<td></td>
</tr>
<tr>
<td>U5644</td>
<td>PREPARE SANDWICHES AND HORS D’OEUVRES</td>
<td></td>
</tr>
<tr>
<td>U5645</td>
<td>PREPARE MEALS FOR SPECIAL DIETS</td>
<td></td>
</tr>
</tbody>
</table>

NOTE ON SHADED PERFORMANCE OBJECTIVES AND SKILLS:
- Shaded performance objectives and skill sets are optional. The shaded skills do not have to be demonstrated or signed-off for completion of the on-the-job component of the apprenticeship.
- The learning outcomes will cover all of the skill sets, both shaded and unshaded.
# LEARNING OUTCOMES COMPLETION FORM

<table>
<thead>
<tr>
<th>Date of Completion</th>
<th>Organization Name(s)</th>
<th>SIGNING AUTHORITY</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>


APPRENTICE COMPLETION FORM

<table>
<thead>
<tr>
<th>APPRENTICE NAME</th>
</tr>
</thead>
<tbody>
<tr>
<td>Print</td>
</tr>
<tr>
<td>Signature</td>
</tr>
<tr>
<td>Social Insurance Number</td>
</tr>
</tbody>
</table>

Skill Sets and Learning Outcomes when completed should be signed by the Supervisor/Trainer and presented with this completion form to your local Apprenticeship Client Services Office. Any supporting documentation should also be attached.

In-school Completed (Proof to be provided)  Yes ( )  No ( )  Not applicable ( )

Hours completed as Per Contract:  Yes ( )  No ( )  Not applicable ( )

SPONSOR/EMPLOYER INFORMATION

<table>
<thead>
<tr>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>E-mail Address</td>
</tr>
<tr>
<td>Signature of Signing Authority</td>
</tr>
</tbody>
</table>

You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario's apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.
A. DESCRIPTION/DUTIES

AN INSTITUTIONAL COOK prepares quality food according to budgetary requirements using bulk-cooking methods in conventional, cook chill or cook freeze environments. They meet individual dietary needs, including health requirements, religious needs, and ethnic preferences. They use approved recipes, appropriate ingredients and specialized equipment for modification techniques during food preparation to achieve the prescribed or recommended textures. They consider regular and prescribed therapeutic diets, modification of textures, and viscosity of fluids when preparing food and beverages. Institutional cooks may work in long-term care homes, retirement homes, hospitals, day care centres, school dining areas, correctional facilities, and corporate environments by:

- Preparing stocks, soups, and sauces
- Preparing seafood
- Preparing meat, poultry
- Preparing fruits, vegetables
- Preparing starches and grains
- Preparing salads and dressings
- Preparing eggs and dairy products
- Preparing baked goods, pastry and desserts
- Preparing sandwiches and hors d’oeuvres
- Preparing meals for special diets
- Participate in emergency management training

AN INSTITUTIONAL COOK demonstrates knowledge of:

- Occupational Health and Safety Act
- Sanitation Controls and legislation, including HACCP
- Health Protection and Promotion Act
- Legislation specifically affecting food preparation in long-term care facilities, day cares, prisons or other institutional settings
- Local health regulations
- Food Safety and Quality Act
- Emergency management training
- Sanitation Code for Canada's Food Service Industry

BENCHMARK/GUIDELINE TOTAL TRAINING TIMEFRAMES:
(ON-THE-JOB AND OFF THE JOB):

3600 hours
Does not include 360 hours of in-school training.
B. ON-THE-JOB PERFORMANCE OBJECTIVES

U5631 DEMONSTRATE SAFE WORKING PRACTICES AND TECHNIQUES

U5631.1 Practice safe work practices by using correct lifting techniques (ergonomics) to minimize injuries in accordance with workplace policies and safety standards, including the Occupational Health and Safety Act (OHSA).

Date Completed _Apprentice_ _Supervisor/Trainer_

U5631.2 Practice personal hygiene by washing and showering; maintaining a laundered uniform; wearing proper clean clothing (not loose fitting); confining all hair with a visible hairnet; removing all jewelry; and observing physical and oral cleanliness standards and correct hand washing techniques, including covering all cuts, burns, and scratches with a waterproof dressing and with a new industry standard sanitary glove to prevent growth and spread of micro-organisms, food poisoning, or contamination of the product in accordance with workplace policies and safety standards.

