



LITERACY ON THE JOB:

Apprentice Chef

Overview of tasks for apprentice chefs

- Prepare food
- Cook and present food
- Follow recipe instructions
- Talk with kitchen staff to co-ordinate meal preparation and to share the use of kitchen equipment
- Talk with waiting staff about the progress of orders and any special customer requirements
- Manage their workload, identifying the best and most efficient order in which to do it
- Follow chef's instructions



Reading

Everyday, apprentice chefs read:

- handover instructions or prep sheets
- waiting service orders
- kitchen safety signs
- labels and dates on prepped food containers.

On a regular basis, apprentice chefs will read:

- recipes
- apprenticeship training materials when going through training e.g. textbooks, assignment instructions, handouts.

Occasionally, apprentice chefs read:

- equipment instructions
- excerpts from health and safety regulations
- employment related information e.g. code of conduct, employment agreement, performance review forms.

Writing

Everyday, apprentice chefs write:

- brief notes for handover instructions
- labels and dates on containers of prepped food
- brief notes on what food needs to be purchased.

On a regular basis, apprentice chefs:

- complete training workbooks
- fill out timesheets and leave forms.

Occasionally, apprentice chefs:

- write incident and hazard reports
- write answers to formal assessment questions.

Speaking and listening

Speaking and listening skills are very important for apprentice chefs. Often this communication is in a busy and noisy environment.

Everyday, apprentice chefs:

- talk to other kitchen staff to co-ordinate their work
- ask questions to ensure they have the right information
- give instructions to kitchen hands
- talk with waiting staff to receive and clarify food orders
- answer questions from waiting staff.

On a regular basis, apprentice chefs:

- listen to verbal explanations from people giving training or updates.

Occasionally, apprentice chefs:

- answer verbal questions during training assessments
- talk to a range of people involved with apprenticeship training, including tutors, and ITO co-ordinators and industry assessors.

Numeracy

Everyday, apprentice chefs:

- make recipe measurements including weights and quantities
- estimate measures
- calculate cooking times.

On a regular basis, apprentice chefs:

- estimate quantities of food to be prepped
- tally and check off items and quantities from delivery lists
- sort prepped foods in the freezer according to date.

Occasionally, apprentice chefs will convert measurements from imperial to metric.

Critical thinking

Everyday, apprentice chefs:

- work out the best and most efficient way to complete their food orders
- identify when they need assistance from others.

Occasionally, apprentice chefs:

- deal with unusual events e.g. problems with products or equipment, unexpected end results of service, incidents or accidents
- decide substitute ingredients if recipe ingredients are unavailable.

Information Communication Technology

Occasionally, apprentice chefs may be required to use a computer-based ordering system to order food from suppliers.