

**NOVA SCOTIA**  
**OCCUPATIONAL STANDARD**  
**INSTITUTIONAL COOK**

# FORWARD

This occupational standard was developed by a committee of industry experts in the field led by a facilitator from the Nova Scotia Apprenticeship Agency. It has the following objectives:

- to describe and group the tasks performed by skilled workers
- to identify which tasks are performed by skilled workers
- to develop instruments for use in the preparation of examinations and curricula for training leading to the certification of skilled workers
- to facilitate the mobility of apprentices and skilled workers in Canada; and,
- to supply employers, employees, associations, industries, training institutions and governments with analyses of occupations.

Any questions, comments, or suggestions for changes, corrections, or revisions to this standard or any of its related products may be forwarded to:

Nova Scotia Apprenticeship Agency  
1256 Barrington Street  
Halifax, Nova Scotia B3J 1Y6  
Email: [apprenticeship@novascotia.ca](mailto:apprenticeship@novascotia.ca)

# ACKNOWLEDGEMENTS

The Nova Scotia Apprenticeship Agency wishes to acknowledge the contributions of the following individuals and organizations, and all others who participated in the development of the original draft of the standard and provided expert advice throughout its development:

Guy Brideau	Department of National Defence (DND)
Henry Brown	Shannex
Cory Daigle	Department of National Defence (DND)
Joe Farrell	Aramark
Caitlin Kettley	Shannex
Sean Kettley	Nova Scotia Community College (NSCC)
Paul Lane	Department of National Defence (DND)
Erica Lebreton	Aramark
Sarah McFetridge	Department of Justice
Tracy Walsh	Seaview Manor

# TABLE OF CONTENTS

Forward.....	2
Acknowledgements.....	3
Structure of the Occupational Standard.....	5
Description of Institutional Cook .....	6
Essential Skills Summary .....	8
Roles and Opportunities for Skilled Trades in a Sustainable Future .....	9
Industry-Expected Performance .....	11
Pie Chart Of Certification Exam Weightings .....	12
Task Matrix.....	13
MAJOR WORK ACTIVITY A.....	22
MAJOR WORK ACTIVITY B.....	26
MAJOR WORK ACTIVITY C.....	34
MAJOR WORK ACTIVITY D .....	39
MAJOR WORK ACTIVITY E .....	42
MAJOR WORK ACTIVITY F .....	45
MAJOR WORK ACTIVITY G .....	49
MAJOR WORK ACTIVITY H .....	52
MAJOR WORK ACTIVITY I.....	56
MAJOR WORK ACTIVITY J.....	60
MAJOR WORK ACTIVITY K.....	64
MAJOR WORK ACTIVITY L .....	68
MAJOR WORK ACTIVITY M .....	72
Appendix A Acronyms.....	79
Appendix B Tools and Equipment.....	80
Appendix C Glossary .....	86

# STRUCTURE OF THE OCCUPATIONAL STANDARD

To facilitate the understanding of the occupation, the work performed is divided into the following categories:

**Description of the trade:** an overview of the trade's duties

**Essential Skills Summary:** An overview of how each of the 9 essential skills is applied in this trade

**Industry Expected Performance:** description of the expectations regarding the level of performance of the tasks, including information related to specific codes, regulations and standards that must be observed

**Pie Chart Examination Weightings:** a graph which depicts the percentages of exam questions assigned to the major work activities

**Task Matrix:** a chart which outlines graphically the major work activities, tasks and sub-tasks of this standard

**Major Work Activity (MWA):** the largest division within the standard that is comprised of a distinct set of trade activities

**Task:** distinct actions that describe the activities within a major work activity

**Task Descriptor:** a general description of the task

**Sub-task:** distinct actions that describe the activities within a task

**Range of Variables:** elements that provide a more in-depth description of a term used in the performance criteria, evidence of attainment, learning outcomes, or learning objectives

# DESCRIPTION OF INSTITUTIONAL COOK

“Institutional Cook” is this trade’s official provincial occupational title approved by the Nova Scotia Apprenticeship Agency.

Institutional Cooks prepare, cook, season and serve a wide variety of foods such as meat, fish, poultry, pasta, pulses, grains, nuts, dairy products, eggs, vegetables, fruit, stocks, soups, sauces, salads, desserts and baked goods. They cook meals using bulk cooking techniques or individual dishes. Institutional Cooks may plan menus, determine the size of food portions and estimate food requirements and cost, as well as monitor and order supplies, and oversee others in the preparation, cooking and handling of food.

They must also be familiar with food safety and hygiene requirements, safe work practices and with occupational and health regulations pertaining to food handling, preparation and service.

Areas of specialization vary according to where the Institutional Cook is employed. They may also specialize in preparing meals according to dietary and varying nutritional requirements. Institutional Cooks are generally employed in institutional settings such as hospitals, retirement and long-term care homes, daycare centres, educational institutes, correctional facilities and military bases.

While some Institutional Cooks may have conventional work schedules, most cooks work shift work, including early mornings, late evenings, holidays and weekends, and the number of hours worked each week varies depending on the type of position and establishment the cook is employed.

Institutional Cooks often come under pressure to provide timely and quality service. They must maintain high standards of food quality and ensure food safety and sanitation guidelines are followed. Workplaces should be clean and well lit. Kitchens are often hot and space restricted. Institutional Cooks must be able to stand for extended periods, function in close quarters, and lift heavy and awkward objects. Occupational hazards include burns, cuts, slips, falls and repetitive stress injuries.

A keen sense of taste and smell, interest in precision work and a good memory for details are key attributes for people entering this trade. Institutional Cooks use standardized recipes and must understand nutritional restrictions and portion size to be served. They must be able to use specialized equipment for modification techniques during food preparation to achieve prescribed or recommended textures and thicknesses. Institutional Cooks are required to be conscious of dietary requirements and food allergens. Institutional Cooks must also be able to work independently or as part of a team, be flexible and have good organizational skills. Other important abilities for cooks include solid mathematical, communication and interpersonal skills.

With experience, institutional cooks may act as mentors and trainers to apprentices in the trade. They can also move into other positions such as kitchen managers, chefs, banquet managers, instructors, sales, food service administrators and managers, general managers or food writers.

This standard recognizes similarities or overlaps with the work of Cooks and Bakers.

# ESSENTIAL SKILLS SUMMARY

Essential skills are needed for work, learning and life. They provide the foundation for learning all other skills and enable people to evolve with their jobs and adapt to workplace change.

Through extensive research, the Government of Canada and other national and international agencies have identified and validated nine essential skills. These skills are used in nearly every occupation and throughout daily life in different ways. The nine identified skills are:

- Reading
- Document Use
- Writing
- Oral Communication
- Numeracy
- Thinking
- Digital Technology
- Working with Others
- Continuous Learning

A series of CCDA-endorsed tools have been developed to support apprentices in their training and to be better prepared for a career in the trades. The tools can be used independently or with the assistance of a tradesperson, trainer, employer, teacher or mentor to:

- understand how essential skills are used in the trades;
- learn about individual essential skills strengths and areas for improvement; and
- improve essential skills and increase success in an apprenticeship program.

Tools are available online or for order at: [Skills for Success – Assessment and training tools - Canada.ca](https://www.skillsforsuccess.ca)

The application of these skills may be described throughout this document within the competency statements which support each subtask of the trade. For a complete description of the nine essential skills for various trades, please visit: [Explore careers by essential skills - Job Bank](https://www.skillsforsuccess.ca)



# ROLES AND OPPORTUNITIES FOR SKILLED TRADES IN A SUSTAINABLE FUTURE

Climate change affects all of us. Trades play a large role in implementing solutions and adjusting to changes in the world.

Throughout this standard, there may be specific references to tasks, skills and knowledge that clearly show this trade's role in a more sustainable future. Each trade has different roles to play and contributions to make in their own way.

For example:

- Construction tradespeople need to consider the materials they are using, building methods, and improvements to mechanical and electrical installations. There are important changes to codes and standards to help meet the climate change goals and commitments set for 2030 and 2050. Retrofits and new construction of low-energy buildings provide enormous opportunities for workers in this sector. Concepts, such as energy efficiency and regarding buildings as systems are foundational.
- Automotive and mechanical trades are seeing a shift towards the electrification of vehicles and equipment. As a result, new skills and knowledge will be required for tradespeople working in this sector. There are mandates for sales of new light-duty zero-emission vehicles (ZEV) in Canada, with the goal of achieving 100% ZEV sales by 2035. Due to this mandate, the demand for these vehicles is growing quickly among consumers and fleets. With this escalating demand, the need for skilled workers to maintain and repair these vehicles is also increasing.
- In industrial and resource sectors, there is pressure to move towards increased electrification of industrial processes. Many industrial and commercial facilities are also being upgraded to improve energy efficiency in areas such as lighting systems, and new production processes and technologies. There are also opportunities in carbon capture, utilization and storage (CCUS), as well as the production and export of low-carbon hydrogen.
- Trades in the service sector may also need to be aware of responsible sourcing, as well as efficient use of products and materials. New ways of working better are always a part of the job.

There are fast-moving changes in guidelines, codes, regulations and specifications. Many are being implemented for the purpose of energy efficiency and climate change. Those that affect specific trades may be mentioned within the standard. Examples of these guidelines and legislation include:

- The National Energy Code of Canada for Buildings (NECB).
- The Canadian Net-Zero Emissions Accountability Act (CNZEAA).
- Programs that encourage sustainable building design and construction such as Leadership in Energy and Environmental Design (LEED) and the Zero Carbon Building (ZCB) standards.
- The Montreal Protocol for phasing out R22 refrigerants.
- Energy efficiency programs such as ENERGY STAR.
- Principles of the United Nations Declaration for the Rights of Indigenous Peoples pertaining to energy sector development.

Apprentices and tradespeople need to increase their climate literacy and reinforce their own understanding of energy issues and environmental practices. It is important for them to understand why these changes are happening and their effect on trades' work. While individual tradespeople and apprentices may not be able to choose certain elements like; the architectural design of buildings, building material selection, regulatory requirements, use of electric vehicles and technologies, they must understand the impact of using these elements in their work. Impacts include using environmentally friendly products and following requirements related to the disposal and recycling of materials.

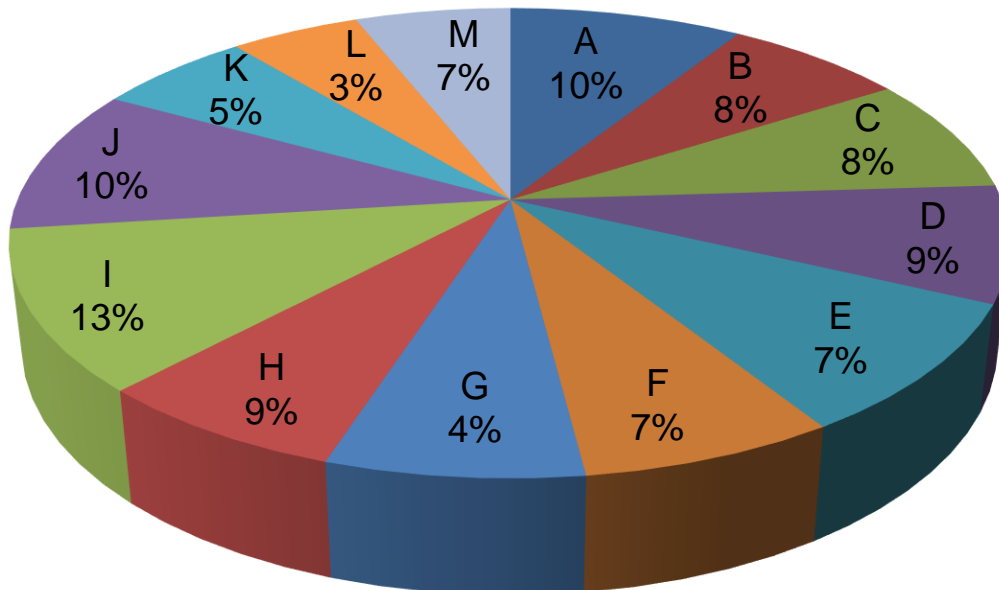
In apprenticeship, as well as in ongoing professional development, employers and instructors should encourage learning about these concepts, why they are important, how they are implemented, and the overarching targets they are aiming to achieve.

All in all, it's about doing the work better and building a better world.

# INDUSTRY-EXPECTED PERFORMANCE

All tasks must be performed according to Nova Scotia regulations and standards. All health and safety standards must be respected and observed. Work should be done efficiently and to a high quality without material waste or environmental damage. All requirements of employers, consumers, clients and quality control policies must be met. At a journey person level of performance, all tasks must be done with minimal direction and supervision. As a journey person progresses in their career there is an expectation they continue to upgrade their skills and knowledge to maintain pace with industry and promote continuous learning in their trade through mentoring of apprentices.

# PIE CHART OF CERTIFICATION EXAM WEIGHTINGS



<b>MWA A</b>	Hygiene, sanitation and safety	10%
<b>MWA B</b>	Common occupational skills	8%
<b>MWA C</b>	Produce	8%
<b>MWA D</b>	Stocks, broths and soups	9%
<b>MWA E</b>	Sauces	7%
<b>MWA F</b>	Cheese, dairy, dairy plant-based alternatives, eggs and egg products	7%
<b>MWA G</b>	Pastas, noodles and dumplings	4%
<b>MWA H</b>	Grains, pulses, seeds, nuts and alternative proteins	9%
<b>MWA I</b>	Meats, poultry and variety meats	13%
<b>MWA J</b>	Fish and seafood	10%
<b>MWA K</b>	Salads and sandwiches	5%
<b>MWA L</b>	Specialty preparation	3%
<b>MWA M</b>	Sweet and savoury baked goods and desserts	7%

This pie chart represents a breakdown of the Nova Scotia provincial certification examination. The task matrix on the following pages indicates the breakdown of tasks and sub-tasks within each major work activity. Provincial certification examinations typically have between 100 and 150 questions.