Date Completed _Apprentice_ _Supervisor/Trainer_

U5631.3 Wear protective clothing by selecting and maintaining them to ensure optimum protection for self and others in accordance to the Occupational Health and Safety Act (OHSA) and the Health Protection and Promotion Act (R.R.O. 1990, Regulation 562, Food Premises) and the Workplace Safety Insurance Act (WSIA).

Date Completed _Apprentice_ _Supervisor/Trainer_

U5631.4 Handle materials with care by storing and using them in accordance with the Hazardous Analysis and Critical Control Points (HACCP) and by identifying and obeying certification and hazard symbols in accordance with the Workplace Hazardous Materials Information System (WHMIS).

Date Completed _Apprentice_ _Supervisor/Trainer_
U5631.5 Maintain kitchen tools and equipment by inspecting, cleaning, sanitizing, and ensuring safe and efficient operation in accordance with the manufacturers’ specifications and in compliance with the Health Protection and Promotion Act (R.R.O. 1990, Regulation 562, Food Premises). Complete daily start-up equipment documentation.

Date Completed  Apprentice  Supervisor/Trainer

U5631.6 Observe workplace hygiene and sanitation by cleaning and sanitizing surface areas (including counters, tables, work surfaces, tools, utensils, cooking and cooling equipment, dish and pot washing areas) and handling food waste and garbage in accordance with provincial and federal legislation to prevent growth of micro-organisms, food poisoning, or contamination/cross-contamination of products in compliance with the Health Protection and Promotion Act (R.R.O. 1990, Regulation 562, Food Premises).

Date Completed  Apprentice  Supervisor/Trainer

U5631.7 Practice good housekeeping by cleaning up spills, maintaining spill kits, storing tools and equipment, keeping work area clear of hazards and obstructions, and identifying health and safety hazards to minimize the potential for accident or injury in accordance with OHSA, and the Health Protection and Promotion Act (R.R.O. 1990, Regulation 562, Food Premises), the Workplace Safety and Insurance Board’s (WSIB) Workwell program.

Date Completed  Apprentice  Supervisor/Trainer

U5631.8 Maintain food at recommended temperature by observing product specifications to ensure quality and life of product and to prevent food-borne illness and by maintaining HACCP controls and in compliance with the Health Protection and Promotion Act (R.R.O. 1990, Regulation 562, Food Premises).

Date Completed  Apprentice  Supervisor/Trainer

U5631.9 Follow meal delivery systems for isolation returns by applying knowledge of meal delivery systems and isolation procedures in accordance with workplace policies and safety standards.

Date Completed  Apprentice  Supervisor/Trainer
U5631.10  **Receive and store perishable and non-perishable food items** by inspecting the quality of goods, checking shipment to invoices and noting and reporting discrepancies, verifying proper temperatures, and storing foods according to type, cardboard decasing, and FIFO rotation requirements in accordance with HACCP standards and industry standards.

Date Completed  Apprentice  Supervisor/Trainer

U5631.11  **Perform basic kitchen management functions** by assisting with food costing control and inventory, forecasting for daily food production, being aware of budgets, and logging, tracking, and following security procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5631.12  **Follow emergency procedures** by participating in facility emergency management training in accordance with government legislation.

Date Completed  Apprentice  Supervisor/Trainer

U5631.13  **Take samples of food products prior to service at all meals** by labeling, dating, and storing them in accordance with government legislation.

Date Completed  Apprentice  Supervisor/Trainer
U5632 COMMUNICATE IN THE WORKPLACE

U5632.1 Communicate verbally by speaking clearly and concisely, listening attentively, seeking validation of the conversation to ensure understanding, conveying and summarizing information accurately, and engaging in constructive feedback in accordance with business etiquette, workplace standards, and facility policies.

Date Completed Apprentice Supervisor/Trainer

U5632.2 Communicate in print and electronically by preparing and writing correspondence, memoranda, work orders (equipment and diets), project reports, check-off forms/sheets, logs, records management, and other required forms.

