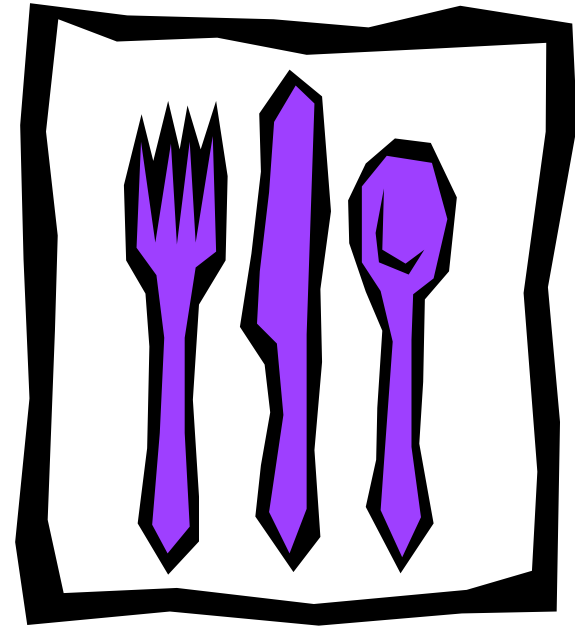




# Rocky Mountain Chefs of Colorado



## Apprenticeship Handbook 2017-2018

*Cooking is like love. It should be  
entered into with abandon or not at all.*  
*Harriet Van Horne*



I feel a recipe is only a theme, which an intelligent  
cook can play each time with a variation.  
Madam Benoit

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Rocky Mountain Chefs of Colorado  
PO Box 18091  
Golden, CO 80402

**APPRENTICESHIP HANDBOOK SIGNATURE PAGE**

I certify that I have read the Rocky Mountain Chefs of Colorado Apprenticeship Handbook and the (School Name) Student Handbook. I understand and agree to abide by all the policies and procedures set forth in the Apprenticeship Handbook.

Apprentice Name (Printed) \_\_\_\_\_

Apprentice Name (Signature) \_\_\_\_\_

**THE CULINARIAN'S CODE**

*I pledge my professional knowledge and skill to the advancement of our profession and to pass it on to those that are to follow.*

*I shall foster a spirit of courteous consideration and fraternal cooperation within our profession.*

*I shall place honor and the standing of our profession before personal advantage.*

*I shall not use unfair means to effect my professional advancement or to injure the chances of another colleague to secure and hold employment.*

*I shall be fair, courteous and considerate in my dealings with my fellow colleagues.*

*I shall conduct any necessary comment on, or criticism of, the work of fellow colleagues with careful regard for the good name and dignity of the culinary profession, and will scrupulously refrain from criticism to gain personal advantages.*

*I shall never expect anyone to subject themselves to risks which I would not be willing to assume myself.*

*I will help to protect all members against one another from within our profession.*

*I shall be just and enthusiastic about the success of others as I am about our own.*

*I shall be too big for worry, too noble for anger, too strong for fear, and too happy to permit the pressure of business to hurt anyone, within or without the profession.*

Signed \_\_\_\_\_  
(Adopted by the ACF at its convention in Chicago, 1957)

**Program Description****What is an apprenticeship?**

Apprenticeship is an on-the-job-training program combined with technical classroom instruction.

This program combines an Associate of Applied Science degree with a 6000-hour (3 Year) European-style approved apprenticeship. Students study the classical foundations of modern cuisine as well as a broad scope of courses designed to prepare individuals for the challenges of today's food service industry, **while getting paid** for each hour worked.

**Trends in Food Service:**

The US Department of Labor, Bureau of Statistics estimates that over 1.7 million new food service positions will be created over the next ten years.