# INSTITUTIONAL COOK

## TASK MATRIX

### A – Hygiene, sanitation and safety

**10%**

<p><b>Task A-1</b> Performs safety and hygiene-related functions <b>40%</b></p>	<p>1.01 Maintains safe work environment</p>	<p>1.02 Uses personal protective equipment (PPE) and safety equipment</p>	<p>1.03 Maintains personal hygiene</p>
<p><b>Task A-2</b> Practices food safety procedures <b>60%</b></p>	<p>2.01 Maintains safe condition and temperature of raw and finished product</p>	<p>2.02 Cools food rapidly</p>	<p>2.03 Re-thermalizes foods</p>
	<p>2.04 Prevents cross-contamination</p>	<p>2.05 Cleans tools and equipment</p>	<p>2.06 Sanitizes tools and equipment</p>

### B – Common occupational skills

**8%**

<p><b>Task B-3</b> Uses tools and equipment <b>20%</b></p>	<p>3.01 Uses knives</p>	<p>3.02 Uses pots, pans and utensils</p>	<p>3.03 Uses equipment and appliances</p>
<p><b>Task B-4</b> Organizes work <b>10%</b></p>	<p>4.01 Organizes kitchen workplace</p>	<p>4.02 Schedules production</p>	
<p><b>Task B-5</b> Manages information <b>10%</b></p>	<p>5.01 Plans menu and mise en place</p>	<p>5.02 Uses documentation</p>	

<b>Task B-6</b> <b>Manages products</b> <b>20%</b>	6.01 Orders products	6.02 Receives products	6.03 Stores products
	6.04 Maintains inventory		
<b>Task B-7</b> <b>Performs trade activities</b> <b>10%</b>	7.01 Uses recipes	7.02 Performs portion control	7.03 Presents finished product
	7.04 Uses convenience foods		
<b>Task B-8</b> <b>Adapts cooking practices to meet dietary requirements</b> <b>25%</b>	8.01 Adapts kitchen practices to meet dietary requirements	8.02 Selects ingredients to meet dietary requirements	8.03 Prepares food to meet dietary requirements
	8.04 Modifies textures to meet dietary requirements		
<b>Task B-9</b> <b>Uses communication and mentoring techniques</b> <b>5%</b>	9.01 Uses communication techniques	9.02 Uses mentoring techniques	

# C – Produce

**8%**

**Task C-10**  
**Prepares herbs and spices**  
**25%**

10.01 Selects herbs and spices

10.02 Cleans herbs

10.03 Processes herbs and spices

**Task C-11**  
**Prepares vegetables**  
**40%**

11.01 Selects vegetables

11.02 Cleans vegetables

11.03 Processes vegetables

11.04 Cooks vegetables

11.05 Finishes vegetables

**Task C-12**  
**Prepares fruit**  
**35%**

12.01 Selects fruit

12.02 Cleans fruit

12.03 Processes fruit

12.04 Cooks fruit

12.05 Finishes fruit

## D – Stocks, broths and soups

9%

<b>Task D-13</b> <b>Prepares stocks and broths</b> <b>30%</b>	13.01 Selects stock and broth ingredients	13.02 Processes stock and broth ingredients	13.03 Cooks stocks and broths
<b>Task D-14</b> <b>Prepares soups</b> <b>70%</b>	14.01 Selects soup ingredients	14.02 Processes soup ingredients	14.03 Cooks soups
	14.04 Finishes soups		

## E – Sauces

7%

<b>Task E-15</b> <b>Prepares thickening and binding agents</b> <b>40%</b>	15.01 Selects thickening and binding ingredients	15.02 Processes thickening and binding ingredients	
<b>Task E-16</b> <b>Prepares sauces</b> <b>60%</b>	16.01 Selects sauce ingredients	16.02 Processes sauce ingredients	16.03 Cooks sauces
	16.04 Finishes sauces		



## F – Cheese, dairy, plant-based dairy alternatives, eggs and egg products

7%

<p><b>Task F-17</b> Uses cheese, dairy products and plant-based dairy alternative products</p> <p><b>45%</b></p>	<p>17.01 Selects cheese, dairy and plant-based dairy alternative ingredients</p>	<p>17.02 Processes cheese, dairy and plant-based dairy alternative ingredients</p>	<p>17.03 Finishes cheese, dairy and plant-based dairy alternative products</p>
<p><b>Task F-18</b> Prepares eggs and egg-based dishes</p> <p><b>55%</b></p>	<p>18.01 Selects ingredients for eggs and egg-based dishes</p>	<p>18.02 Processes ingredients for eggs and egg-based dishes</p>	<p>18.03 Cooks eggs and egg-based dishes</p>
	<p>18.04 Finishes eggs and egg-based dishes</p>		

## G – Pastas, noodles and dumplings

4%

<p><b>Task G-19</b> Prepares pastas and noodles</p> <p><b>65%</b></p>	<p>19.01 Selects pasta and noodle ingredients</p>	<p>19.02 Cooks dry and frozen pastas and noodles</p>	<p>19.03 Finishes pastas and noodles</p>
<p><b>Task G-20</b> Prepares dumplings</p> <p><b>35%</b></p>	<p>20.01 Selects dumpling ingredients</p>	<p>20.02 Processes dumplings</p>	<p>20.03 Cooks dumplings</p>
	<p>20.04 Finishes dumplings</p>		

## H – Grains, pulses, seeds, nuts and alternative proteins

9%

<p><b>Task H-21</b> Prepares grains and pulses</p> <p><b>60%</b></p>	<p>21.01 Selects grains and pulses</p>	<p>21.02 Processes grains and pulses</p>	<p>21.03 Cooks grains and pulses</p>
<p><b>Task H-22</b> Prepares seeds and nuts</p> <p><b>10%</b></p>	<p>22.01 Selects seeds and nuts</p>	<p>22.02 Processes seeds and nuts</p>	<p>22.03 Cooks seeds and nuts</p>
<p><b>Task H-23</b> Prepares alternative proteins</p> <p><b>30%</b></p>	<p>23.01 Selects alternative proteins</p>	<p>23.02 Processes alternative proteins</p>	<p>23.03 Cooks alternative proteins</p>

## I – Meats, poultry and variety meats

13%

<p><b>Task I-24</b> Prepares meats and variety meats</p> <p><b>50%</b></p>	<p>24.01 Selects meats and variety meats</p>	<p>24.02 Processes meats and variety meats</p>	<p>24.03 Cooks meats and variety meats</p>
	<p>24.04 Finishes meats and variety meats</p>		
<p><b>Task I-25</b> Prepares poultry</p> <p><b>50%</b></p>	<p>25.01 Selects poultry</p>	<p>25.02 Processes poultry</p>	<p>25.03 Cooks poultry</p>
	<p>25.04 Finishes poultry</p>		

## J – Fish and seafood

10%

<b>Task J-26</b> Prepares fin fish 75%	26.01 Selects fin fish	26.02 Processes fin fish	26.03 Cooks fin fish
	26.04 Finishes fin fish		
<b>Task J-27</b> Prepares seafood 35%	27.01 Selects seafood	27.02 Processes seafood	27.03 Cooks seafood
	27.04 Finishes seafood		

## K – Salads and sandwiches

5%

<b>Task K-28</b> Prepares sandwiches 45%	28.01 Selects sandwich ingredients	28.02 Processes sandwich ingredients	28.03 Assembles sandwiches
	28.04 Cooks sandwiches		

<b>Task K-29</b> <b>Prepares salads</b> <b>45%</b>	29.01 Selects salad ingredients	29.02 Processes salad ingredients	29.03 Finishes salad
<b>Task K-30</b> <b>Prepares condiments, preserves and dressings</b> <b>10%</b>	30.01 Selects ingredients for condiments, preserves and dressings	30.02 Processes ingredients for condiments, preserves and dressings	

## L – Specialty preparation

**3%**

<b>Task L-31</b> <b>Prepares snacks and other finger foods</b> <b>60%</b>	31.01 Selects ingredients for snacks and other finger foods	31.02 Processes ingredients for snacks and other finger foods	31.03 Assembles snacks and other finger foods
	31.04 Cooks snacks and other finger foods	31.05 Finishes snacks and other finger foods	
<b>Task L-32</b> <b>Prepares deli meat and cured products</b> <b>40%</b>	32.01 Selects deli meat and cured products	32.02 Processes deli meat and cured products	32.03 Cooks deli meat and cured products
	32.04 Finishes deli meat		

## M – Sweet and savoury baked goods and desserts

7%

<b>Task M-33</b> <b>Prepares dough-based products</b> <b>20%</b>	33.01 Selects ingredients for dough	33.02 Processes ingredients for dough	33.03 Cooks dough-based products
	33.04 Finishes dough-based products		
<b>Task M-34</b> <b>Prepares batter-based products</b> <b>20%</b>	34.01 Selects ingredients for batters	34.02 Processes ingredients for batters	34.03 Cooks batter-based products
	34.04 Finishes batter-based products		
<b>Task M-35</b> <b>Prepares creams, mousses, frozen desserts, fillings, icings and toppings</b> <b>15%</b>	35.01 Selects ingredients for creams, mousses, frozen desserts, fillings, icings and toppings	35.02 Processes ingredients for creams, mousses, frozen desserts, fillings, icings and toppings	35.03 Finishes creams, mousses, frozen desserts, fillings, icings and toppings
<b>Task M-36</b> <b>Assembles cakes</b> <b>10%</b>	36.01 Selects cake components for assembly	36.02 Finishes cakes	
<b>Task M-37</b> <b>Prepares savoury and sweet pastries and pies</b> <b>35%</b>	37.01 Selects ingredients for savoury and sweet pastries and pies	37.02 Assembles savoury and sweet pastries and pies	37.03 Cooks savoury and sweet pastries and pies
	37.04 Finishes savoury and sweet pastries and pies		

# MAJOR WORK ACTIVITY A

## Hygiene, Sanitation and Safety

---

### TASK A-1 Performs safety and hygiene-related functions

---

#### TASK DESCRIPTOR

Institutional Cooks are expected to perform safety-related functions throughout all activities of the trade. They maintain, clean and sanitize tools and equipment to ensure a safe and hygienic workplace. They use personal protective equipment (PPE) and safety equipment by complying with regulations and standards such as the Workplace Hazardous Materials Information System (WHMIS). Institutional Cooks must constantly maintain personal hygiene.

---

#### A-1.01 Maintains safe work environment

	Performance Criteria
A-1.01.01P	identify and report <i>potential hazards</i>
A-1.01.02P	clear and clean walkways
A-1.01.03P	clean workstation
A-1.01.04P	maintain clutter-free workstation
A-1.01.05P	store and lock up hazardous products
A-1.01.06P	store hazardous equipment and utensils
A-1.01.07P	complete cleaning task list on a daily, weekly and monthly basis
A-1.01.08P	secure workstations when not in use
A-1.01.09P	lock-out equipment
A-1.01.10P	prepare, test, label and store cleaning and sanitation solutions
A-1.01.11P	identify location of safety exits and assembly areas
A-1.01.12P	identify emergency procedures

#### RANGE OF VARIABLES

*potential hazards* include: water, debris, exposed electrical wires, uneven floors, unidentified liquids and chemicals, fire, environmental, damaged furniture, fixtures and equipment, poor lighting, inadequate ventilation

---

#### A-1.02 Uses personal protective equipment (PPE) and safety equipment

	Performance Criteria
A-1.02.01P	dress in industry-specific clothing and approved footwear
A-1.02.02P	locate <i>PPE</i> and <i>safety equipment</i>
A-1.02.03P	select <i>PPE</i> and <i>safety equipment</i>
A-1.02.04P	identify worn, defective and expired <i>PPE</i> and <i>safety equipment</i>

## RANGE OF VARIABLES

**PPE** includes: goggles, respirators, protective gloves (rubber/latex, cut-resistant, heat-resistant), rubber aprons, non-slip protective footwear

**safety equipment** includes: fire extinguishers, fire blankets, eye-wash stations, WHMIS stations, first aid kits, Automatic External Defibrillator (AED)

---

### A-1.03 Maintains personal hygiene

#### Performance Criteria

A-1.03.01P	follow handwashing procedures
A-1.03.02P	maintain good personal hygienic conditions
A-1.03.03P	wear clean <b>work attire</b>
A-1.03.04P	wear hair and beard nets and hats
A-1.03.05P	ensure nails are short
A-1.03.06P	remove jewelry and accessories
A-1.03.07P	cover all exposed cuts and wounds

## RANGE OF VARIABLES

**work attire** includes: aprons, pants, shirts, jackets, hats, approved footwear

---

## TASK A-2 Practices food safety procedures

---

### TASK DESCRIPTOR

Practicing food safety procedures is the most critical component of the food service industry and ensures consumer and employee health and safety. Cleaning and sanitizing are two separate tasks that are both crucial; cleaning removes physical debris and sanitizing removes biological contaminants.

---

### A-2.01 Maintains safe condition and temperature of raw and finished product

#### Performance Criteria

A-2.01.01P	select and use <b>tools and equipment</b>
A-2.01.02P	verify and record that food is at required internal temperature
A-2.01.03P	read various <b>types of thermometers</b>
A-2.01.04P	monitor temperature of equipment
A-2.01.05P	hold and store finished product
A-2.01.06P	take corrective measures
A-2.01.07P	discard product

## RANGE OF VARIABLES

**tools and equipment** include: thermometers, ice wands, ice baths, blast chillers, bain-marie, refrigerator, hot holding cabinets **types of thermometers** include: digital, analog, laser

---

**A-2.02****Cools food rapidly****Performance Criteria**

A-2.02.01P	select cooling <b>methods</b> and vessels
A-2.02.02P	monitor cooling process
A-2.02.03P	take corrective measures

**RANGE OF VARIABLES**

**methods** include: ice bath, divide product into smaller batches, place product in refrigerated unit, use ice wands, use blast chiller

---

**A-2.03****Re-thermalizes foods****Performance Criteria**

A-2.03.01P	select and use <b>tools and equipment</b>
A-2.03.02P	re-heat food
A-2.03.03P	verify internal temperature
A-2.03.04P	take corrective measures

**RANGE OF VARIABLES**

**tools and equipment** include: pans, pots, food service containers, stoves, microwaves, thermometer, ovens, thermal circulator, combi-oven

---

**A-2.04****Prevents cross-contamination****Performance Criteria**

A-2.04.01P	recognize <b>potential food contamination risks</b>
A-2.04.02P	use clean and sanitized work surfaces, tools and equipment
A-2.04.03P	wash hands and change gloves
A-2.04.04P	follow <b>storage techniques</b>
A-2.04.05P	use designated storage containers, cutting boards and utensils specific to products
A-2.04.06P	set up <b>sanitizing system equipment</b>

**RANGE OF VARIABLES**

**potential food contamination risks** include: unsanitary work surfaces, improper storage, chemical, cross use of utensils and equipment, clothes, cell phones, soiled towels, gloves, biological, physical

**storage techniques** include: raw food on the bottom and cooked food on the top, elevate minimum distance above floor, separate meat items accordingly, cover

**sanitizing system equipment** includes: pails, spray bottles, gloves



---

**A-2.05****Cleans tools and equipment****Performance Criteria**

A-2.05.01P	identify utensils, tools, equipment and appliances to be cleaned
A-2.05.02P	disassemble and assemble kitchen tools and equipment for cleaning purposes
A-2.05.03P	remove residual debris
A-2.05.04P	apply <i>cleaning procedures</i>
A-2.05.05P	remove tough cooked-on, carbonized, dehydrated or stubborn residual debris or stains
A-2.05.06P	rinse and dry utensils, tools, equipment and appliances

**RANGE OF VARIABLES**

*cleaning procedures* include: use of chemicals, three-sink method, proper heat and drying techniques

---

**A-2.06****Sanitizes tools and equipment****Performance Criteria**

A-2.06.01P	identify utensils, tools, equipment and appliances to be sanitized
A-2.06.02P	apply <i>sanitization procedures</i>
A-2.06.03P	apply sanitizing solution

**RANGE OF VARIABLES**

*sanitization procedures* include: use of chemicals, using test strips to measure pH, proper heat and drying techniques

# MAJOR WORK ACTIVITY B

## Common Occupational Skills

---

### TASK B-3 Uses tools and equipment

---

#### TASK DESCRIPTOR

Institutional Cooks use mechanized and non-mechanized tools and equipment in the production of food.