Date Completed Apprentice Supervisor/Trainer

U5632.3 Communicate with superiors and colleagues, such as Dietitians and Food Services Managers, by exchanging verbal reports; preparing written materials; and following directions, including prescribed menus.

Date Completed Apprentice Supervisor/Trainer

U5632.4 Coach co-workers by demonstrating workplace standards, business etiquette, and best practices in the trade; explaining workplace procedures and requirements; promoting and then following facility policies and procedures; assessing workplace performance and progress; and ensuring timely feedback.

Date Completed Apprentice Supervisor/Trainer
INSTITUTIONAL COOK

U5633 PERFORM OCCUPATIONAL SKILLS

**U5633.1** Maintain all small wares by following procedures for calibrating thermometers and scales, sharpening knives, and keeping other small appliances in working order in accordance with preventative maintenance contract and schedules.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>

**U5633.2** Match tools and equipment to task by selecting the size and type to prepared food in accordance to recipe requirements.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>

**U5633.3** Perform mise en place by organizing tools, equipment, and ingredients in accordance to recipe requirements.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>

**U5633.4** Prepare foods by using moist and dry cooking methods for volume food production in accordance with government legislation and industry best practices.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>

**U5633.5** Cool foods by using quantity cooling methods in accordance with government legislation and industry best practices.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>

**U5633.6** Hold prepared hot and cold food for service by using recommended times and temperatures in accordance with government legislation and industry best practices.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>
U5633.7  **Store cooked and uncooked food** by maintaining products at safe temperatures in accordance with government legislation and industry best practices.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>

U5633.8  **Rethermalize prepared food** by reheating to safe temperatures in accordance with government legislation and industry best practices.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>

U5633.9  **Serve prepared food** by holding product at safe temperatures and serving in accordance with government legislation and industry best practices.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>
U5634 PREPARE STOCKS FROM SCRATCH OR CONVENIENCE

U5634.1 Follow recipes by determining amount, volume, ingredients, and method of preparation for stocks in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, government legislation, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5634.2 Select equipment and tools by identifying size and type to cook stocks according to recipe specifications.

Date Completed  Apprentice  Supervisor/Trainer

U5634.3 Identify and select ingredients by ensuring the sauce conforms to the recipe in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, government legislation, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5634.4 Prepare ingredients by washing, peeling, measuring, and cutting in accordance with standardized therapeutic diet recipes, production sheets, and government legislation.

Date Completed  Apprentice  Supervisor/Trainer

U5634.5 Prepare white, brown, and vegetable stocks by cooking ingredients in sequence to ensure uniform cooking and by making stock ready for a specified time in accordance with standardized therapeutic diet recipes, production sheets, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer
**U5634.6**  
**Store and rethermalize stocks, when needed**, by maintaining product at safe temperatures in accordance with government legislation and industry best practices

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>

Ontario College of Trades ©
U5635 PREPARE SOUPS FROM SCRATCH OR CONVENIENCE

U5635.1 Follow recipes by determining amount, volume, ingredients, and method of preparation for soups in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitians recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5635.2 Select equipment and tools by identifying size and type to cook soup according to recipe specifications.

Date Completed  Apprentice  Supervisor/Trainer

U5635.3 Identify and select ingredients by ensuring the soup conforms to the recipe in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5635.4 Prepare ingredients by washing, peeling, measuring, and cutting in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5635.5 Prepare basic soups (including beef, chicken, vegetable, barley, rice, noodle, bean, pea, puree, cold, and cream soups) by cooking ingredients in sequence to ensure uniform cooking and by making soup ready for a specified time in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/ dietitian’s recommendations and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer
U5635.6  **Finish soup** by garnishing or adding sauce, if needed, within the required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5635.7  **Serve soup** by holding product at safe temperatures and serving in accordance with government legislation and industry best practices.

Date Completed  Apprentice  Supervisor/Trainer
U5636  PREPARE BASIC SAUCES FROM SCRATCH OR CONVENIENCE

U5636.1 **Follow recipes** by determining amount, volume, ingredients, and method of preparation for sauces in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5636.2 **Select equipment and tools** by identifying size and type to prepare sauces according to recipe specifications.