To meet the need for trained manpower, the Bureau of Apprenticeship and Training (BAT) created a set of Recommended Guidelines for an Apprenticeship Program for Cooks and Pastry Cooks. These guidelines are registered with the US Department of Labor. (RAIS Code 0663)

This is a very demanding program, running six consecutive semesters (summers off from school) during three years. Students average a five-day workweek in a variety of resort kitchens, institutional kitchens and free standing restaurants. Students attend classes one evening a week for 5 hours (5-10pm). All students are registered with the Bureau of Labor as an Apprentice Culinarian-Certified Cook. All apprentices are registered with the national ACF (American Culinary Federation(link is external)).

Graduates of the program are eligible to be awarded a Culinary Certificate or Associate of Applied Science Degree, and Certified Culinarian (CC) credentials by the American Culinary Federation(link is external). The U.S. Department of Labor, Bureau of Apprenticeship will issue a **Journeyman Certificate** upon completion for **Certified Chef**, which is nationally and internationally accepted by the food service industry.



A man hath no better under the sun, than to eat,  
and to drink, and to be merry.

Ecclesiastes 8:15

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## Advantages of Apprenticeship

- Learners become acquainted with the organization of the professional kitchen and bakeshops and effectively practice basic and advanced skills in food preparation.
- Learners develop a personal philosophical base that builds ideals for a successful culinary career;
- There is built in performance accountability;
- Learners develop professional work ethics through a commitment to the apprenticeship program;
- Students “earn while you learn”;
- Graduates will receive a higher wage;
- Learners will earn progressively higher wages over the term of training;
- Graduates experience long term financial benefits;
- Learners receive nationally recognized credentials upon completion;
- Students develop documented skills that are transferable;
- Learners develop a personal sense of pride and professionalism necessary for success in the hospitality industry;
- Learners achieve a knowledge of the history, evolution, and international diversity of the culinary arts;
- Students develop basic principles of nutrition, dietetics, and food and beverage composition;
- Learners understand the requirements for proper sanitation in the foodservice industry; and
- Learners gain a proficient understanding in the use and maintenance of foodservice equipment.



*The fact is that it takes more than ingredients and techniques to cook a good meal. A good cook puts something of himself into the preparation—he cooks with enjoyment, anticipation, spontaneity, and he is willing to experiment..*

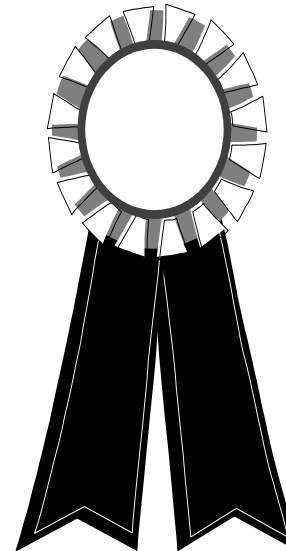
Pearl Bailey

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## GRADUATION REQUIREMENTS

Graduation requirements mandate the apprentices to meet the following standards:

1. Satisfactory completion of all theoretical and practical application classes.
2. 6000 hours work completed and evaluated skills in 10 areas.
3. Completed logbook, including 150 entries with appropriate signature. 100 of them being costed.
4. Satisfactory completion of the final written and practical exam for certified culinarians, plus CC practical per American Culinary Federation certification standards.
5. Must participate with annual endowment fundraising activity or other.
6. Must complete required Sanitation, Nutrition and Management classes.





WE MAY LIVE WITHOUT POETRY, MUSIC, AND ART; WE  
MAY LIVE WITHOUT CONSCIENCE, AND LIFE WITHOUT  
HEART; WE MAY LIVE WITHOUT FRIENDS; WE MAY  
LIVE WITHOUT BOOKS; BUT CIVILIZED MAN CANNOT  
LIVE WITHOUT COOKS.

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‘Lucile’ Owen Meredith

### ATTIRE AND HYGIENE STANDARDS

Proper attire for apprentices includes chef’s coat  
and pants, apron, and chef’s hat.

Professional kitchen shoes.

Each sponsoring house will determine specific  
requirements pertaining to attire.