---

#### **B-3.01** Uses knives

##### Performance Criteria

B-3.01.01P	select knives
B-3.01.02P	utilize knives
B-3.01.03P	inspect knives
B-3.01.04P	select and use <i>sharpening tools</i>
B-3.01.05P	wash, dry and sanitize knives
B-3.01.06P	store knives
B-3.01.07P	choose <i>cutting surfaces</i> to prevent damage to knives and safety

#### RANGE OF VARIABLES

*sharpening tools* include: whetstone, steel, pull sharpener, electric sharpener

*cutting surfaces* include: wood, plastic, colour-coded surfaces

---

#### **B-3.02** Uses pots, pans and utensils

##### Performance Criteria

B-3.02.01P	select pots, pans and utensils
B-3.02.02P	utilize pots, pans and utensils
B-3.02.03P	inspect pots, pans and utensils
B-3.02.04P	wash, sanitize and dry pots, pans and utensils
B-3.02.05P	store pots, pans and utensils
B-3.02.06P	choose <i>material appropriate utensils</i> to prevent damage to pots and pans
B-3.02.07P	control heat

#### RANGE OF VARIABLES

*material appropriate utensils* include: hard wood, high heat resistant silicone, stainless steel, non-stick coated, bamboo

---

**B-3.03****Uses equipment and appliances****Performance Criteria**

B-3.03.01P	select <i>equipment and appliances</i> for use
B-3.03.02P	operate <i>equipment and appliances</i>
B-3.03.03P	inspect <i>equipment and appliances</i>
B-3.03.04P	assemble and disassemble <i>equipment and appliances</i>
B-3.03.05P	store <i>equipment, appliances</i> and accessories
B-3.03.06P	clean, sanitize and <i>maintain equipment and appliances</i>

**RANGE OF VARIABLES**

*equipment and appliances* include: stoves, ovens, deep fryers, meat grinders, slicers, mixers, vacuum packaging machines, thermometers, scales, food processors, refrigeration equipment  
*maintain equipment and appliances* includes: oiling, calibrating, lubricating, cleaning

---

**TASK B-4 Organizes work**

---

**TASK DESCRIPTOR**

Institutional Cooks manage their work in an effective and efficient manner by organizing the workspace and scheduling production.

---

**B-4.01****Organizes kitchen workplace****Performance Criteria**

B-4.01.01P	arrange <i>utensils, equipment, appliances</i> and products
B-4.01.02P	organize and maintain workspace

**RANGE OF VARIABLES**

*utensils* include: knives, wooden spoons, whisks, spatulas, scissors, tongs, tweezers  
*equipment and appliances* include: meat grinders, slicers, mixers, vacuum packaging machines, thermometers, scales, food processors, blender

---

**B-4.02****Schedules production****Performance Criteria**

B-4.02.01P	identify <i>daily</i> and <i>forecasted activities</i> to be completed
B-4.02.02P	create, prioritize and follow production schedule
B-4.02.03P	monitor progress

## RANGE OF VARIABLES

*daily activities* include: receiving, storing, preparing, holding, cooking, maintaining, serving  
*forecasted activities* include: menu rotations, inventory requirements

---

## TASK B-5 Manages information

---

### TASK DESCRIPTOR

Institutional Cooks use information such as menus, recipes and schedules.

---

#### **B-5.01** Plans menu and mise en place

##### Performance Criteria

B-5.01.01P	create and cost menu
B-5.01.02P	develop and follow recipes
B-5.01.03P	convert recipes
B-5.01.04P	determine <i>production requirements</i>
B-5.01.05P	identify and incorporate substitute ingredients

## RANGE OF VARIABLES

*production requirements* include: food, quantity, labour, equipment, recipes

---

#### **B-5.02** Uses documentation

##### Performance Criteria

B-5.02.01P	organize and file <i>documents</i>
B-5.02.02P	process <i>documents</i>
B-5.02.03P	recognize documentation errors
B-5.02.04P	complete <i>forms</i>

## RANGE OF VARIABLES

*documents* include: shellfish tags, SDS, logs (temperature, waste, sanitizer strength), recipe files, job hazard analysis, prep list, OH&S, cleaning list

*forms* include: food safety, inventory forms, work schedules, jurisdictional accident documentation, apprenticeship, performance evaluations

---

## TASK B-6 Manages products

---

### TASK DESCRIPTOR

Institutional Cooks are involved in ordering, receiving, storing and, at times, transporting of products. At all stages of production products must be handled in a safe manner, and according to food safety and jurisdictional regulations.

---

## **B-6.01** Orders products

### **Performance Criteria**

B-6.01.01P	determine <b>product specifications</b>
B-6.01.02P	identify ingredient requirements and complete order list
B-6.01.03P	determine quantities required
B-6.01.04P	relay product order and specifications to product supplier
B-6.01.05P	interpret <b>vendor</b> product listings

### **RANGE OF VARIABLES**

**product specifications** include: market forms, shelf life, case size, product type, colour

**vendors** include: major suppliers, local community suppliers, foragers

---

## **B-6.02** Receives products

### **Performance Criteria**

B-6.02.01P	verify invoices
B-6.02.02P	verify <b>products</b> received
B-6.02.03P	operate <b>receiving equipment</b>
B-6.02.04P	determine priority of storage

### **RANGE OF VARIABLES**

**products** include: dairy, produce, meats, poultry, seafood, dry goods, sundries

**receiving equipment** includes: hand carts, conveyors, scales, lifts

---

## **B-6.03** Stores products

### **Performance Criteria**

B-6.03.01P	ensure clean, organized and secure <b>storage area</b>
B-6.03.02P	select and use <b>food storage containers</b>
B-6.03.03P	recognize and store hazardous products
B-6.03.04P	store <b>products</b>
B-6.03.05P	date, label and rotate <b>products</b>
B-6.03.06P	unpack and break down received <b>products</b>

### **RANGE OF VARIABLES**

**storage areas** include: refrigerators, freezers, dry storage, chemical storage

**food storage containers** include: food-grade plastic, stainless steel, non-reactive, vacuum-packed, eco-friendly

**products** include: dairy, produce, meats, poultry, seafood, dry goods, sundries

---

**B-6.04** Maintains inventory**Performance Criteria**

B-6.04.01P	verify quantities of <i>products</i>
B-6.04.02P	verify quality of perishable <i>products</i>
B-6.04.03P	perform stock rotation
B-6.04.04P	dispose of expired <i>products</i>

**RANGE OF VARIABLES**

*products* include: dairy, produce, meats, poultry, seafood, dry goods, sundries

---

**TASK B-7 Performs trade activities**

---

**TASK DESCRIPTOR**

Institutional Cooks are expected to perform the following activities throughout all major work activities of the trade. Institutional Cooks may plate or present products as required.

---

**B-7.01** Uses recipes**Performance Criteria**

B-7.01.01P	follow recipe sequence
B-7.01.02P	measure amounts of ingredients
B-7.01.03P	maintain consistency when converting recipes
B-7.01.04P	determine ingredient substitutions
B-7.01.05P	adjust seasoning

---

**B-7.02** Performs portion control**Performance Criteria**

B-7.02.01P	portion product
B-7.02.02P	convert volume, weight and temperature
B-7.02.03P	use <i>portion control utensils</i>

**RANGE OF VARIABLES**

*portion control utensils* include: measuring cups, portion bags, scales, ladles, portion cake cutters

---

**B-7.03** Presents finished product**Performance Criteria**

B-7.03.01P	identify menu item components
------------	-------------------------------

### Performance Criteria

B-7.03.02P	select and use tools used for plating and presentation
B-7.03.03P	coordinate cooked product supply
B-7.03.04P	determine plating and presentation design, components and plating sequence
B-7.03.05P	assemble components
B-7.03.06P	ensure accuracy, consistency and quality of final plating and presentation
B-7.03.07P	maintain safe food temperature when plating, presenting and <b>transporting</b>
B-7.03.08P	label packaged foods

### RANGE OF VARIABLES

**transporting** foods includes: off-site catering, take-out/delivery service, home meal replacements (HMR)

---

## **B-7.04** Uses convenience foods

### Performance Criteria

B-7.04.01P	identify <b>convenience type products</b>
B-7.04.02P	follow manufacturers' directions
B-7.04.03P	apply <b>convenience type products</b>

### RANGE OF VARIABLES

**convenience type products** include: soup bases, sauce bases, frozen products, canned products, ready-to-bake dough products, fully cooked, dehydrated

---

## TASK B-8 Adapts cooking practices to meet dietary requirements

---

### TASK DESCRIPTOR

Practicing food safety procedures is a critical component of the food service industry and ensures consumer and employee health and safety. In order to ensure consumer satisfaction, cooks accommodate dietary requirements including cultural, allergies, ethical, religious, environmental, individual preference and health-related.

---

## **B-8.01** Adapts kitchen practices to meet dietary requirements

### Performance Criteria

B-8.01.01P	identify modifications to preparation areas, practices and procedures
B-8.01.02P	perform <b>modifications to preparation areas</b>
B-8.01.03P	modify food preparation, cooking and serving procedures

## RANGE OF VARIABLES

**modifications to preparation areas** include: using specialized equipment to isolate allergens, dedicated prep areas for allergens, preventing cross-contamination (allergens, cultural practices)

---

### **B-8.02** Selects ingredients to meet dietary requirements

#### Performance Criteria

B-8.02.01P	identify <b>dietary requirements</b>
B-8.02.02P	propose alternate dish
B-8.02.03P	select substitute ingredients

## RANGE OF VARIABLES

**dietary requirements** include: cultural, allergies, ethical, religious, health-related, environmental, preferences

---

### **B-8.03** Prepares food to meet dietary requirements

#### Performance Criteria

B-8.03.01P	modify recipes
B-8.03.02P	modify cooking procedures
B-8.03.03P	prepare alternate dish
B-8.03.04P	identify dish and advise service team

---

### **B-8.04** Modifies textures to meet dietary requirements

#### Performance Criteria

B-8.03.01P	modify recipe
B-8.03.02P	modify cooking procedures
B-8.03.03P	adjust <b>texture</b> of food
B-8.03.04P	ensure consistency and weight

## RANGE OF VARIABLES

**texture** include: chopped, soft, bite-sized, minced, moist, pureed, thickened liquids

---

## TASK B-9 Uses communication and mentoring techniques

---

### TASK DESCRIPTOR

Learning in the trades is done primarily in the workplace with tradespeople passing on their skills and knowledge to apprentices, as well as sharing knowledge among themselves. Apprenticeship is, and always has been about mentoring – learning workplace skills and passing



them on. Because of the importance of this to the trade, this task covers the activities related to communication in the workplace and mentoring skills.

---

## **B-9.01** Uses communication techniques

### **Performance Criteria**

B-9.01.01P	demonstrate communication practices with individuals or in a group
B-9.01.02P	listen using <b>active listening</b> practices
B-9.01.03P	receive and respond to feedback on work
B-9.01.04P	explain and provide feedback
B-9.01.05P	ask open-ended questions to improve communication
B-9.01.06P	participate in safety and information meetings
B-9.01.07P	share information
B-9.01.08P	communicate with consumers
B-9.01.09P	coordinate tasks with co-workers
B-9.01.10P	maintain a respectful attitude

### **RANGE OF VARIABLES**

**active listening** includes: hearing, interpreting, reflecting, responding, paraphrasing

---

## **B-9.02** Uses mentoring techniques

### **Performance Criteria**

B-9.02.01P	identify and communicate learning objective and point of lesson
B-9.02.02P	link lesson to other lessons and job
B -9.02.03P	demonstrates performance of a skill to an apprentice or learner
B -9.02.04P	set up conditions required for an apprentice or learner to practice a skill
B -9.02.05P	assess apprentice or learner's ability to perform tasks with increasing independence
B -9.02.06P	give support and feedback for improvement
B -9.02.07P	document technical training opportunities
B -9.02.08P	support apprentices or learners in pursuing technical training opportunities
B -9.02.09P	support <b>harassment</b> free workplace
B -9.02.10P	assess apprentice or learner suitability to trade

### **RANGE OF VARIABLES**

**harassment** includes: objectionable conduct, comment or display made either on a one-time or continuous basis that demeans, belittles, or causes personal humiliation or embarrassment to the recipient

# MAJOR WORK ACTIVITY C

## Produce

---

### TASK C-10 Prepares herbs and spices

---

#### TASK DESCRIPTOR

Herbs and spices provide flavouring and serve as a garnish to enhance the finished product. Institutional Cooks need to be knowledgeable in the various types of herbs and spices and their applications. They select, clean and process the herbs and spices that are used in various recipes.

---

#### **C-10.01** Selects herbs and spices

##### Performance Criteria

- |             |   |
|-------------|---|
| C-10.01.01P | identify <i>indicators of freshness and quality</i> |
| C-10.01.02P | identify <i>herbs</i> and <i>spices</i>             |
| C-10.01.03P | choose <i>herbs</i> and <i>spices</i>               |

#### RANGE OF VARIABLES

*indicators of freshness and quality* include: hydration, colour, texture

*herbs* include: rosemary, mint, thyme, basil

*spices* include: peppercorn, nutmeg, cumin

---

#### **C-10.02** Cleans herbs

##### Performance Criteria

- |             |                                  |
|-------------|----------------------------------|
| C-10.02.01P | clean <i>herbs</i>               |
| C-10.02.02P | maintain quality of <i>herbs</i> |

#### RANGE OF VARIABLES

*herbs* include: rosemary, mint, thyme, basil

---

#### **C-10.03** Processes herbs and spices

##### Performance Criteria

- |             |   |
|-------------|---|
| C-10.03.01P | use <i>tools and equipment</i>  |
| C-10.03.02P | prepare <i>herbs</i> and <i>spices</i> and apply <i>processing techniques</i> |
| C-10.03.03P | prepare <i>herb</i> and <i>spice</i> -flavoured oils, vinegars and pastes     |
| C-10.03.04P | maintain quality of <i>herbs</i> and <i>spices</i>                            |

## RANGE OF VARIABLES

**tools and equipment** include: mortar and pestle, grinders, knives, graters

**herbs** include: rosemary, mint, thyme, basil

**spices** include: peppercorn, nutmeg, cumin

**processing techniques** include: chopping, tearing, rubbing, crushing, roasting

---

## TASK C-11 Prepares vegetables

---

### TASK DESCRIPTOR

Vegetables are an important staple of all meals and it is essential for the cook to be able to select, prepare, cook and finish vegetables to retain quality, flavour and nutrients.