Date Completed  Apprentice  Supervisor/Trainer

U5636.3 **Identify and select ingredients** by ensuring the sauce conforms to the recipe in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitians’ recommendations and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5636.4 **Prepare ingredients** by washing, peeling, measuring, and cutting in accordance with standardized recipes and production sheets.

Date Completed  Apprentice  Supervisor/Trainer

U5636.5 **Prepare thickening agents** (including roux, modified starches and starches) by adding ingredients in sequence to ensure that the thickening agent is uniform and ready for further processing in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer
U5636.6  **Prepare sauces** (including white, brown, tomato, cold and hot) by adding ingredients in sequence to ensure that the sauce is emulsified and uniformly cooked in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>

U5636.7  **Finish sauce** by completing within the required time and by maintaining safe temperatures in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>

U5636.8  **Serve sauce** by holding product at safe temperatures and serving in accordance with government legislation and industry best practices.

<table>
<thead>
<tr>
<th>Date Completed</th>
<th>Apprentice</th>
<th>Supervisor/Trainer</th>
</tr>
</thead>
</table>
U5637 PREPARE SEAFOOD FROM SCRATCH OR CONVENIENCE

U5637.1 Follow recipes by determining amount, volume, ingredients, and method of preparation for seafood in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5637.2 Select equipment and tools by identifying size and type to prepare seafood according to recipe specifications.

Date Completed  Apprentice  Supervisor/Trainer

U5637.3 Select seafood by following recipe instructions in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5637.4 Assess quality and freshness of seafood by evaluating firmness, colour, smell, texture, and fat content to ensure quality of product in accordance with government legislation and industry best practices.

Date Completed  Apprentice  Supervisor/Trainer

U5637.5 Prepare seafood in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer
U5637.6  **Finish seafood** by garnishing or adding sauce, if needed, within the required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5637.7  **Serve seafood** by holding product at safe temperatures and serving in accordance with government legislation and industry best practices.

Date Completed  Apprentice  Supervisor/Trainer
U5638 PREPARE MEAT AND POULTRY FROM SCRATCH OR CONVENIENCE

U5638.1 Follow recipes by determining amount, volume, ingredients, and method of preparation for meat and poultry in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed Apprentice Supervisor/Trainer

U5638.2 Select equipment and tools by identifying size and type to prepare meat and poultry according to recipe specifications.

Date Completed Apprentice Supervisor/Trainer

U5638.3 Select cuts of federally/provincially inspected meat and poultry by following recipe instructions in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed Apprentice Supervisor/Trainer

U5638.4 Assess quality and freshness by evaluating firmness, colour, smell, texture and fat content to ensure quality of product in accordance with government legislation and industry best practices.

Date Completed Apprentice Supervisor/Trainer

U5638.5 Prepare meat and poultry by marinating, stuffing, and adding ingredients in required sequence in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations and facility policies and procedures.

Date Completed Apprentice Supervisor/Trainer
U5638.6 **Cook meat and poultry by steaming, boiling, stewing, braising, and poaching** while ensuring that they are ready at a specified time in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitians recommendations, and facility policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5638.7 **Cook meat and poultry by broiling, roasting, baking, sautéing, and grilling** while ensuring that they are ready at a specified time in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitians recommendations and facility policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5638.8 **Cook meat and poultry by stir-frying** while ensuring that they are ready at a specified time in accordance with therapeutic diet recipes, production sheets, nutrition manager/dietitians recommendations and facility policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5638.9 **Finish meat and poultry** by garnishing or adding sauce, if needed, within the required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitians recommendations, and facility policies and procedures.

Date Completed

Apprentice

Supervisor/Trainer

U5638.10 **Serve meat and poultry** by holding product at safe temperatures and serving in accordance with government legislation and industry best practices.

Date Completed

Apprentice

Supervisor/Trainer
U5639 PREPARE FRUITS AND VEGETABLES FROM SCRATCH OR CONVENIENCE

U5639.1 Follow recipes by determining amount, volume, ingredients, and method of preparation for fruits and vegetables in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed: Apprentice: Supervisor/Trainer:

U5639.2 Select equipment and tools by identifying size and type to prepare fruits and vegetables according to recipe specifications.