### TRANSFERS

An apprentice is not at liberty to transfer without appropriate  
protocol. In an extreme situation the following procedures must  
be followed to effect employment transfer:

1. The apprentice is to submit a written request addressed to  
the Apprenticeship Chairperson via the Apprenticeship  
Committee. This request must state, in detail, all infor-  
mation relating to the request for transfer.
2. At the next scheduled meeting, the Apprenticeship Commit-  
tee will review this request and determine appropriate action.  
The decision will reflect a concern for the best interest of  
both apprentice and employer.
3. The decision of the Committee is final.

Apprentices are not to change employment prior to the approval  
of the Apprenticeship Committee. ANY APPRENTICE FAIL-  
ING TO FOLLOW THIS PROCEDURE WILL BE TERMI-  
NATED FROM THE PROGRAM.

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*Cooking is one of the oldest arts and one which has  
rendered us the most important service in civic life.*

Jean-Anthelme Brillat-Savarin



### ADMISSIONS

The committee will select students who  
have shown interest and have demon-  
strated a commitment to a career in the  
food service industry. There will be  
one entry date a year and all classes and  
work will begin the fall semester.

### QUALIFICATIONS FOR A SPONSORING HOUSE

The establishment must:

1. Employ an individual who meets the qualifications for a  
supervising chef.
2. Offer a full service menu with at least 51% of the items  
prepared “from scratch.”
3. Serve at least two of the following meal periods: breakfast,  
lunch, dinner, or, banquet.
4. Maintain a clean, sanitary, and safe work place.
5. Allow the apprentice time off to complete the related instruction  
and other related activities.
6. Hire the apprentice as a full time employee and provide an  
average of forty (40) hour workweek.
7. Follow or better the wage progression schedules.
8. Adhere to the conditions of any on-going labor contract.
9. Provide an opportunity for the apprentice to complete all of the  
work processes listed in the Training Log.
10. Guarantee the apprentice all the rights, privileges, and benefits  
that other similar employees receive.



WHEN WE NO LONGER HAVE GOOD COOK-  
ING IN THE WORLD, WE WILL HAVE NO  
LITERATURE, NOR HIGH AND SHARP IN-  
TELLIGENCE, NOR FRIENDLY GATTHERSIN,  
NO SOCIAL HARMONY.

Marie-Antoine Carême

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### QUALIFICATIONS FOR A SUPERVISING CHEF

The Supervising Chef plays an intricate role in the apprenticeship process. Apprenticeship depends primarily on the “on-the-job” philosophy of training. Before a chef makes the commitment to apprenticeship, he/she must fully recognize the commitment.

The Supervising Chef(s) must:

1. Be certified (not required) at the CC, CSC or CCC level or higher. It is recommended that the Supervising Chef be national member of the American Culinary Federation.
2. Allow the apprentice the time off from work to attend the related instruction classes and other related activities.
3. Review and sign the apprentice's Training Log using a schedule developed by the sponsor.
4. Provide the opportunity for the apprentice to complete all of the work processes listed in the Training Log.
5. Provide full time employment to average forty (40) hours per week to the apprentice.
6. Notify in writing the chairman of the apprenticeship committee when there are any changes pertaining to the apprentice's employment (i.e. termination, lay off, medical leave, desire to transfer to another sponsoring house, etc.).
7. Agree to whatever decision is made by the apprenticeship committee for any grievance brought before it which relates to the Supervising Chef and his/her apprentice.
8. Keep current with the lessons and assignments that the apprentice is receiving in related instruction, trying as best as possible to relate those to job duties and to assist whenever possible.