---

#### **C-11.01** Selects vegetables

##### Performance Criteria

- C-11.01.01P identify vegetables
- C-11.01.02P identify **indicators of freshness and quality**

## RANGE OF VARIABLES

**indicators of freshness and quality** include: firmness, colour, texture, aroma

---

#### **C-11.02** Cleans vegetables

##### Performance Criteria

- C-11.02.01P select and use **cleaning tools**
- C-11.02.02P apply **cleaning procedures**
- C-11.02.03P maintain quality of vegetable
- C-11.02.04P store cleaned vegetable

## RANGE OF VARIABLES

**cleaning tools** include: gloves, salad spinner, knives, brushes

**cleaning procedures** include: washing, paring, brushing, rinsing, soaking

---

#### **C-11.03** Processes vegetables

##### Performance Criteria

- C-11.03.01P select and use **tools and equipment**
- C-11.03.02P identify processing **methods**
- C-11.03.03P maintain uniform cuts
- C-11.03.04P perform various **types of cuts**
- C-11.03.05P cut and shape vegetable for garnishes

#### Performance Criteria

C-11.03.06P	maintain quality of vegetable
C-11.03.07P	minimize waste and utilize trim
C-11.03.08P	store cut vegetables

#### RANGE OF VARIABLES

**tools and equipment** include: knives, crinkle cutters, mandolins, food processors, slicer, juicer, blender, vegetable carving tools

**methods** include: cutting, acidulating, juicing, puréeing, shaping, shaving, grating, slicing, drying

**types of cuts** include: julienne, baton, brunoise, dice

---

### C-11.04 Cooks vegetables

#### Performance Criteria

C-11.04.01P	select <b>cooking method</b>
C-11.04.02P	select and use <b>tools and equipment</b>
C-11.04.03P	apply techniques to maintain pigmentation and texture of vegetables
C-11.04.04P	preserve nutritional value
C-11.04.05P	determine doneness
C-11.04.06P	apply cooking techniques to <b>market forms</b> of vegetables

#### RANGE OF VARIABLES

**cooking methods** include: blanching, sautéing, grilling, frying, baking, steaming, broiling, roasting, braising

**tools and equipment** include: steamer, frying pan, deep fryer, oven, grill, colander

**market forms** include: peeled, dehydrated, whole, cut, bulk frozen, IQF, canned

---

### C-11.05 Finishes vegetables

#### Performance Criteria

C-11.05.01P	select <b>finishing techniques</b>
C-11.05.02P	apply <b>finishing techniques</b>
C-11.05.03P	hold cooked vegetables

#### RANGE OF VARIABLES

**finishing techniques** include: glazing, saucing, gratin, sautéing, garnishing, seasoning

---

## TASK C-12 Prepares fruit

---

### TASK DESCRIPTOR

Fruit can be used in preparations such as salads, sauces, soups and as garnishes, showpieces and accompaniments. It is essential for the cook to be able to select, prepare and cook fruit to retain quality, flavour and nutrients.

#### **C-12.01** Selects fruit

##### Performance Criteria

- |             |   |
|-------------|---|
| C-12.01.01P | identify fruits                                     |
| C-12.01.02P | identify <i>indicators of freshness and quality</i> |

### RANGE OF VARIABLES

*indicators of freshness and quality* include: firmness, colour, texture

---

#### **C-12.02** Cleans fruit

##### Performance Criteria

- |             |                                      |
|-------------|--------------------------------------|
| C-12.02.01P | select and use <i>cleaning tools</i> |
| C-12.02.02P | apply <i>cleaning procedures</i>     |
| C-12.02.03P | maintain quality of fruit            |
| C-12.02.04P | store cleaned fruit                  |

### RANGE OF VARIABLES

*cleaning tools* include: gloves, knives, brushes

*cleaning procedures* include: washing, paring, brushing, rinsing

---

#### **C-12.03** Processes fruit

##### Performance Criteria

- |             |   |
|-------------|---|
| C-12.03.01P | select and use <i>tools and equipment</i> |
| C-12.03.02P | identify processing <i>methods</i>        |
| C-12.03.03P | maintain uniform cuts                     |
| C-12.03.04P | cut shapes of fruit for garnishes         |
| C-12.03.05P | maintain quality of fruit                 |
| C-12.03.06P | minimize waste and utilize trim           |
| C-12.03.07P | store cut fruit                           |

### RANGE OF VARIABLES

*tools and equipment* include: knives, mandolins, shape cutters, juicer, melon baller, spoon, food processor, fruit carving tools, blender

*methods* include: cutting, acidulating, juicing, puréeing, shaping, shaving, grating, slicing

---

**C-12.04** Cooks fruit**Performance Criteria**

C-12.04.01P	select <i>cooking method</i>
C-12.04.02P	apply <i>cooking method</i>
C-12.04.03P	select and use <i>tools and equipment</i>
C-12.04.04P	preserve nutritional value
C-12.04.05P	determine doneness
C-12.04.06P	apply cooking techniques to <i>market forms</i> of fruits

**RANGE OF VARIABLES**

*cooking methods* include: sautéing, grilling, poaching, frying, baking

*tools and equipment* include: steamer, frying pan, deep fryer, oven, grill, colander

*market forms* include: peeled, dehydrated, whole, cut, bulk frozen, IQF, canned

---

**C-12.05** Finishes fruit**Performance Criteria**

C-12.05.01P	select <i>finishing techniques</i>
C-12.05.02P	apply <i>finishing techniques</i>
C-12.05.03P	hold cooked fruits

**RANGE OF VARIABLES**

*finishing techniques* include: glazing, saucing, sautéing, garnishing, seasoning, caramelizing, grilling

# MAJOR WORK ACTIVITY D

## Stocks, Broths and Soups

---

### TASK D-13 Prepares stocks and broths

---

#### TASK DESCRIPTOR

Institutional Cooks prepare stocks and broths to provide flavour and texture for a variety of products and applications. Selecting proper ingredients for the stock or broth is a critical step in the preparation process.

---

#### **D-13.01** Selects stock and broth ingredients

##### Performance Criteria

- |             |   |
|-------------|---|
| D-13.01.01P | identify and choose <i>ingredients</i>              |
| D-13.01.02P | identify <i>indicators of freshness and quality</i> |

#### RANGE OF VARIABLES

*ingredients* include: bones, vegetables, aromatics, water, proteins

*indicators of freshness and quality* include: firmness, colour, texture

---

#### **D-13.02** Processes stock and broth ingredients

##### Performance Criteria

- |             |   |
|-------------|---|
| D-13.02.01P | select and use <i>tools and equipment</i> |
| D-13.02.02P | calculate quantity of <i>ingredients</i>  |
| D-13.02.03P | gather <i>ingredients</i>                 |
| D-13.02.04P | measure <i>ingredients</i>                |
| D-13.02.05P | prepare <i>ingredients</i>                |

#### RANGE OF VARIABLES

*tools and equipment* include: strainers, spigot pots, roasting pans, skimmers, stock pots, cutting boards, knives, scales, cheese cloth, butchers twine

*ingredients* include: bones, vegetables, aromatics, water, proteins

---

#### **D-13.03** Cooks stocks and broths

##### Performance Criteria

- |             |                              |
|-------------|------------------------------|
| D-13.03.01P | cook <i>ingredients</i>      |
| D-13.03.02P | prepare bones and vegetables |

	Performance Criteria
D-13.03.03P	deglaze cooking vessel
D-13.03.04P	bring stock to simmer
D-13.03.05P	monitor broth temperature
D-13.03.06P	skim stock or broth
D-13.03.07P	monitor cooking time and aromatics
D-13.03.08P	reduce stock or broth
D-13.03.09P	strain and filter stock or broth
D-13.03.10P	evaluate quality and clarity of stock or broth
D-13.03.11P	cool finished stock or broth

## RANGE OF VARIABLES

*ingredients* include: bones, vegetables, aromatics, water, proteins, convenience products

---

## TASK D-14 Prepares soups

---

### TASK DESCRIPTOR

Soup flavour, consistency, temperature and texture are important factors to achieve quality results when preparing soups. Soups incorporate stocks, broths, vegetables, proteins and dairy.

---

#### **D-14.01** Selects soup ingredients

	Performance Criteria
D-14.01.01P	identify and choose <i>ingredients</i>
D-14.01.02P	identify <i>indicators of freshness and quality</i>

## RANGE OF VARIABLES

*indicators of freshness and quality* include: firmness, colour, texture

*ingredients* include: bones, vegetables, aromatics, water, proteins, convenience products

---

#### **D-14.02** Processes soup ingredients

	Performance Criteria
D-14.02.01P	select and use <i>tools and equipment</i>
D-14.02.02P	calculate quantity of <i>ingredients</i>
D-14.02.03P	gather <i>ingredients</i>
D-14.02.04P	measure <i>ingredients</i>

## RANGE OF VARIABLES

*ingredients* include: bones, vegetables, aromatics, water, proteins, convenience products

*tools and equipment* include: scales, cutting boards, knives, whisks, food processors, cheese cloths



---

**D-14.03** Cooks soups**Performance Criteria**

D-14.03.01P	select <b>tools and equipment</b>
D-14.03.02P	combine <b>ingredients</b>
D-14.03.03P	clarify consommés
D-14.03.04P	monitor cooking time and aromatics
D-14.03.05P	incorporate <b>thickening agents</b>
D-14.03.06P	adjust <b>soup characteristics</b>

**RANGE OF VARIABLES**

**ingredients** include: bones, vegetables, aromatics, water, proteins, convenience products

**tools and equipment** include: whisks, food processor, cheese cloth, spoon, spatula, strainers, steam kettle, soup pot

**thickening agents** include: roux, purees, modified starches, eggs

**soup characteristics** include: taste, thickness, texture, appearance, colour, temperature

---

**D-14.04** Finishes soups**Performance Criteria**

D-14.04.01P	adjust <b>soup characteristics</b>
D-14.04.02P	cool soup
D-14.04.03P	prepare finishing ingredients
D-14.04.04P	garnish soup

**RANGE OF VARIABLES**

**soup characteristics** include: taste, thickness, texture, appearance, colour, temperature

# MAJOR WORK ACTIVITY E

## Sauces

---

### TASK E-15 Prepares thickening and binding agents

---

#### TASK DESCRIPTOR

Thickening agents are used by Institutional Cooks to thicken soups and sauces. Binding agents are used by Institutional Cooks to hold ingredients together.

---

#### **E-15.01** Selects thickening and binding ingredients

##### Performance Criteria

- |             |   |
|-------------|---|
| E-15.01.01P | determine <b><i>thickening and binding agents</i></b> to be made                |
| E-15.01.02P | identify <b><i>indicators of freshness and quality</i></b> of ingredients       |
| E-15.01.03P | identify and choose ingredients for <b><i>thickening and binding agents</i></b> |

#### RANGE OF VARIABLES

***thickening and binding agents*** include: roux, starches, liaison, beurre manié, vegetable purées, reduction

***indicators of freshness and quality*** include: firmness, colour, texture

---

#### **E-15.02** Processes thickening and binding ingredients

##### Performance Criteria

- |             |   |
|-------------|---|
| E-15.02.01P | select and use <b><i>tools and equipment</i></b>      |
| E-15.02.02P | calculate ratio of thickening and binding ingredients |
| E-15.02.03P | incorporate thickening and binding ingredients        |

#### RANGE OF VARIABLES

***tools and equipment*** include: bowls, whisks, ladles, pots, strainer, blender

---

## TASK E-16 Prepares sauces

---

### TASK DESCRIPTOR

Preparing sauces is an important task as they serve to increase the moisture of the final dish, to modify and add flavour and texture, and in some cases may also serve as the main element of the dish. Sauces are used to accompany and complement dishes and enhance the appearance of the final dish.

---

#### **E-16.01** Selects sauce ingredients

##### Performance Criteria

E-16.01.01P	identify sauce
E-16.01.02P	identify <i>indicators of freshness and quality</i> of ingredients
E-16.01.03P	identify and choose ingredients

### RANGE OF VARIABLES

*indicators of freshness and quality* include: hydration, colour, texture

---

#### **E-16.02** Processes sauce ingredients

##### Performance Criteria

E-16.02.01P	select and use <i>non-reactive processing tools and equipment</i>
E-16.02.02P	measure and prepare ingredients according to recipe specifications

### RANGE OF VARIABLES

*non-reactive processing tools and equipment* include: double boilers, saucepans, strainers, stainless steel bowls, plastics (BPA free), silicone

---

#### **E-16.03** Cooks sauces

##### Performance Criteria

E-16.03.01P	combine ingredients
E-16.03.02P	adjust temperature of sauce
E-16.03.03P	use <i>cooking methods</i>
E-16.03.04P	deglaze cooking vessel
E-16.03.05P	determine <i>sauce qualities</i>
E-16.03.06P	apply <i>thickening technique</i>
E-16.03.07P	adjust <i>sauce qualities</i>

### RANGE OF VARIABLES

*cooking methods* include: tempering, reduction, blending, infusion, coagulation, caramelization

**sauce qualities** include: consistency, colour, flavour, texture

**thickening technique** includes: reduction, adding thickening agents (roux, liaison, slurry), emulsification

---

## **E-16.04** Finishes sauces

### **Performance Criteria**

E-16.04.01P	use <b>finishing techniques</b>
E-16.04.02P	evaluate and adjust <b>final qualities</b>
E-16.04.03P	hold finished sauce

### **RANGE OF VARIABLES**

**finishing techniques** include: monté au beurre, liaison, garnishing, flambé

**final qualities** include: taste, appearance, flavour, texture, alcohol level

# MAJOR WORK ACTIVITY F

## Cheese, Dairy, Plant-based Dairy Alternatives, Eggs and Egg Products

---

### TASK F-17 Uses cheese, dairy products and plant-based dairy alternative products

---

#### TASK DESCRIPTOR

Using cheese, dairy-related dishes and plant-based dairy alternative products involves selecting and understanding the various properties of each product. It is important to understand the methods of incorporating cheese, dairy products and plant-based dairy alternative products in recipes. Attention to quality and safety is important to preparing these dishes.