Date Completed: Apprentice: Supervisor/Trainer:

U5639.3 Select fruits and vegetables by following recipe instructions in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed: Apprentice: Supervisor/Trainer:

U5639.4 Assess quality and freshness of fruits and vegetables by evaluating variety, freshness, colour, appearance, firmness, and aroma to ensure quality of product in accordance with government legislation and industry best practices.

Date Completed: Apprentice: Supervisor/Trainer:

U5639.5 Prepare fruits and vegetables by washing and peeling in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitians recommendations and facility policies and procedures.

Date Completed: Apprentice: Supervisor/Trainer:
INSTITUTIONAL COOK

U5639.6  Cut fruits and vegetables to desired shapes in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5639.7  Cook fruits and vegetables by blanching, boiling, stewing, braising, and poaching them to required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5639.8  Cook fruits and vegetables by glazing, roasting, grilling, and baking them to required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5639.9  Cook by stir-frying vegetable dishes to required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5639.10  Finish fruits and vegetables by garnishing or adding sauce, if needed, within the required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5639.11  Serve fruits and vegetables by holding product at safe temperatures and serving in accordance with government legislation and industry best practices.

Date Completed  Apprentice  Supervisor/Trainer
PREPARE STARCHES AND GRAINS FROM SCRATCH OR CONVENIENCE

U5640.1 Follow recipes by determining amount, volume, ingredients, and method of preparation for starches and grains in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5640.2 Select equipment and tools by identifying size and type to prepare starches and grains according to recipe specifications.

Date Completed  Apprentice  Supervisor/Trainer

U5640.3 Select starches and grains by following recipe instructions in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5640.4 Assess quality and freshness of starches and grains by evaluating variety, shape, colour, and texture and by eliminating product contaminants to ensure quality of product in accordance with government legislation and industry best practices.

Date Completed  Apprentice  Supervisor/Trainer

U5640.5 Prepare starches and grains by washing and measuring in required sequence and in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer
U5640.6 Cook starches and grains by using appropriate methods in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed       Apprentice       Supervisor/Trainer

U5640.7 Cook baked, stuffed, and basic pasta dishes in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed       Apprentice       Supervisor/Trainer

U5640.8 Finish starches and grains by garnishing or adding sauce, if needed, within the required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed       Apprentice       Supervisor/Trainer

U5640.9 Serve starches and grains by holding product at safe temperatures and serving in accordance with government legislation and industry best practices.

Date Completed       Apprentice       Supervisor/Trainer
U5641 PREPARE SALADS AND DRESSING FROM SCRATCH OR CONVENIENCE

**U5641.1** Follow recipes by determining amount, volume, ingredients, and method of preparation for salads and dressings in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed
Apprentice
Supervisor/Trainer

**U5641.2** Select equipment and tools by identifying size and type to prepare salads and dressings according to recipe specifications.

Date Completed
Apprentice
Supervisor/Trainer

**U5641.3** Select ingredients by ensuring the salads and dressings conform to the recipe in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed
Apprentice
Supervisor/Trainer

**U5641.4** Assess quality and freshness of ingredients for salads and dressings by evaluating variety, size, colour, appearance, texture, shape, and aroma to ensure quality of product in accordance with government legislation and industry best practices.

Date Completed
Apprentice
Supervisor/Trainer

**U5641.5** Prepare ingredients for salads and dressings by washing, peeling, chopping, cutting, mixing, cooking, or marinating in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed
Apprentice
Supervisor/Trainer
U5641.6 **Prepare simple salads** by following recipes that include lettuces, vegetables, and legumes in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5641.7 **Prepare compound salads** by following recipes that include fish, meat, vegetables, grain, and fruit in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5641.8 **Prepare dressing** by combining ingredients and emulsifying them to achieve required texture and consistency in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5641.9 **Finish salads** by garnishing or adding sauce, if needed, within the required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5641.10 **Serve salads and dressing** by holding product at safe temperatures and serving in accordance with government legislation and industry best practices.