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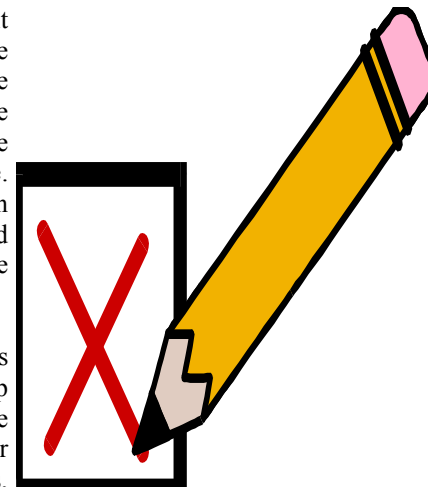
People who like to cook like to talk about food...without one  
cook giving another cook a tip or two, human life might have  
died out a long time ago.

Laurie Colwin

### EVALUATIONS

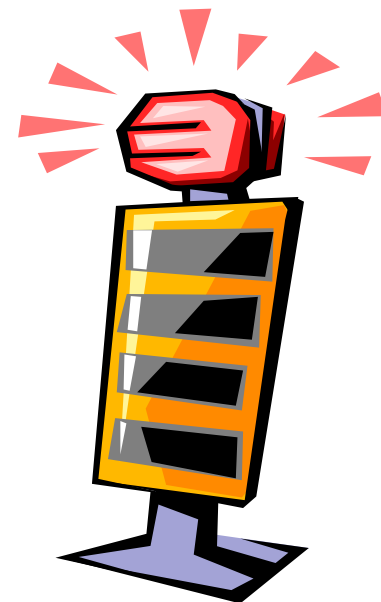
At the end of each semester, it is recommended that the sponsoring house/Chef and the apprentice discuss one on one an evaluation of the apprentice's performance. This evaluation is recorded on a structured form and is signed off by both the Chef and the apprentice.

In addition to the chef's evaluation, the apprenticeship committee will review the apprentice's log book once per semester, checking recipes, station rotation, drawings, costing, etc..



### PROBATION

The first one thousand (1,000) hours of apprenticeship shall be a period of probation. During that time either party may terminate the agreement of apprenticeship by notifying the other. After this period, the apprenticeship agreement may be cancelled for cause. The Registration Agency shall be notified of all terminations and the reasons thereof.

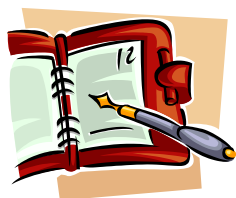




Cooking is an art, but you can eat it too.

Marcella Hazan

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### TRAINING LOG BOOK

Special attention should be given to the *Training Log* which serves as a permanent record of your training. The completion of this book is necessary to be eligible for the final practical examination. The committee feels this is a very important part of the program.

An important part of your training is recording the work tasks that are performed during your apprenticeship. It is necessary to submit your logbook to your Supervising Chef for evaluation. This can and should be logged at the same time the chef is reviewing your recipe entry. The committee recommends that you and your Chef perform this task on the same day each week to maintain a consistency in the process and at that time you and your Chef meet and discuss the past week's activities. At least one entry per week should be made by the apprentice. Completed recipes should total 150 at the completion of the program. Acceptable entries include recipes or methods of operation for the current work area. It is the responsibility of the apprentice to have the Supervisory Chef sign and date the entry

### HONOR CODE

As professional apprentices, all written work submitted is presumed to be the apprentice's own work unless proper credit is provided. The following are considered violations of the Honor Code subject to disciplinary action:

- Cheating on an examination
- Copying another student's work
- Plagiarizing (incorporating into one's own work the work of another without identifying the source)
- Submitting work prepared by another person as one's own



*Cooking is at once child's play and adult job. And cooking done with care is an act of love.*  
Craig Claiborne

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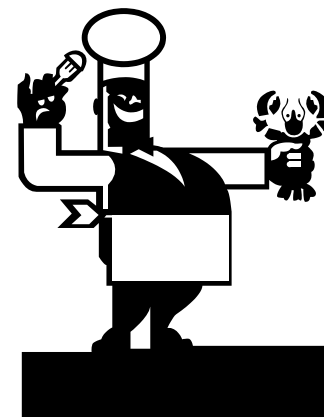


