



Euroopa Liit
Euroopa Sotsiaalfond



Eesti tuleviku heaks



ESF programm „Kutsete süsteemi arendamine“

Occupational standard

Assistant Cook, level 3

The occupational standard is a document, that describes the job and competence requirements, i.e. a set of skills, knowledge and attitudes required for successful job performance in a particular occupation.

Application areas of the occupational standard

- 1) Drafting of curricula and training programmes meeting the requirements of labour market.
- 2) Evaluation of competence of the people, incl self-evaluation and conformity evaluation upon awarding an occupational qualification.
- 3) Description and introduction of occupational qualifications.
- 4) Career planning and creation of a basis for lifelong learning.
- 5) Identification of personnel training needs and planning of training.
- 6) Drafting of job descriptions and recruitment of employees.
- 7) Comparison of occupational and educational qualifications.

Occupational qualification title	Estonian qualifications framework (EstQF) level
<i>Assistant Cook, level 3</i>	3

Part A

JOB DESCRIPTION

A.1 Job description

On the professional field of culinary arts, occupational standards for assistant cook, level 3; cook, level 4 and master chef, level 5 have been developed.

An assistant cook handles raw material for food, helps the cook with preparing and serving food and works under the supervision of the cook.

The job of an assistant cook requires an ability to handle raw material for food and food in an economical manner. The nature of the job requires organization and time planning skills. A will and ability to work in a team and under supervision are also required. An assistant cook must be capable of preprocessing foodstuff, cold processing vegetables, preparing side fishes from vegetables, preparing grain- and pasta products and dishes according to instructions, assisting with other tasks under the supervision of the cook; and performing cleaning and scrubbing tasks. An assistant cook must act and perform ethically, aesthetically and in other socially approved ways.

A.2 Units and tasks

A.2.1 Planning and organizing work

A.2.2 Managing goods

A.2.3 Preprocessing raw material for food

A.2.4 Preparing food

A.2.5 Servicing and sales

The list of tasks connected to units has been specified in Annex 1 „Units and tasks“ of current occupational standard.

A.3 Working environment and specific aspects of work

This occupational qualification requires preparedness to work on weekends, national holidays and in evening and night shifts. The job can be periodically stressful. The job requires readiness and skills to communicate with people.

A.4 Tools

Kitchen equipment: equipment for processing vegetables, slicers and cutters, electric-, gas- and induction stoves, roasting- and cooking ovens, steaming and boiling devices, emitting devices, cooling and refrigerating equipment, dishwashers, scales, film packers, vacuumizers.

Small tools: GN-containers, knives, cutting boards, measuring tools, handcarts, frying spatulas, scrapers, mixing and whipping tools, sieves, grates, meat hammers, oven and baking molds, pans, cook containers, dippers and other lifting tools, thermometers and bowls.

Serving equipment: plates, glasses, cutlery, serving dishes and means.

Cleaning and other equipment.

A.5 Personal characteristics necessary for this job: abilities and personality traits

The job assumes readiness and skills for communication, honesty, precision, sense of obligation.

Good physical health and endurance and stress tolerance are also required.

A.6 Occupational training

The occupational qualification of an assistant cook can be acquired in a vocational educational institution, on vocational training courses for adults and at the workplace.

A.7 Possible job titles

A common job title is an assistant cook.

Part B COMPETENCE REQUIREMENTS

B.1 The structure of the occupational qualification
When applying for an occupational qualification of an assistant cook, certification of competences B.2.1 – B.2.5 and B.2.6 (transversal competence) is required.

B.2 Competences

B.2.1 Planning and organizing work	EstQF level 3
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Performance indicators:
 1) performs self-checking activities according to the orders of the cook;
 2) prepares their workplace and keeps it organized;
 3) plans their daily tasks according to the menu and orders of the cook;
 4) cleans equipment and tools and maintains them daily according to their maintenance manual;
 5) performs daily cleaning tasks in production rooms according to the cleaning schedule and orders of the cook.

Supporting knowledge:
 1) basics of organization of work (in kitchen- and catering service);
 2) requirements for food hygiene and self-checking;
 3) packaging and labeling of food products, realization times of different product categories;
 4) mathematical operations required in the job of an assistant cook;
 5) relevant legislation;
 6) cleaning equipment and -chemistry;
 7) kitchen equipment and tools.

Assessment method(s): An interview/verbal questioning or a test assignment or observation during practical work or a combined method.

B.2.2 Management of goods	EstQF level 3
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Performance indicators:
 1) stores products according to requirements of food hygiene and orders of the cook;
 2) helps with taking stock of storage conditions according to orders of the cook.

Supporting knowledge:
 1) packaging and labeling food products, realization times of different product categories.

Assessment method(s): An interview/verbal questioning or a test assignment or observation at the workplace or a combined method.