---

#### **F-17.01** Selects cheese, dairy and plant-based dairy alternative ingredients

##### Performance Criteria

- F-17.01.01P recognize freshness of **dairy products**
- F-17.01.02P recognize ripeness characteristics of cheese
- F-17.01.03P identify **milk** and **dairy products**
- F-17.01.04P identify **plant-based dairy alternatives**
- F-17.01.05P identify **types of butters and butter substitutes**
- F-17.01.06P identify cheese, dairy and **plant-based dairy alternatives** to complement **dishes**

#### RANGE OF VARIABLES

**dairy products** include: skim, whole, buttermilk, cream, cheese, yogurt, butter

**milk** includes: goat, sheep, cow

**plant-based dairy alternatives** include: liquids (coconut, soy, almond), cheeses (nut, rice, oil)

**types of butters and butter substitutes** include: margarine (hydrogenated and non-hydrogenated), salted, ghee, unsalted, cultured

**dishes** include: appetizers, breakfast items, desserts, soups

---

#### **F-17.02** Processes cheese, dairy and plant-based dairy alternative ingredients

##### Performance Criteria

- F-17.02.01P select and use **tools and equipment**
- F-17.02.02P alter consistency of product
- F-17.02.03P add cheese, dairy and **plant-based dairy alternatives**
- F-17.02.04P flavour **dairy products**

#### Performance Criteria

F-17.02.05P	apply <i>cooking methods</i>
F-17.02.06P	apply <i>techniques to process cheeses</i>
F-17.02.07P	apply <i>techniques to process dairy and dairy-related products</i>

### RANGE OF VARIABLES

**tools and equipment** include: cheese graters, cutters, non-reactive pots and pans

**methods** include: whipping, melting, heating, coagulating

**plant-based dairy alternatives** include: liquids (coconut, soy, almond), cheeses (nut, rice, oil)

**dairy products** include: skim, whole, buttermilk, cream, cheese, yogurt, butter

**cooking methods** include: baking, melting, deep-frying, pan frying, broiling, reducing,

simmering

**techniques to process cheeses** include: shredding, crumbling, slicing, shaving

**techniques to process dairy and dairy-related products** include: souring, tempering, scalding, freezing, puréeing

---

## **F-17.03** Finishes cheese, dairy and plant-based dairy alternative products

#### Performance Criteria

F-17.03.01P	select and use <i>tools and equipment</i>
F-17.03.02P	flavour <i>dairy products</i> and <i>plant-based dairy alternatives</i>
F-17.03.03P	apply <i>finishing techniques</i>
F-17.03.04P	select <i>garnishes and accompaniments</i>

### RANGE OF VARIABLES

**tools and equipment** include: torches, broilers, salamander, rasp, freezer

**dairy products** include: skim, whole, buttermilk, cream, cheese, yogurt, butter

**plant-based dairy alternatives** include: liquids (coconut, soy, almond), cheeses (nut, rice, oil)

**finishing techniques** include: gratin, grilling, melting, brûlé

**garnishes and accompaniments** include: fruit, nuts, herbs, spices, condiments, sauces

---

## TASK F-18 Prepares eggs and egg-based dishes

### TASK DESCRIPTOR

Institutional Cooks must have an understanding of the importance and versatility of eggs, egg products and egg substitutes. Eggs have many uses including acting as leavening agents, binding agents, and can be prepared on their own or to create a number of dishes.

---

## **F-18.01** Selects ingredients for eggs and egg-based dishes

#### Performance Criteria

F-18.01.01P	identify freshness of eggs, <i>egg products</i> and <i>egg substitutes</i>
-------------	--

### Performance Criteria

F-18.01.02P	identify and choose <i>ingredients</i>
F-18.01.03P	select eggs, <i>egg products</i> and <i>egg substitutes</i>
F-18.01.04P	adjust eggs, <i>egg products</i> and <i>egg substitute</i> volumes to account for yield differences
F-18.01.05P	identify <i>types of eggs</i>

### RANGE OF VARIABLES

*egg products* include: liquid egg, egg whites, egg yolks, egg white powder

*egg-substitutes* include: plant-based substitutes

*ingredients* include: milk, clarified butter, cheese, sugar, vegetables, herbs, proteins, acids, fruits

*types of eggs* include: chicken

---

## F-18.02 Processes ingredients for eggs and egg-based dishes

### Performance Criteria

F-18.02.01P	select and use <i>tools and equipment</i>
F-18.02.02P	apply <i>procedures to process</i> eggs, <i>egg products</i> and <i>egg substitutes</i>
F-18.02.03P	combine eggs, <i>egg products</i> and <i>egg substitutes</i> with other <i>ingredients</i>
F-18.02.04P	whip eggs

### RANGE OF VARIABLES

*tools and equipment* include: non-reactive bowl, whisk, timer, spatula

*procedures to process* include: separating, beating, tempering

*egg products* include: liquid egg, egg whites, egg yolks, egg white powder

*egg-substitutes* include: plant-based substitutes

*ingredients* include: milk, clarified butter, cheese, sugar, vegetables, herbs, proteins, acids, fruits

---

## F-18.03 Cooks eggs and egg-based dishes

### Performance Criteria

F-18.03.01P	select and use <i>tools and equipment</i>
F-18.03.02P	apply <i>cooking methods</i>
F-18.03.03P	temper eggs, <i>egg products</i> and <i>egg substitutes</i>
F-18.03.04P	determine <i>doneness</i>

### RANGE OF VARIABLES

*tools and equipment* include: pan, pot, oven, steamer, spatula, whisk, perforated spoon, double boiler, bain-marie

*cooking methods* include: boiling, poaching, frying, scrambling, shirring, basting, baking, tempering,

**egg products** include: liquid egg, eggs, egg whites, egg yolks, egg white powder

**egg-substitutes** include: plant-based substitutes

**doneness** includes: soft, medium, hard, degree of set, texture and consistency, temperature

---

## **F-18.04** Finishes eggs and egg-based dishes

### **Performance Criteria**

F-18.04.01P	assemble <b>egg-based dishes</b>
F-18.04.01P	select and use <b>tools and equipment</b>
F-18.04.02P	select <b>garnishes</b>
F-18.04.03P	torch or broil <b>egg-based dishes</b>

### **RANGE OF VARIABLES**

**egg-based dishes** include: omelets, quiches, soufflés

**tools and equipment** include: torch, pot, oven, steamer, plates, hotel pans, warmer

**garnishes** include: green onions, parsley, fruit, paprika



# MAJOR WORK ACTIVITY G

## Pastas, Noodles and Dumplings

---

### TASK G-19 Prepares pastas and noodles

---

#### TASK DESCRIPTOR

In order to produce a variety of quality pasta and noodle dishes in both individual and larger quantities, it is important for cooks to be aware of preparation techniques, applications and storage methods.

---

#### **G-19.01** Selects pasta and noodle dish ingredients

##### Performance Criteria

G-19.01.01P	determine quality of ingredients
G-19.01.02P	identify and choose ingredients
G-19.01.03P	determine <i>dough type</i> and <i>styles</i> required

#### RANGE OF VARIABLES

*dough types* include: rice based, corn based, buckwheat, wheat flour, egg based

*styles* include: spaghetti, ravioli, vermicelli, penne, udon, lo mein, couscous

---

#### **G-19.02** Cooks dry and frozen pastas and noodles

##### Performance Criteria

G-19.02.01P	select and use <i>tools and equipment</i>
G-19.02.02P	use <i>cooking methods</i>
G-19.02.03P	determine doneness
G-19.02.04P	Drain and cool cooked pastas, noodles and related dishes
G-19.02.05P	Hold and store cooked pastas, noodles and related dishes

#### RANGE OF VARIABLES

*tools and equipment* include: colanders, pots, pans (hotel, frying, wok), pasta cooking machines, deep fryers, skimmers, tongs

*cooking methods* include: boiling, baking, frying

---

#### **G-19.03** Finishes pastas and noodles

##### Performance Criteria

G-19.03.01P	prepare cooked pastas and noodles
-------------	-----------------------------------

### Performance Criteria

G-19.03.02P	identify and choose sauce, dressing or <i>liquids</i>
G-19.03.03P	apply sauces, dressings, <i>liquids</i> and components
G-19.03.04P	adjust seasonings
G-19.03.05P	garnish cooked pasta and noodle dishes

### RANGE OF VARIABLES

*liquids* include: seasoned water, stock, oil, broth

---

## TASK G-20 Prepares pastas and dumplings

---

### TASK DESCRIPTOR

Dumplings are made of dough, primarily cooked using moist heat, and can be filled with ingredients. Pastas may have fillings such as meat, cheese, seafood or vegetables and are fully or partially encased in doughs made of wheat, rice, or other flours. They may be cooked by baking, steaming, simmering or frying. In order to produce a variety of pastas and dumplings in both individual and larger quantities, it is important for Institutional Cooks to be aware of preparation techniques and methods.

---

### G-20.01 Selects pasta and dumpling ingredients

#### Performance Criteria

G-20.01.01P	determine quality of ingredients
G-20.01.02P	identify and choose ingredients
G-20.01.03P	determine <i>dough type</i> and shape required

### RANGE OF VARIABLES

*dough type* includes: wonton wrapper, leavened dough, flour, wheat, rice-based

---

### G-20.02 Processes pastas and dumplings

#### Performance Criteria

G-20.02.01P	select and use <i>tools and equipment</i>
G-20.02.02P	combine ingredients
G-20.02.03P	use <i>assembly techniques</i>
G-20.02.04P	store and hold prepared <i>pastas</i> and <i>dumplings</i>

### RANGE OF VARIABLES

*tools and equipment* include: bowls, cutters, forms, press, electric roller, stand mixer, disher scoop

*assembly techniques* include: panning, traying, saucing

***pastas*** include: cannelloni, manicotti, long pasta, short pasta, wheat and non-wheat based pasta, tortellini, ravioli, agnolotti

***dumplings*** include: wontons, ravioli, pierogi, matzo balls, gyoza, shumai, gnocchi, market forms (prepared and packaged)

---

## **G-20.03** Cooks pastas and dumplings

### **Performance Criteria**

G-20.03.01P	select and use <b><i>tools and equipment</i></b>
G-20.03.02P	use <b><i>cooking methods for pastas</i></b>
G-20.03.03P	use <b><i>cooking methods for dumplings</i></b>
G-20.03.04P	determine doneness
G-20.03.05P	store and hold cooked <b><i>pastas</i></b> and <b><i>dumplings</i></b>

### **RANGE OF VARIABLES**

***tools and equipment*** include: colanders, pots, frying pans, deep fryers, skimmers, tongs, bamboo baskets, wok

***cooking methods for pastas*** include: boiling, baking, frying

***cooking methods for dumplings*** include: boiling, simmering, poaching, steaming, pan-frying, deep frying

***pastas*** include: cannelloni, manicotti, long pasta, short pasta, wheat and non-wheat based pasta, tortellini, ravioli, agnolotti

***dumplings*** include: wontons, pierogi, matzo balls, gyoza, shumai, gnocchi, market forms (prepared and packaged)

---

## **G-20.04** Finishes pastas and dumplings

### **Performance Criteria**

G-20.04.01P	prepare <b><i>pastas</i></b> and <b><i>dumplings</i></b> for serving
G-20.04.02P	select sauces, dressings, components and accompaniments
G-20.04.03P	adjust seasonings
G-20.04.04P	garnish <b><i>pastas</i></b> and <b><i>dumplings</i></b>
G-20.04.05P	reheat pasta and dumplings

### **RANGE OF VARIABLES**

***pastas*** include: cannelloni, manicotti, long pasta, short pasta, wheat and non-wheat based pasta, tortellini, ravioli, agnolotti

***dumplings*** include: wontons, pierogi, matzo balls, gyoza, shumai, gnocchi, market forms (prepared and packaged)

# MAJOR WORK ACTIVITY H

## Grains, Pulses, Seeds, Nuts and Alternative Proteins

---

### TASK H-21 Prepares grains and pulses

---

#### TASK DESCRIPTOR

In order to produce a variety of quality grain and pulse dishes in both individual and larger quantities, it is important for Institutional Cooks to be aware of preparation techniques, methods, and grain and pulse varieties and characteristics.

---

#### **H-21.01** Selects grains and pulses

##### Performance Criteria

H-21.01.01P	identify and choose types of <i>grains</i> and <i>pulses</i>
H-21.01.02P	determine quantity of <i>grains</i> and <i>pulses</i>
H-21.01.03P	determine quality of <i>grains</i> and <i>pulses</i>

#### RANGE OF VARIABLES

*grains* include: rice (short, long), wild rice, barley, bulgur, oats

*pulses* include: lentils, beans, peas

---

#### **H-21.02** Processes grains and pulses

##### Performance Criteria

H-21.02.01P	inspect <i>grains</i> and <i>pulses</i>
H-21.02.02P	discard <i>grains</i> and <i>pulses</i>
H-21.02.03P	wash <i>grains</i> and <i>pulses</i>
H-21.02.04P	strain <i>grains</i> and <i>pulses</i>
H-21.02.05P	soak <i>grains</i> and <i>pulses</i>

#### RANGE OF VARIABLES

*grains* include: rice (short, long), wild rice, barley, bulgur, oats

*pulses* include: lentils, beans, peas

---

## H-21.03 Cooks grains and pulses

### Performance Criteria

H-21.03.01P	select and use <b>tools and equipment</b>
H-21.03.02P	select ingredients and seasonings
H-21.03.03P	use <b>cooking methods</b>
H-21.03.04P	determine doneness
H-21.03.05P	finish <b>grains</b> and <b>pulses</b>

### RANGE OF VARIABLES

**tools and equipment** include: colanders, steamers, pots, tongs, spatula, Dutch ovens, woks, pressure cooker, spoons

**cooking methods** include: boiling, steaming, baking, stir-frying, puffing, pressure cooking, pilaf and risotto methods, braising

**grains** include: rice (short, long), wild rice, barley, bulgur, oats

**pulses** include: lentils, beans, peas

---

## TASK H-22 Prepares seeds and nuts

---

### TASK DESCRIPTOR

Seeds and nuts can be served on their own or can be incorporated as key ingredients in many dishes such as soups, dressings and salads. Seeds and nuts can be used as protein alternatives.