Date Completed  Apprentice  Supervisor/Trainer
U5642 PREPARE EGGS AND DAIRY PRODUCTS FROM SCRATCH OR CONVENIENCE

U5642.1 Follow recipes by determining amount of ingredients and method of preparation for egg and dairy products in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5642.2 Select equipment and tools by identifying size and type to prepare egg and dairy products according to recipe specifications.

Date Completed  Apprentice  Supervisor/Trainer

U5642.3 Select eggs and dairy products by ensuring the eggs and products conform to the recipe in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5642.4 Assess quality and freshness of eggs and dairy products by evaluating size, grade, type, variety, fat content, moisture content, aroma, absence of dirt or cracks, colour, texture, and appearance in accordance with government legislation and industry best practices.

Date Completed  Apprentice  Supervisor/Trainer

U5642.5 Prepare egg and dairy products by cutting, chopping, grating, slicing, dicing, shredding, peeling, separating, melting, trimming, whipping, measuring, and weighing in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer
U5642.6 Prepare egg dishes by following recipes that include fried, scrambled, omelette, quiche, poached, boiled, and dairy dishes to required time and temperatures in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed Apprentice Supervisor/Trainer

U5642.7 Prepare egg dishes by following recipes that include crepes, French toast, waffles, and pancakes to required time and temperatures in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed Apprentice Supervisor/Trainer

U5642.8 Finish eggs and dairy products by garnishing or adding sauce, if needed, within the required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed Apprentice Supervisor/Trainer

U5642.9 Serve eggs and dairy products by holding product at safe temperatures and serving in accordance with government legislation and industry best practices.

Date Completed Apprentice Supervisor/Trainer
U5643 PREPARE BAKED GOODS, PASTRY, AND DESSERTS FROM SCRATCH AND CONVENIENCE

U5643.1 Follow recipes by determining amount, volume, ingredients, and method of preparation for baked goods, pastry, and desserts in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed Apprentice Supervisor/Trainer

U5643.2 Select appropriate equipment and tools by identifying size and type to prepare baked goods, pastry, and desserts according to recipe specifications.

Date Completed Apprentice Supervisor/Trainer

U5643.3 Select ingredients for baked goods, pastry, and desserts by ensuring they conform to the recipe in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitians’ recommendations and facility policies and procedures.

Date Completed Apprentice Supervisor/Trainer

U5643.4 Assess quality and freshness of ingredients for baked goods, pastry, and desserts by evaluating variety, size, colour, appearance, texture, shape, and aroma to ensure quality of product in accordance with government legislation and industry best practices.

Date Completed Apprentice Supervisor/Trainer

U5643.5 Prepare ingredients in required sequence for baked goods, pastry, and desserts by measuring, melting, rolling, poaching, kneading, and proofing in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed Apprentice Supervisor/Trainer
U5643.6 **Prepare quick breads and desserts** by following recipes that include cookies, pies, tarts, flans, bread puddings, and rice puddings and by using appropriate cooking or baking method in sequence to required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

| Date Completed | Apprentice | Supervisor/Trainer |

U5643.7 **Prepare sauces, creams and puddings** by following recipes that include pastry cream, fruit sauces, and baked custard by adding required ingredients in sequence to required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

| Date Completed | Apprentice | Supervisor/Trainer |

U5643.8 **Finish baked goods, pastry, and desserts** by glazing and decorating within the required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitians’ recommendations and facility policies and procedures.

| Date Completed | Apprentice | Supervisor/Trainer |

U5643.9 **Serve baked goods, pastry, and desserts** by holding product at safe temperatures and serving in accordance with government legislation and industry best practices.

| Date Completed | Apprentice | Supervisor/Trainer |
U5644 PREPARE SANDWICHES AND HORS D'OEUVRES FROM SCRATCH OR CONVENIENCE

U5644.1 Follow recipes by determining amount, volume, ingredients, and method of preparation for sandwiches and hors d’oeuvres in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed   Apprentice   Supervisor/Trainer

U5644.2 Select equipment and tools by identifying size and type to prepare sandwiches and hors d’oeuvres according to recipe specifications.