B.2.3 Preprocessing raw material for food	EstQF level 3
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Performance indicators:
 1) uses relevant kitchen work techniques, work equipment and tools in the cold and hot preparation of raw material for food;
 2) preprocesses vegetable and grain products, dairy products;
 3) uses relevant technological cold processing techniques in the cold pre-processing of raw material for food (including sorting, cleaning, washing, peeling, different chopping methods, flouring, molding, whipping, marinating);
 4) uses relevant technological hot processing techniques in the cooking of raw material for food (including boiling and its different forms, stewing, frying and its different forms, and combined cooking

<p>methods (braising));</p> <p>5) handles the raw material for food in an economical manner.</p>
<p><u>Supporting knowledge:</u></p> <p>1) cold processing techniques (including sorting, cleaning, washing, peeling, different chopping methods, flouring, molding, whipping, marinating);</p> <p>2) hot processing techniques (including boiling and its different forms, stewing, frying and its different forms, and combined cooking methods (braising));</p> <p>3) foodstuff (raw material for food and food assortment, quality, taste qualities, purposes of use, storage conditions and realization times).</p>
<p><u>Assessment method(s):</u> An interview/verbal questioning or a test assignment or observation at the workplace or during practical work or a combined method.</p>

B.2.4 Preparing dishes	EstQF level 3
<p><u>Performance indicators:</u></p> <p>1) assists the cook in preparation of different dishes and drinks according to orders of the cook;</p> <p>2) times the preparation of food according to the orders of the cook;</p> <p>3) follows food safety requirements in the preparation of food;</p> <p>4) prepares simple cold appetizers (e.g. sandwiches and salads) according to a manual or orders of the cook;</p> <p>5) prepares simpler soups (e.g. vegetable soups) according to orders of the cook;</p> <p>6) prepares side dishes from vegetables and pasta products according to a manual or orders of the cook;</p> <p>7) prepares food from dairy products and eggs according to a manual or orders of the cook.</p>	
<p><u>Supporting knowledge:</u></p> <p>1) basics of nutrition;</p> <p>2) cold processing techniques (including sorting, cleaning, washing, peeling, different chopping methods, flouring, molding, whipping, marinating);</p> <p>3) cooking techniques (including boiling and its different methods, stewing, frying and its different methods combined cooking methods (braising));</p> <p>4) foodstuff (raw material for food and food assortment, quality, taste qualities, purposes of use, storage conditions and realization times).</p>	
<p><u>Assessment method(s):</u> An interview/verbal questioning or a test assignment or observation at the workplace or during practical work or a combined method.</p>	

B.2.5 Servicing and sales work	EstQF level 3
<p><u>Performance indicators:</u></p> <p>1) starts and ends communication with clients in a positive manner, is ready for service and communicates with the client;</p> <p>2) finds out the needs of customers;</p> <p>3) describes dishes and drinks listed in the menu and introduces them to customers;</p> <p>4) sets and cleans tables according to orders of the cook;</p> <p>5) serves food according to orders of the cook;</p> <p>6) serves clients in the self-service line according to orders of the cook;</p> <p>7) prepares food portions and platters according to a manual or orders of the cook;</p> <p>8) collects and forwards feedback from customers according to necessity.</p>	
<p><u>Supporting knowledge:</u></p> <p>1) basics of customer service;</p> <p>2) organization and techniques of self-service;</p> <p>3) basics of formalizing portions and platters;</p> <p>4) basics of take-out.</p>	
<p><u>Assessment method(s):</u> An interview/verbal questioning or a test assignment or observation at the workplace or during practical work or a combined method.</p>	



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B.2.6 Transversal competences

Performance indicators:

- 1) values their professional field and develops professional skills;
- 2) adheres to work schedule while also following work- and fire safety requirements arising from the Food Act;
- 3) performs simple tasks according to given instructions and orders of the cook;
- 4) uses resources in an environmental friendly manner;
- 5) is ready to work in a team;
- 6) expresses him/herself clearly in Estonian language.

Assessment method(s): integrated with assessment of other competences specified in the occupational standard.



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Part C

GENERAL INFORMATION AND ANNEXES

C.1 Information on the preparation and approval of the occupational standard, on the body awarding occupational qualifications, and reference to the location of the occupational standard in classifications	
1. Designation of the occupational standard in the register of occupational qualifications	04-24052012-5.1/2k
2. The occupational standard is compiled by:	<p>Indrek Kivisalu - <i>Eesti Peakokkade Ühendus, Food Studio</i> Inga Paenurm - <i>Eesti Peakokkade Ühendus, Office of the President of the Republic</i> Ülle Parbo – <i>SA Innove</i> Mare Pihl - <i>Tallinn School of Service, manager of the canteen of Estonian Nautical School</i> Sirje Rekkor - <i>Eesti Peakokkade Ühendus, Tallinn University</i> Donald Visnapuu – <i>expert, Estonian Hotel and Restaurant Association</i> Rudolf Visnapuu – <i>Eesti Peakokkade Ühendus, Restaurant Mannerheim</i> Angelica Udeküll – <i>Eesti Peakokkade Ühendus, Laulasmaa SPA</i></p>
3. The occupational standard is approved by:	Teeninduse Kutsenõukogu
4. No. of the decision of the Sectoral Council	8
5. Date of the decision of the Sectoral Council	24.05.2012
6. The occupational standard is valid until (date)	23.05.2017
7. Occupational standard version No.	2
8. Reference to the Classification of Occupations (ISCO 08)	9th Major Group „Elementary occupations“, code 9412
9. Reference to the level in the European Qualifications Framework (EQF)	EstQF level 3
C.2 Title of occupational qualification in foreign languages	
In Estonian: Abikokk	
In Russian: помощник повара	
In Finnish: Kokin apulainen	
C.3 Annexes	
Annex 1 Tasks and units	