---

## H-22.01 Selects seeds and nuts

### Performance Criteria

H-22.01.01P	identify and choose types of <b>seeds</b> and <b>nuts</b>
H-22.01.02P	determine amount of <b>seeds</b> and <b>nuts</b>
H-22.01.03P	determine quality of <b>seeds</b> and <b>nuts</b>

### RANGE OF VARIABLES

**seeds** include: pumpkin, sunflower, flax, chia, quinoa, sesame

**nuts** include: tree nuts (almonds, pine, walnuts), groundnuts (peanuts)

---

## H-22.02 Processes seeds and nuts

### Performance Criteria

H-22.02.01P	inspect and clean <b>seeds</b> and <b>nuts</b>
H-22.02.02P	discard <b>seeds</b> and <b>nuts</b>
H-22.02.03P	process <b>seeds</b> and <b>nuts</b>
H-22.02.04P	blanch <b>nuts</b>

## RANGE OF VARIABLES

**seeds** include: pumpkin, sunflower, flax, chia, quinoa, sesame

**nuts** include: tree nuts (almonds, pine, walnuts), groundnuts (peanuts)

---

### **H-22.03** Cooks seeds and nuts

#### Performance Criteria

H-22.03.01P	select and use <b>tools and equipment</b>
H-22.03.02P	select ingredients and seasonings
H-22.03.03P	use <b>cooking methods</b>
H-22.03.04P	determine doneness
H-22.03.05P	finish <b>seeds</b> and <b>nuts</b>

## RANGE OF VARIABLES

**tools and equipment** include: colanders, steamers, pans (hotel, frying, sheet), pots, tongs, spatula, pressure cooker

**cooking methods** include: boiling, steaming, roasting, baking, frying, simmering, pilaf

**seeds** include: pumpkin, sunflower, flax, chia, quinoa, sesame

**nuts** include: tree nuts (almonds, pine, walnuts), groundnuts (peanuts)

---

## TASK H-23 Prepares alternative proteins

---

### TASK DESCRIPTOR

Alternative proteins can be served on their own, as main dishes, or as a source of protein in many recipes. They can also be incorporated as key ingredients in many dishes such as soups, pastas, salads, and hot and cold appetizers. Alternative proteins may include insects and plant-based protein sources.

---

### **H-23.01** Selects alternative proteins

#### Performance Criteria

H-23.01.01P	choose types of <b>alternative proteins</b>
H-23.01.02P	choose amount of <b>alternative proteins</b>

## RANGE OF VARIABLES

**alternative proteins** include: tofu (firm, soft), tempeh, bean curd, seitan (gluten), market forms (prepared and packaged), insects

---

**H-23.02****Processes alternative proteins****Performance Criteria**

H-23.02.01P	prepare <i>alternative proteins</i>
H-23.02.02P	inspect <i>alternative proteins</i>
H-23.02.03P	flavour <i>alternative proteins</i>

**RANGE OF VARIABLES**

*alternative proteins* include: tofu (firm, soft), tempeh, bean curd, seitan (gluten), market forms (prepared and packaged), insects

---

**H-23.03****Cooks alternative proteins****Performance Criteria**

H-23.03.01P	select and use <i>tools and equipment</i>
H-23.03.02P	use <i>cooking methods</i>
H-23.03.03P	determine doneness
H-23.03.04P	finish <i>alternative proteins</i>

**RANGE OF VARIABLES**

*tools and equipment* include: pots, tongs, spatula, pans (grill, frying), wok

*cooking methods* include: boiling, steaming, grilling, deep frying, shallow frying, roasting, baking

*alternative proteins* include: tofu (firm, soft), tempeh, bean curd, seitan (gluten), market forms (prepared and packaged), insects

# MAJOR WORK ACTIVITY I

## Meats, Poultry and Variety Meats

---

### TASK I-24 Prepares meats and variety meats

---

#### TASK DESCRIPTOR

Institutional Cooks prepare meat such as beef, pork, veal and lamb. They must take particular care in their preparation in order to avoid waste and to adhere to jurisdictional codes and regulations. Variety meats are also referred to as offal. These items are often nutrient-rich and can be value-added elements to cooks' repertoire of skills. They require particular handling and preparation procedures.

---

#### I-24.01 Selects meats and variety meats

##### Performance Criteria

- |             |   |
|-------------|---|
| I-24.01.01P | Identify, select and handle <b>meats</b> and <b>variety meats</b> based on religious requirements |
| I-24.01.02P | interpret label/stamp information and perform sensory assessments                                 |
| I-24.01.03P | identify and choose <b>meats and variety meats</b>  |

#### RANGE OF VARIABLES

**meats** include: pork, veal, beef, lamb, goat

**variety meats** include: sweetbreads, liver, heart, kidney, tongue, tripe

---

#### I-24.02 Processes meats and variety meats.

##### Performance Criteria

- |             |   |
|-------------|---|
| I-24.02.01P | select and use <b>processing tools and equipment</b>    |
| I-24.02.02P | calculate defrosting time                               |
| I-24.02.03P | fabricate <b>meats</b> and <b>variety meats</b>         |
| I-24.02.04P | minimize waste and utilize trim                         |
| I-24.02.05P | maintain safe food handling practices during processing |

#### RANGE OF VARIABLES

**processing tools and equipment** include: band saws, bone scrapers, grinders, cleavers, knives, cutting boards

**meats** include: pork, veal, beef, lamb, goat

**variety meats** include: sweetbreads, liver, heart, kidney, tongue, tripe



---

**I-24.03****Cooks meats and variety meats****Performance Criteria**

I-24.03.01P	choose and apply <i>cooking method</i>
I-24.03.02P	calculate cooking time
I-24.03.03P	determine <i>doneness</i> and tenderness

**RANGE OF VARIABLES**

*cooking method* includes: grilling, roasting, braising, broiling, combination, sous-vide, poaching, simmering, sautéing, frying

*doneness* includes: rare, medium, well done, fork tender (for moist-heat cooking)

---

**I-24.04****Finishes meats and variety meats****Performance Criteria**

I-24.04.01P	rest cooked <i>meats</i> and <i>variety meats</i>
I-24.04.02P	apply <i>finishing techniques</i>
I-24.04.03P	hold <i>variety meats</i>
I-24.04.04P	determine and apply carving and portioning techniques
I-24.04.05P	present cooked <i>meats</i> and <i>variety meats</i> with <i>accompaniments</i>
I-24.04.06P	chill <i>meats</i> and <i>variety meats</i>
I-24.06.07P	portion and reheat <i>meats</i> and <i>variety meats</i>
I-24.06.07P	reheat <i>meats</i> and <i>variety meats</i>

**RANGE OF VARIABLES**

*meats* include: pork, veal, beef, lamb, goat

*variety meats* include: sweetbreads, liver, heart, kidney, tongue, tripe

*finishing techniques* include: broiling, crusting, basting, glazing, saucing, seasoning

*accompaniments* include: sauces, glazes, condiments, garnishes, compound butters, vegetables, herbs, starches

---

**TASK I-25 Prepares poultry**

---

**TASK DESCRIPTOR**

Institutional Cooks prepare poultry such as chicken and turkey. They must take particular care in their preparation in order to avoid waste and to adhere to jurisdictional codes and regulations.

---

**I-25.01****Selects poultry****Performance Criteria**

I-25.01.01P	identify and choose <i>poultry</i>
-------------	------------------------------------

### Performance Criteria

I-25.01.02P determine freshness and quality of *poultry*

### RANGE OF VARIABLES

*poultry* includes: chicken, turkey

---

## I-25.02 Processes poultry

### Performance Criteria

I-25.02.01P select and use *processing tools and equipment*

I-25.02.02P calculate defrosting time

I-25.02.03P maintain safe food handling practices during processing

I-25.02.04P minimize waste and utilize trim

I-25.02.05P fabricate *poultry*

I-25.02.06P stuff portions and whole *poultry*

### RANGE OF VARIABLES

*processing tools and equipment* include: boning knives, shears, cleavers, paring knives, grinders, mallets, cutting board

*poultry* includes: chicken, turkey

---

## I-25.03 Cooks poultry

### Performance Criteria

I-25.03.01P select and apply *cooking methods*

I-25.03.02P calculate cooking time for *poultry*

I-25.03.03P determine doneness and tenderness

### RANGE OF VARIABLES

*cooking methods* include: braising, deep frying, broiling, roasting, combination, sous-vide

*poultry* includes: chicken, turkey

---

## I-25.04 Finishes poultry

### Performance Criteria

I-25.04.01P rest cooked *poultry*

I-25.04.02P hold cooked *poultry*

I-25.04.03P apply *finishing techniques*

I-25.04.04P determine carving and portioning techniques

I-25.04.05P carve and portion cooked *poultry*

I-25.04.06P present with *accompaniments*

## **RANGE OF VARIABLES**

**poultry** includes: chicken, turkey

**finishing techniques** include: broiling, crusting, carving, basting, glazing, saucing, garnishing, presentation

**accompaniments** include: sauces, glazes, condiments, garnishes, compound butters, vegetables, starches, herbs

# MAJOR WORK ACTIVITY J

## Fish and Seafood

---

### TASK J-26 Prepares fin fish

---

#### TASK DESCRIPTOR

There is a wide variety of fin fish and freshness and quality are paramount. Institutional Cooks must understand the importance of proper handling, storing, preparation and cooking methods. They must take particular care in their preparation in order to avoid waste and to adhere to jurisdictional standards and regulations.

In this document, tasks related to fin fish are categorized separately from those related to other seafood (e.g. shell fin fish, bivalves, cephalopods).

---

#### **J-26.01** Selects fin fish

##### Performance Criteria

J-26.01.01P	identify <i>fin fish characteristics</i> and <i>factors</i>
J-26.01.02P	identify <i>origin</i> of <i>fin fish</i>
J-26.01.03P	identify fresh and previously frozen <i>fin fish</i>
J-26.01.04P	determine freshness of <i>fin fish</i>
J-26.01.05P	identify cut specifications

#### RANGE OF VARIABLES

*factors* include: local availability, seasonal availability, freshness, storage life, applications, processed, sustainability, origin, documentation

*fin fish characteristics* include: round, flat, oily, lean, flavour intensity, texture

*origin* includes: wild, farmed, freshwater, saltwater

*fin fish* includes: perch, pickerel, salmonids, cod, mahi mahi, halibut, snapper, tuna, haddock

---

#### **J-26.02** Processes fin fish

##### Performance Criteria

J-26.02.01P	select and use processing <i>tools and equipment</i>
J-26.02.02P	defrost <i>fin fish</i>
J-26.02.03P	prepare <i>fin fish</i>
J-26.02.04P	minimize waste and utilize trim for <i>other uses</i>
J-26.02.05P	select seasonings

## RANGE OF VARIABLES

**tools and equipment** include: scalers, knives, pliers, tweezers, cutting boards, scale

**fin fish** includes: perch, pickerel, salmonids, cod, mahi mahi, halibut, snapper, tuna, haddock

**other uses** include: mousses, quenelles, patties, stock

---

### J-26.03

#### Cooks fin fish

##### Performance Criteria

J-26.03.01P	select and use <b>tools and equipment</b> for cooking <b>fin fish</b>
J-26.03.02P	season <b>fin fish</b>
J-26.03.03P	determine time required for cooking <b>fin fish</b>
J-26.03.04P	apply <b>cooking methods</b>
J-26.03.05P	determine <b>fin fish</b> doneness

## RANGE OF VARIABLES

**tools and equipment** include: pan, grill, oven, smoker, griddle, slotted spatula

**fin fish** includes: perch, pickerel, salmonids, cod, mahi mahi, halibut, snapper, tuna, haddock

**cooking methods** include: poaching, steaming, pan searing, deep-frying, smoking, broiling, braising, roasting

---

### J-26.04

#### Finishes fin fish

##### Performance Criteria

J-26.04.01P	apply <b>finishing techniques</b>
J-26.04.02P	adjust seasoning
J-26.04.03P	garnish

## RANGE OF VARIABLES

**finishing techniques** include: broiling, crusting, resting, glazing, torching, smoking, saucing, presentation

---

## TASK J-27 Prepares seafood

---

### TASK DESCRIPTOR

There is a wide variety of seafood. In this document, "seafood" is meant to categorize items other than fin fish, and include shell fin fish, bivalves and cephalopods. Seafood includes both salt-water and freshwater products, and freshness and quality are paramount. Institutional Cooks must understand the importance of properly storing and preparing a variety of selected seafood. Extra precautions must be taken while handling raw and cooked seafood due to their delicate nature and dietary requirements relating to seafood. They must take particular care in their preparation in order to avoid waste and to adhere to jurisdictional standards and regulations.

---

**J-27.01****Selects seafood****Performance Criteria**

J-27.01.01P	identify fresh and frozen <i>seafood</i>
J-27.01.02P	determine freshness and quality of <i>seafood</i>
J-27.01.03P	choose <i>seafood</i>

**RANGE OF VARIABLES**

*seafood* includes: clams, oysters, mussels, lobster, crayfin fish, shrimp, squid, octopus, jellyfin fish, roe

---

**J-27.02****Processes seafood****Performance Criteria**

J-27.02.01P	select and use processing <i>tools and equipment</i>
J-27.02.02P	defrost frozen <i>seafood</i>
J-27.02.03P	<i>sort</i> , wash and clean <i>seafood</i>
J-27.02.04P	prepare <i>seafood</i>
J-27.02.05P	separate protein from shell and <i>process shell</i>
J-27.02.06P	select seasonings and aromatics

**RANGE OF VARIABLES**

*tools and equipment* include: shucker, scissors, brushes, knives

*seafood* includes: clams, oysters, mussels, lobster, crayfin fish, shrimp, squid, octopus, jellyfin fish, roe

*sort* includes: identifying live, unusable, damaged seafood, sorting by size and shape

*process shell* includes: cleaning, polishing, drying

---

**J-27.03****Cooks seafood****Performance Criteria**

J-27.03.01P	select and use <i>cooking methods</i>
J-27.03.02P	select and use <i>tools and equipment</i>
J-27.03.03P	calculate cooking time
J-27.03.04P	determine <i>seafood</i> doneness

**RANGE OF VARIABLES**

*cooking methods* include: poaching, steaming, pan searing, deep-frying, pan-frying, broiling, braising, baking, smoking

*tools and equipment* include: pans, pots, steamers, smokers, ovens, grills, deep-fryers

**Performance Criteria**

J-27.04.01P	apply <i>finishing techniques</i>
J-27.04.02P	adjust seasoning
J-27.04.03P	garnish

**RANGE OF VARIABLES**

*finishing techniques* include: broiling, crusting, resting, glazing, torching, smoking, saucing, presentation

*seafood* (various formats) includes: clams, oysters, mussels, lobster, crayfin fish, shrimp, squid, octopus, jellyfin fish, roe

# MAJOR WORK ACTIVITY K

## Salads and Sandwiches

---

### TASK K-28 Prepares sandwiches

---

#### TASK DESCRIPTOR

Preparing sandwiches is an important activity for this trade. They include combinations of a broad range of ingredients and presentations. Sandwiches are a feature on most menus across many cultures.