### SCHEDULE OF WORK EXPERIENCE

#### Work Stations

<b>Cook:</b>	
Steward	160
Breakfast Cook	320
Vegetable, Starch, Pasta	960
Fabrication	280
Broiler/Char Grill	800
Soup and Sauce Cook	760
Pantry Cook and Garde Manger	960
Cooking Techniques	1200
Baker and Pastry Cook	320
Lead Cook	240

**Total Hours 6000**





COOKING SHOULD BE A CAREFULLY BALANCED  
REFLECTION OF ALL THE GOOD THINGS OF THE  
EARTH. Jean & Pierre Troisgros

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### SCHEDULE OF RELATED INSTRUCTION

*Apprentices must complete a total of 57 credits of related instruction over the term of the apprenticeship to receive completion certificate.*

**First Year:** Total Credits: 18

(CUA 101) Food Safety and Sanitation  
(CUA 105) Food Service Concepts and Management Skills  
(CUA 121) Introduction to Food Production Principles  
(CUA 123) Introduction to Garde Manger  
(CUA 124) Vegetable Preparation and Breakfast Cookery  
(CUA 131) Starches, Pastas, Casseroles, and Grain Products  
(CUA 157) Menu Planning  
(CUA 180) Culinary Arts Internship 1  
(CUA 242) Intermediate Garde Manger  
\*2 General Education Elective Courses from Chart B

**Second Year:** Total Credits: 18

(CUA 122) Introduction to Stocks, Soups and Sauces  
(CUA 127) Soups, Sauces and Consommés  
(CUA 132) Center of the Plate: Meat  
(CUA 133) Center of the Plate: Poultry, Fish and Seafood  
(CUA 156) Nutrition for the Hospitality Professional  
(CUA 182) Culinary Arts Internship 2  
(CUA 210) Advanced Cuisine and Garde Manger  
\*2 General Education Elective Courses from Chart B

**Third Year:** Total Credits: 21

(CUA 141) Baking: Principles and Ingredients  
(CUA 142) Yeast Products and Quick Breads  
(CUA 143) Cakes, Pies, Pastries and Cookies  
(CUA 144) Baking Applications  
(CUA 150) Baking: Decorating and Presentation  
(CUA 151) Baking: Intermediate Bread Preparation  
(CUA 152) Individual Fancy Dessert Production  
(CUA 255) Supervision in the Hospitality Industry  
(CUA 281) Culinary Arts Internship 3  
\*2 General Education Elective Courses from Chart B

\* To receive AAS degree only

*When baking, follow directions. When cooking, go by your own taste.*  
Laiko Bahrs

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### Chart B General Education Elective Courses

(ENG 121) English Composition I or COM (100 or higher)

(MAT 107) Career math (or higher)

#### Courses from any two of the following three areas (100 or higher)

Arts and Humanities: ARA, ART, ASL, FRE, GER, HUM, ITA, JPN, LIT, MUS, PHI, RUS, SPA, THE  
Natural and Physical Sciences: AST, BIO, CHE, ENV, GEY, MET, NRE, PHY, SCI  
Social and Behavioral Sciences: ARG, ANT, ECO, GEO, GIS, HIS, POS, PSY, SOC

### College Contact Information:

Red Rocks Community College  
303-914-6600  
[www.rrcc.edu](http://www.rrcc.edu)

Community College of Aurora  
303-361-7394  
[www.ccaurora.edu](http://www.ccaurora.edu)

Metro State  
303-556-3058  
[www.mscd.edu/admissions.htm](http://www.mscd.edu/admissions.htm)

Front Range Community College  
[www.frcc.cc.co.us](http://www.frcc.cc.co.us)

Community College of Denver  
303-556-2600  
[www.ccd.rightchoice.org](http://www.ccd.rightchoice.org)

Arapahoe Community College  
303-797-4222  
[www.arapahoe.edu](http://www.arapahoe.edu)