Annex 1 Units and tasks

	Assistant Cook, EQR level 3	Cook, EQR level 4	Master Chef, EQR level 5
Transversal competences	x	x	x
1. Planning and organizing work			
1.1 Fulfilling self-checking tasks	x	x	x
1.2 Planning and organizing work	x	x	x
1.3 Cleaning and maintenance	x	x	x
2. Putting together menus			
2.1 Calculating prices and raw material for food	no requirement	x	x
2.2 Putting together technological charts	no requirement	x	x
2.3 Putting together menus	no requirement	x	x
3. Management of goods			
3.1 Monitoring of storage conditions	x	x	x
3.2 Management of documentation on goods	no requirement	x	x
3.3 Taking stock of storage conditions	x	x	x
4. Preprocessing raw material for food			
4.1 Cold preprocessing of raw material for food	x	x	x
4.2 Hot preprocessing of raw material for food	x	x	x
5. Preparing dishes			
5.1 Preparing appetizers	x	x	x
5.2 Preparing soups	x	x	
5.3 Preparing sauces	no requirement	x	
5.4 Preparing dishes from meat, poultry, fish and seafood	no requirement	x	
5.5 Preparing dishes from vegetables and forest bounty	x	x	
5.6 Preparing food from grain and groat products	no requirement	x	
5.7 Preparing food from dairy products and eggs	x	x	
5.8 Preparing desserts	no requirement	x	
5.9 Preparing pastry products	no requirement	x	
5.10 Preparing hot and cold beverages	no requirement	x	
6. Servicing and sales work			
6.1 Creating positive contact with clients	x	x	x
6.2 Finding out the needs of customers	x	x	x
6.3 Being familiar with the menu	x	x	x
6.4 Setting and servicing tables	x	x	x
6.5 Serving food and beverages	x	x	x
6.6 Formalizing portions and platters	x	x	
6.7 Finishing the servicing situation	x	x	x
6.8 Sales and accounting	no requirement	no requirement	x
7. Supervising colleagues			

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7.1 Collecting, analyzing and forwarding information necessary for fulfilling tasks	no requirement	x	x
7.2 Checking over the quality of work	no requirement	x	x
7.3 Creating a positive working environment	no requirement	x	x
7.4 Solving problems	no requirement	x	x
8. Developing products			
8.1 Collecting and processing information according to the needs of the company	no requirement	x	x
8.2 Developing products	no requirement	x	x
9. Management			
9.1 Management	no requirement	no requirement	x
Catering kitchen work			
9. Organizing catering kitchen work			
9.1 Using equipment for catering kitchens	no requirement	x	x
9.2 Finding out the need for raw material for food	no requirement	x	
9.3 Preprocessing raw material for food in large quantities	no requirement	x	
9.4 Preparing food in large quantities	no requirement	x	
9.5 Serving food in the catering kitchen	no requirement	x	
10. Dietary catering			
10.1 Putting together menus for different diets	no requirement	x	x
10.2 Preparing food for different diets	no requirement	x	
10.3 Planning the frequency of meal courses	no requirement	x	
11. Catering service			
11.1 Organizing and planning catering services	no requirement	x	x
11.2 Putting together catering menus	no requirement	x	
11.3 Preparing cold and hot appetizers	no requirement	x	
11. 4 Serving	no requirement	x	
Restaurant work			
12. Organizing restaurant work			
12.1 Preparing dining hall and tables for the menu	no requirement	x	x
12.2 Preparing food and beverages	no requirement	x	
12.3 Serving customers	no requirement	x	
12.4 Presenting products and services	no requirement	x	
12.5 Serving food and beverages	no	x	



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	requirement		
13. Party service			
13.1 Preparing food according to event format	no requirement	x	x
13.2 Preparing the dining hall and tables	no requirement	x	
13.3 Preparing food and beverages	no requirement	x	
13.4 Serving food and beverages	no requirement	x	
13.5 Preparing products and services	no requirement	x	
14. National and regional cuisine			
14.1 Preparing different national dishes	no requirement	x	x
14.2 Serving different national dishes	no requirement	x	