---

#### **K-28.01** Selects sandwich ingredients

##### Performance Criteria

- |             |   |
|-------------|---|
| K-28.01.01P | identify ingredients for filling and toppings       |
| K-28.01.02P | choose <b>bread</b>                                 |
| K-28.01.03P | identify <b>indicators of freshness and quality</b> |

#### RANGE OF VARIABLES

**bread** includes: buns, sliced bread, baguettes, tortillas, pitas, flatbread

**indicators of freshness and quality** include: hydration, colour, texture, best before date

---

#### **K-28.02** Processes sandwich ingredients

##### Performance Criteria

- |             |  |
|-------------|--|
| K-28.02.01P | select and use processing <b>tools and equipment</b> |
| K-28.02.02P | use processing <b>methods</b>                        |
| K-28.02.03P | hold and store sandwich ingredients                  |

#### RANGE OF VARIABLES

**tools and equipment** include: knives, slicer, grills, oven, griddles, food processors, graters

**methods** include: slicing, mixing, grating, mashing, dicing, pulling

---

#### **K-28.03** Assembles sandwiches

##### Performance Criteria

- |             |   |
|-------------|---|
| K-28.03.01P | select and use <b>sandwich assembly tools and equipment</b> |
| K-28.03.02P | plan assembly steps   |
| K-28.03.03P | combine sandwich filling, toppings, condiments and bread    |
| K-28.03.04P | apply <b>finishing techniques</b> to sandwiches             |



## RANGE OF VARIABLES

**sandwich assembly tools and equipment** include: toasters, knives, paper, picks, spreaders  
**finishing techniques** include: garnishing, packaging, presentation, cutting

---

### **K-28.04** Cooks sandwiches

#### Performance Criteria

- |             |  |
|-------------|--|
| K-28.04.01P | select and use cooking <b>tools and equipment</b>      |
| K-28.04.02P | use <b>cooking methods</b>                             |
| K-28.04.03P | hold <b>cooked sandwiches</b>                          |
| K-28.04.04P | apply <b>finishing techniques</b> to cooked sandwiches |

## RANGE OF VARIABLES

**tools and equipment** include: griddle, spatula, tongs, oven, pan  
**cooking methods** include: grilling, baking, pan frying, broiling  
**cooked sandwiches** include: grilled, pizza, quesadilla, broiled, panini  
**finishing techniques** includes: garnishing, packaging, presentation, cutting, applying sauces, condiments and accompaniments

---

## TASK K-29 Prepares salads

---

### TASK DESCRIPTOR

Salads are a combination of various ingredients such as vegetables, fruit, grains, pastas, eggs, pulses, meat, fin fish, seafood and cheese. They can be served warm or cold. It is important to finish most salads as close to serving time as possible unless marinated.

---

### **K-29.01** Selects salad ingredients

#### Performance Criteria

- |             |   |
|-------------|---|
| K-29.01.01P | identify <b>indicators of freshness and quality</b> |
| K-29.01.02P | identify salad <b>ingredients</b>                   |

## RANGE OF VARIABLES

**indicators of freshness and quality** include: hydration, colour, texture, best before dates  
**ingredients** include: vegetables, fruit, proteins, accompaniments, starches, grains, dressings, cheese, pulses, seeds

---

### **K-29.02** Processes salad ingredients

#### Performance Criteria

- |             |  |
|-------------|--|
| K-29.02.01P | select and use processing <b>tools and equipment</b> |
| K-29.02.02P | use processing <b>methods</b>                        |

### Performance Criteria

K-29.02.03P	combine salad <i>ingredients</i>
K-29.02.04P	prepare salad garnishes
K-29.02.05P	maintain safe handling procedures

### RANGE OF VARIABLES

**tools and equipment** include: knives, spinners, mashers, pots, food processors, cutting boards

**methods** include: cleaning, soaking, cooking, drying, cutting, straining, marinating

**ingredients** include: vegetables, fruit, proteins, accompaniments, starches, grains, dressings, cheese, pulses, seeds

---

## K-29.03 Finishes salads

### Performance Criteria

K-29.03.01P	select and use finishing tools and equipment
K-29.03.02P	apply <i>finishing techniques</i>
K-29.03.03P	select and apply salad garnishes
K-29.03.04P	hold and store finished salads

### RANGE OF VARIABLES

**finishing techniques** include: tossing, dressing, packaging, garnishing, topping, presentation

---

## TASK K-30 Prepares condiments, preserves and dressings

---

### TASK DESCRIPTOR

While the preparation of condiments and dressings can be very similar, their difference usually is defined by their application. For example, dressings are often associated with salads, and condiments are used as an option to dishes such as sandwiches, cheeses, deli meats, snacks and finger foods. Preserves include items such as pickled vegetables and preserved fruit.

---

## K-30.01 Selects ingredients for condiments, preserves and dressings

### Performance Criteria

K-30.01.01P	identify and choose ingredients to prepare <i>condiments, preserves</i> and <i>dressings</i>
K-30.01.02P	identify <i>indicators of freshness and quality</i>

### RANGE OF VARIABLES

**condiments** include: dips, relishes, syrups, salsas

**preserves** include: pickled vegetables, jams, jellies

**dressings** include: oil-based, emulsions, vinaigrette, warm dressings

**indicators of freshness and quality** include: hydration, colour, texture, aroma, best before date, flavour

---

## **K-30.02** Processes ingredients for condiments and dressings

### Performance Criteria

K-30.02.01P	select and use processing <b>tools and equipment</b>
K-30.02.02P	apply <b>processing and finishing techniques</b>
K-30.02.03P	apply flavouring, seasonings and thickening agents
K-30.02.04P	use safe handling procedures
K-30.02.05P	hold and store <b>condiments</b> and <b>dressings</b>

### RANGE OF VARIABLES

**tools and equipment** include: mixers, pots, food processors, blenders, stove, whisk, double-boilers, thermometers, pressure cookers, knives

**processing and finishing techniques** include: chopping, dicing, cutting, mixing, blending, cooking, pickling, fermenting, smoking, emulsifying, whisking, portioning, canning

**condiments** include: dips, relishes, syrups, salsas

**dressings** include: dairy-based, emulsions, vinaigrette, warm dressings

# MAJOR WORK ACTIVITY L

## Specialty Preparations

---

### TASK L-31 Prepares snacks and other finger foods

---

#### TASK DESCRIPTOR

Institutional Cooks prepare savoury hot and cold items in bite-sized portions of virtually any food. They are made with various combinations of ingredients such as meat, fin fish, seafood, grains, vegetables, fruit and breads. Diverse cultural influences on Canadian cuisine expand this category to include items such as sushi, spring rolls, spanakopita, satays, and dim sum.

---

#### **L-31.01** Selects ingredients for snacks and other finger foods

##### Performance Criteria

- L-31.01.01P identify and choose ingredients
- L-31.01.02P identify *indicators of freshness and quality*

#### RANGE OF VARIABLES

*indicators of freshness and quality* include: hydration, colour, texture, aroma, best before date, flavour

---

#### **L-31.02** Processes ingredients for snacks and other finger foods

##### Performance Criteria

- L-31.02.01P select and use processing *tools and equipment*
- L-31.02.02P apply processing *methods*
- L-31.02.03P cook *snacks and other finger food ingredients and components*
- L-31.02.04P store *snacks and other finger food ingredients and components*

#### RANGE OF VARIABLES

*tools and equipment* include: food processors, cutting boards, knives, pans, bowls, stove

*methods* include: wrapping, mixing, folding, baking, cutting, poaching, frying, blending

*snacks and finger foods* include: sushi, spring rolls, spanakopita, satays, and dim sum, crudite, hot and cold hors d'oeuvres

---

#### **L-31.03** Assembles snacks and other finger foods

##### Performance Criteria

- L-31.03.01P select and use *assembly tools and equipment*

#### Performance Criteria

L-31.03.02P	use assembly <i>methods</i>
L-31.03.03P	store <i>snacks and other finger food</i>

### RANGE OF VARIABLES

**assembly tools and equipment** include: knives, skewers, toothpicks, bamboo mats, tongs, cutting boards, portioning scoops

**methods** include: wrapping, stacking, spreading, breading, brushing

**snacks and finger foods** include: sushi, spring rolls, spanakopita, satays, and dim sum, crudite, hot and cold hors d'oeuvres

---

## L-31.04 Cooks snacks and other finger foods

#### Performance Criteria

L-31.04.01P	determine <i>cooking methods</i>
L-31.04.02P	apply <i>cooking methods</i>
L-31.04.03P	calculate cooking time
L-31.04.04P	determine doneness

### RANGE OF VARIABLES

**cooking methods** include: baking, frying, broiling, steaming

---

## L-31.05 Finishes snacks and other finger foods

#### Performance Criteria

L-31.05.01P	apply seasoning, sauce, condiments and garnish
L-31.05.02P	present <i>snacks and other finger foods</i>
L-31.05.03P	hold <i>snacks and other finger foods</i>

### RANGE OF VARIABLES

**snacks and finger foods** include: sushi, spring rolls, spanakopita, satays, and dim sum, crudite, hot and cold hors d'oeuvres

---

## TASK L-32 Prepares deli meat and cured products

---

### TASK DESCRIPTOR

Deli meat and cured products are prepared using various techniques for preserving meats, fish and seafood. They can be aged and dried, smoked and cured. Deli meat and cured products can be served hot or cold.

---

**L-32.01** Selects deli meat and cured products**Performance Criteria**

- L-32.01.01P identify *indicators of quality*
- L-32.01.02P identify and choose ingredients for processing

**RANGE OF VARIABLES**

*indicators of quality* include: hydration, colour, texture, aroma

---

**L-32.02** Processes deli meat and cured products**Performance Criteria**

- L-32.02.01P select and use *processing tools and equipment*
- L-32.02.02P apply processing *methods*
- L-32.02.03P combine ingredients, seasonings, preservatives and garnishes
- L-32.02.04P assemble ingredients for *deli meats and cured products*

**RANGE OF VARIABLES**

*processing tools and equipment* include: meat grinder, meat slicer, cutters, sausage press, terrine moulds, food processors, smokers

*methods* include: smoking, curing, drying, chopping, grinding, emulsifying, marinating, soaking, shaping, moulding, fermenting, stuffing

*deli meats and cured products* include: forcemeats, terrines, pâtés, galantines and ballotines, sausages, variety meats, smoked and fermented meat, fin fish, seafood, poultry

---

**L-32.03** Cooks deli meat and cured products**Performance Criteria**

- L-32.03.01P select and use *cooking tools and equipment*
- L-32.03.02P select temperature
- L-32.03.03P apply *cooking method*
- L-32.03.04P determine *deli meats and cured product* doneness

**RANGE OF VARIABLES**

*cooking tools and equipment* include: smokers, ovens, grills, thermal circulator, refrigerator

*cooking methods* include: curing, poaching, baking, smoking, drying

*deli meats and cured products* include: forcemeats, terrines, pâtés, galantines and ballotines, sausages, variety meats, smoked and fermented meat, fin fish, seafood, poultry

---

**L-32.04****Finishes deli meat****Performance Criteria**

L-32.04.01P	apply garnish and <i>finishing techniques</i>
L-32.04.02P	remove casings and membranes
L-32.04.03P	cut and slice <i>deli meat</i>
L-32.04.04P	identify and apply <i>secondary cook methods</i>

**RANGE OF VARIABLES**

*finishing techniques* include: glazing, filling, presentation, garnishing

*deli meats* include: forcemeats, terrines, pâtés, galantines and ballotines, sausages, variety meats, smoked and fermented meat, fin fish, seafood, poultry

*secondary cook methods* include: frying, broiling, grilling, poaching, baking

# MAJOR WORK ACTIVITY M

## Sweet and Savoury Baked Goods and Desserts

---

### TASK M-33 Prepares dough-based products

---

#### TASK DESCRIPTOR

Dough, sweet and savoury, is used to make items such as pasta, breads, samosas, egg rolls, pie shells, pastries and cookies. It can be shaped and moulded. Additional ingredients and texture elements can be introduced to provide variety.

---

#### **M-33.01** Selects ingredients for dough

##### Performance Criteria

- |             |  |
|-------------|--|
| M-33.01.01P | identify required <i>ingredients</i>                       |
| M-33.01.02P | identify quality and freshness of dough <i>ingredients</i> |

#### RANGE OF VARIABLES

*ingredients* include: flours, fats, egg, sweeteners, liquids, leavening agents, dairy products, specialty products, flavorings, seasonings, convenience products

---

#### **M-33.02** Processes ingredients for dough

##### Performance Criteria

- |             |   |
|-------------|---|
| M-33.02.01P | select and use <i>tools and equipment</i> |
| M-33.02.02P | <i>measure</i> ingredients                |
| M-33.02.03P | mix <i>ingredients</i>                    |
| M-33.02.04P | apply <i>methods</i>                      |

#### RANGE OF VARIABLES

*tools and equipment* include: sifters, mixers, sheeters, rolling pins, proofers

*measure*: weight, volume, size

*ingredients* include: flours, fats, egg, sweeteners, liquids, leavening agents, dairy products, specialty products, flavorings, seasonings, convenience products

*methods* include: rolling, shaping, folding, scoring, resting, proofing, benching, kneading, incorporating fats, portioning



---

## **M-33.03** Cooks dough-based products

### Performance Criteria

M-33.03.01P	select and use <i>tools and equipment</i>
M-33.03.02P	follow <i>cooking methods</i>
M-33.03.03P	determine doneness

### RANGE OF VARIABLES

*tools and equipment* include: hand tools, ovens, fryers, steamers, pots

*cooking methods* include: boiling, baking, frying, steaming, poaching

---

## **M-33.04** Finishes dough-based products

### Performance Criteria

M-33.04.01P	cool <i>dough-based product</i>
M-33.04.02P	glaze, garnish and fill <i>dough-based product</i>
M-33.04.03P	portion <i>dough-based product</i>
M-33.04.04P	assemble finished <i>dough-based product</i>
M-33.04.05P	<i>package and store</i> finished product

### RANGE OF VARIABLES

*dough-based products* include: pastas, noodles, pies, tarts, flans, cookies, breads, samosas, egg rolls, pastries, bread dough, crackers, rolls/buns, profiteroles

*package and store* includes: wrapping, bagging, refrigerating, freezing, retail packaging, vacuum sealing, storing at room temperature

---

## TASK M-34 Prepares batter-based products

---

### TASK DESCRIPTOR

Batters can be savoury or sweet, and can be used for many different applications such as muffins, Yorkshire pudding, tempura and cakes. Additional ingredients and texture elements can be introduced to provide variety.