Date Completed   Apprentice   Supervisor/Trainer

U5644.3 Select ingredients for sandwiches and hors d’oeuvres by ensuring they conform to the recipe in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed   Apprentice   Supervisor/Trainer

U5644.4 Assess quality and freshness of ingredients for sandwiches and hors d’oeuvres by evaluating variety, size, colour, appearance, texture, shape, and aroma to ensure quality of product in accordance with government legislation and industry best practices.

Date Completed   Apprentice   Supervisor/Trainer

U5644.5 Prepare hot sandwiches, cold sandwiches, and wraps by following recipes that include basic filled, fancy, and open-faced sandwiches in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed   Apprentice   Supervisor/Trainer
U5644.6 Assemble sandwiches and hors d’oeuvres by garnishing, if needed, within the required time and temperature and to maintain quality of appearance, taste, and texture of the product in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5644.7 Finish baked sandwiches and hors d’oeuvres by glazing and decorating within the required time and temperature in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitians’ recommendations and facility policies and procedures.

Date Completed  Apprentice  Supervisor/Trainer

U5644.8 Serve sandwiches and hors d’oeuvres by holding product at safe temperatures and serving in accordance with government legislation and industry best practices.

Date Completed  Apprentice  Supervisor/Trainer
U5645 PREPARE MEALS FOR SPECIAL DIETS FROM SCRATCH OR CONVENIENCE

U5645.1 Prepare meals for therapeutic diets by following standardized therapeutic diet recipes to include diabetic/controlled energy, gluten free, allergens, intolerances, restricted fat, restricted sodium, renal diets, and other prescribed diets in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed
Apprentice
Supervisor/Trainer

U5645.2 Prepare meals for texturization by using blenders, mixers, mincing machines, and food processors to produce regular, soft, minced, chopped and puréed in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed
Apprentice
Supervisor/Trainer

U5645.3 Prepare foods with fluid consistency by adding specified ingredients (such as, honey, nectar, and pudding) and by using appropriate equipment in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed
Apprentice
Supervisor/Trainer

U5645.4 Provide meals for diverse diets by following cultural, religious, and ethnic food preparation practices in accordance with standardized therapeutic diet recipes, production sheets, nutrition manager/dietitian’s recommendations, and facility policies and procedures.

Date Completed
Apprentice
Supervisor/Trainer
C. LEARNING OUTCOMES

360 Total Hours

Please refer to the Apprenticeship In-school Curriculum Standard for Institutional Cook (415D).

S1671 Sanitation, Safety, and Equipment
S1672 Nutrition
S1673 Institutional Culinary Techniques
S1674 Institutional Food Theory
S1675 Institutional Baking Techniques
S1676 Professional Communications
# APPRENTICE RECORD

## APPRENTICE NAME (Print):

<table>
<thead>
<tr>
<th>SPONSOR/EMPLOYER INFORMATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Training Agreement #</td>
</tr>
<tr>
<td>Name</td>
</tr>
<tr>
<td>Address</td>
</tr>
<tr>
<td>Telephone</td>
</tr>
<tr>
<td>E-mail Address</td>
</tr>
</tbody>
</table>

## SUMMARY OF TRAINING

<table>
<thead>
<tr>
<th>Employment Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employment End Date</td>
</tr>
<tr>
<td>Total hours of training &amp; instruction between dates of employment.</td>
</tr>
</tbody>
</table>

Date Completed: ____________  Apprentice: ____________  Supervisor/Trainer: ____________
# APPRENTICE RECORD

## APPRENTICE NAME (Print):

## SPONSOR/EMPLOYER INFORMATION

<table>
<thead>
<tr>
<th>Training Agreement #</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Address</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Telephone</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

## SUMMARY OF TRAINING

<table>
<thead>
<tr>
<th>Employment Start Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Employment End Date</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Total hours of training &amp; instruction between dates of employment.</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

Date Completed ____________________  Apprentice ____________________  Supervisor/Trainer ____________________
You will be required to disclose this signed form to the Ministry of Training, Colleges and Universities in order to complete your program. The Ministry will use your personal information to administer and finance Ontario’s apprenticeship training system. For further information please see the notice/declaration for collection of personal information that is referenced in the table of contents of this training standard.