---

## **M-34.01** Selects ingredients for batters

### Performance Criteria

M-34.01.01P	identify required <i>ingredients</i>
M-34.01.02P	identify quality and freshness of batter <i>ingredients</i>

## RANGE OF VARIABLES

**ingredients** include: flours, fats, egg, sweeteners, liquids, leavening agents, dairy products, specialty products, flavorings and seasonings, convenience products

---

### M-34.02 Processes ingredients for batters

#### Performance Criteria

M-34.02.01P	select and use <b>tools and equipment</b>
M-34.02.02P	<b>measure ingredients</b>
M-34.02.03P	mix <b>ingredients</b>
M-34.02.04P	apply <b>methods</b>

## RANGE OF VARIABLES

**tools and equipment** include: spatulas, whisks, sifters, mixers, scales, bowls

**measure** includes: weight, volume, size

**ingredients** include: flours, fats, egg, sweeteners, liquids, leavening agents, dairy products, specialty products, flavorings, seasonings, convenience products

**methods** include: resting, incorporating fats, creaming, foaming, blending, whipping, two-stage

---

### M-34.03 Cooks batter-based products

#### Performance Criteria

M-34.03.01P	select and use <b>tools and equipment</b>
M-34.03.02P	follow <b>cooking methods</b>
M-34.03.03P	determine doneness

## RANGE OF VARIABLES

**tools and equipment** include: hand tools, ovens, fryers, pans, griddles, parchment paper

**cooking methods** include: baking, frying

---

### M-34.04 Finishes batter-based products

#### Performance Criteria

M-34.04.01P	cool <b>batter-based product</b>
M-34.04.02P	frost, glaze, garnish or season <b>batter-based product</b>
M-34.04.03P	portion <b>batter-based product</b>
M-34.04.04P	assemble finished <b>batter-based product</b>
M-34.04.05P	hold <b>batter-based product</b>
M-34.04.06P	<b>package and store</b> finished product

## RANGE OF VARIABLES

**batter-based products** include: muffins, cakes, pop-overs, waffles, pancakes, corn bread, convenience products

**package and store** includes: wrapping, bagging, refrigerating, freezing, retail packaging, storing at room temperature

---

## TASK M-35 Prepares creams, mousses, frozen desserts, fillings, icings and toppings

---

### TASK DESCRIPTOR

In preparing these items, it is important to focus on both appearance and texture. Proper techniques should be employed to ensure consistency and quality.

---

#### **M-35.01** Selects ingredients for creams, mousses, frozen desserts, fillings, icings and toppings

##### Performance Criteria

- |             |  |
|-------------|--|
| M-35.01.01P | identify required <b>ingredients</b>                 |
| M-35.01.02P | identify quality and freshness of <b>ingredients</b> |

### RANGE OF VARIABLES

**ingredients** include: eggs, sugar, dairy, gelatin, fruits, chocolate, flavorings, convenience products

---

#### **M-35.02** Processes ingredients for creams, mousses, frozen desserts, fillings, icings and toppings

##### Performance Criteria

- |             |  |
|-------------|--|
| M-35.02.01P | select and use <b>tools and equipment</b>  |
| M-35.02.02P | mix <b>ingredients</b>                     |
| M-35.02.03P | prepare pans and moulds                    |
| M-35.02.04P | follow temperature stages                  |
| M-35.02.05P | apply <b>methods</b>                       |
| M-35.02.06P | portion and scale mixed <b>ingredients</b> |

### RANGE OF VARIABLES

**tools and equipment** include: bain-marie, mixers, scoops, piping bags, moulds, ice cream makers, whipped cream canisters, candy thermometer, heat lamps, torches, copper pots

**ingredients** include: eggs, sugar, dairy, gelatin, fruits, chocolate, flavorings, convenience products

**methods** include: cooking or baking custards, cooling, moulding, piping, churning, freezing, tempering, folding, emulsifying, whipping

---

## **M-35.03** Finishes creams, mousses, frozen desserts, fillings, icings and toppings

### Performance Criteria

M-35.03.01P	unmould <i>products</i>
M-35.03.02P	apply <i>finishing techniques</i>
M-35.03.03P	package and store finished product

### RANGE OF VARIABLES

*products* include: baked and stirred custards, parfaits, soufflés, ice creams, Bavarians, meringues, buttercreams, frostings, ganache, coulis, caramels,

*finishing techniques* include: tempering, torching, glazing, spraying, garnishing

---

## **TASK M-36 Assembles cakes**

---

### TASK DESCRIPTOR

This section assumes that the filling, icing and cake have been prepared and stored. It is important to complement the cake with the appropriate fillings, icings and garnishes. Assembling and displaying cakes is about presentation and appeal.

---

## **M-36.01** Selects cake components for assembly

### Performance Criteria

M-36.01.01P	identify required <i>cake components</i>
M-36.01.02P	identify quality of <i>cake components</i>

### RANGE OF VARIABLES

*cake components* include: icing, filling, toppings, garnishes, glazes, meringues and dessert sauces, nuts, praline, fruit, cake, ganache, mousse, creams

---

## **M-36.02** Finishes cakes

### Performance Criteria

M-36.02.01P	select and use <i>tools and equipment</i>
M-36.02.02P	apply finishing <i>techniques</i>
M-36.02.03P	apply <i>decorations</i>
M-36.02.05P	package and store finished product

### RANGE OF VARIABLES

*tools and equipment* include: spatulas, piping bags and tips, pedestals

*techniques* include: piping, combing, dusting, sprinkling, writing

*decorations* include: crumbs, coconut, chocolate, piping, fruit, fondant, cookies

---

## TASK M-37 Prepares savoury and sweet pastries and pies

---

### TASK DESCRIPTOR

Institutional Cooks are required to know how to make savoury and sweet pastries and pies. Assembling and displaying savoury and sweet pastries and pies requires attention to presentation and appeal. It is important to complement the product with the appropriate fillings and garnishes.

For the purpose of this RSOS, the fillings, icing, glazes and doughs have been prepared and stored.

---

### M-37.01 Selects ingredients for savoury and sweet pastries and pies

#### Performance Criteria

- |             |   |
|-------------|---|
| M-37.01.01P | identify required <i>ingredients</i>  |
| M-37.01.02P | identify quality and freshness of <i>ingredients</i> for <i>savoury and sweet pastries and pies</i> |

### RANGE OF VARIABLES

*ingredients* include: doughs (sweet, short, yeast raised), flavorings, seasonings, apricot glaze, marzipan, convenience products

*savoury and sweet pastries and pies* include: meat pie, Jamaican patty, Danish, calzone, empanada, samosa, spanakopita, cream puff, cannoli, fruit pie, turn-over, sugar pie, custard pie, convenience products

---

### M-37.02 Assembles savoury and sweet pastries and pies

#### Performance Criteria

- |             |   |
|-------------|---|
| M-37.02.01P | select and use <i>tools and equipment</i> |
| M-37.02.02P | apply assembly <i>methods</i>             |

### RANGE OF VARIABLES

*tools and equipment* include: rolling pins, pie dockers, cutters, piping bags, bowls, pans

*methods* include: piping, filling, layering, rolling, shaping, egg washing, venting, folding, topping

---

### M-37.03 Cooks savoury and sweet pastries and pies

#### Performance Criteria

- |             |   |
|-------------|---|
| M-37.03.01P | select and use <i>cooking tools and equipment</i> |
| M-37.03.02P | follow <i>cooking methods</i>                     |
| M-37.03.03P | determine doneness                                |

## RANGE OF VARIABLES

**cooking tools and equipment** include: ovens (convection, conventional, combination), fryer, pans

**cooking methods** include: baking, frying, toasting

---

### **M-37.04** Finishes savoury and sweet pastries and pies

#### Performance Criteria

M-37.04.01P	select and use <b>tools and equipment</b>
M-37.04.02P	apply finishing techniques
M-37.04.03P	store and hold finished product

## RANGE OF VARIABLES

**tools and equipment** include: spatulas, piping bags, pastry brushes, torch, warmer, hot box, display cabinet, cooler

# APPENDIX A ACRONYMS

<b>AED</b>	automatic external defibrillator
<b>HMR</b>	home meal replacements
<b>IQF</b>	individual quick frozen
<b>OH&amp;S</b>	Occupational Health and Safety
<b>PPE</b>	personal protective equipment
<b>SDS</b>	Safety Data Sheets
<b>WHMIS</b>	Workplace Hazardous Materials Information System

# APPENDIX B TOOLS AND EQUIPMENT

## CUTTING TOOLS AND EQUIPMENT

apple corer  
band saw  
blender  
bone saw  
boning knife  
box grater  
bread slicer  
chef's knife  
cleaver  
crinkle cutter  
cutting boards  
dough cutter  
egg cutter  
food chopper/slicer/dicer  
food processor  
fruit carving tools  
grinders  
hand saw  
honing steel  
knife sharpener  
knives (regular/specialty)  
mandolin  
melon baller  
mortar & pestle  
oyster knife  
paring knife  
Parisian cutters  
pastry wheel  
peeler  
pizza cutter  
rasp  
scissors  
shears/cutters  
shredder  
slicing machine  
whetstone  
zester



## **COOKING AND HOLDING TOOLS AND EQUIPMENT**

bain-marie (water bath, double boiler)

braising pan

broiler

buffet unit

chiller racks

convection oven

conveyor oven

cooking ranges (gas/electric)

deep fryer (gas/electric)

dehydrator

disher scoop

doughnut fryer

flambé station

griddle

grill

hot dog cooker

hot food transport cart

infrared food warmer

microwave oven

ovens

panini machines

pizza oven

poultry shears

pressurized steam cooker

proofing box

réchaud stove

rice cooker

roisserie unit

salamander

slow cooking oven

smoker

sous-vide tools

soup warmer

stainless steel inserts

steam kettle

steam table

steamer

stove

immersion circulator

toaster

torches

waffle iron

## **COOKWARE AND BAKEWARE**

bain-marie (double boiler)  
bake pans  
baking moulds  
bamboo baskets  
brazier  
bread pans  
bus pans  
cake forms  
cast iron skillet  
cooling racks  
crêpe pan  
frying pan/skillet  
hotel pans  
muffin pans  
oven and roasting pans  
pans  
pots  
pressure cooker  
roasting pan  
saucepan  
sauté pan  
skillet  
spigot pots  
stock pots and lids  
wok

## **Containers**

bowls  
mirrors  
non-reactive containers (glass, plastic, stainless steel)  
platters  
storage containers  
serving containers

## **UTENSILS**

butchers twine  
colander  
crimper  
cutlery  
cheese cloth  
dough scraper  
fine-mesh strainer  
fin fish tweezers  
forks  
french wire whip  
funnels  
masher  
mesh strainer  
nut cracker  
offset spatula  
oven peel  
oyster brush  
paint brush  
pastry brush  
pie server  
piping bag and tips  
rolling pin  
salad spinner  
sandwich spreader  
scissors  
scrapers  
sieve  
sifter  
skewers  
skimmer  
slotted spoons  
spatulas  
spider  
spoons  
strainer  
tenderizing hammer  
tongs  
trussing needles  
tweezers  
whisks  
wooden spoons

## **MEASURING TOOLS AND EQUIPMENT**

egg timer  
grader  
hydrometer  
hygrometer  
ladle  
measuring cups  
measuring spoons  
measuring tape  
portion scale  
portion scoops  
probes  
ruler  
scale  
thermometers (refrigerator/meat)  
timer

## **MECHANIZED EQUIPMENT AND APPLIANCES**

blast chiller  
can openers  
coffee grinder  
coffee maker  
compactor  
compressed-air whipping machine  
computer and software  
computer paging system  
computer printer  
cryogenic freezer  
dishwasher  
electric roller  
freezer  
ice crusher  
ice maker  
juice extractor  
meat grinder  
mixing machine and attachments  
packaging equipment  
pasta machine  
ravioli press  
refrigerator  
tenderizing machine  
tilting braising fry pan

## **PERSONAL PROTECTIVE EQUIPMENT AND SAFETY EQUIPMENT**

aprons

epinephrine injector (EpiPen)

eye protection

eye wash station

fire blanket

fire extinguisher

first aid kit

gloves (non-latex)

hair net

masks

nail brush

oven mitts

protective clothing

protective footwear

sanitizing spray

uniforms

## APPENDIX C GLOSSARY

<b>bain-marie</b>	container of hot water designed to keep foods hot and/or to cook them slowly
<b>batter</b>	semi-liquid mixture of flour or other starches
<b>broth</b>	thin, flavored liquid prepared primarily from simmering meats; bones and vegetables may also be added
<b>convenience food</b>	typically, a complete meal that has been pre-prepared commercially and so requires little cooking by the consumer
<b>condiment</b>	traditionally, any item added to a dish for flavour (including herbs, spices and vinegars); cooked or prepared flavourings or accompaniments such as relishes, prepared mustards, ketchup, bottled sauces and pickles
<b>forager</b>	reliable and high-quality supplier of wild mushrooms, greens and berries
<b>garnish, to</b>	to add a decorative yet edible item to a finished dish; visible, cut items in finished soups and salads
<b>hors d'œuvre</b>	appetizer or starter, is a small dish served before a meal in European cuisine; some hors d'œuvres are served cold, others hot
<b>home meal replacement (HMR)</b>	fully or partially-prepared meals
<b>lock-out</b>	a safety procedure used to ensure that machines are properly shut off and not able to be started up again prior to the completion of maintenance or repair work
<b>marinate, to</b>	to add a marinade to foods in order to add flavour or moisten foods (may be dry or liquid, usually based on an acidic ingredient to tenderize; an oil to preserve and a flavouring agent; dry marinades are usually salt based); to tenderize or soak food in seasoned liquid
<b>mise en place</b>	setting up for production and having everything in its proper place
<b>sensory assessment</b>	methods used to measure, analyze and interpret human responses to foods or materials using taste, smell, touch, sight and hearing
<b>pastry</b>	dough of flour, fat and water used as a base and covering for sweet and savory pies, tarts, etc.
<b>portion, to</b>	to divide a large quantity into several servings
<b>produce</b>	fresh fruits and vegetables
<b>recipe</b>	instructions for preparing a dish that includes the necessary ingredients
<b>seafood</b>	edible sea fin fish or shellfin fish
<b>shuck, to</b>	to remove the rigid external facade (i.e., shell) from oysters, mussels and clams
<b>stock</b>	clear, thin, flavoured liquid prepared from simmering bones, vegetables, and aromatics