

OCCUPATIONAL QUALIFICATION STANDARD

Cook, EstQF Level 3

An occupational standard is a document which describes the set of skills, knowledge and attitudes, i.e. competence requirements, needed to successfully accomplish duties.

The Cook, EstQ Level 3 occupational standard has been designed:

- a) as a basis for the corresponding level curriculum of vocational education; and
- b) for the assessment of the vocational competence of individuals.

Occupational title	Level of Estonian Qualifications Framework (EstQF)
Cook, EstQF Level 3	3

Part A DESCRIPTION OF WORK

A.1 Description of work
<p>Level 2 Kitchen Helper, Level 3 Cook, Level 4 Chef and Level 5 Senior Chef occupational standards have been designed within the profession of food preparation.</p> <p>A Cook assists the chef with food preparation and serving and handles food. A Cook prepares foodstuffs, cold-processes vegetables and prepares vegetable, cereal-based and pasta accompaniments and dishes according to guidelines. A Cook does cleaning work and follows the company's self-observation plan. A Cook works in the team under guidance.</p>
A.2 Tasks
<p>A.2.1 Planning of work</p> <ol style="list-style-type: none"> 1. Preparation and maintenance of the workplace. 2. Planning of work. <p>A.2.2 Cleaning</p> <ol style="list-style-type: none"> 1. Cleaning kitchen appliances and utensils. 2. Handling of garbage and other hazardous waste. 3. Washing up. 4. General maintenance of rooms. <p>A.2.3 Handling of goods</p> <ol style="list-style-type: none"> 1. Receiving and storing goods. 2. Handling packaging and bottles. 3. Stock inventory. <p>A.2.4 Preparing foods</p> <ol style="list-style-type: none"> 1. Preparation of foodstuffs. 2. Preparing appetisers. 3. Preparing soups. 4. Preparing sauces and dressings. 5. Preparing side dishes from vegetables and grains. 6. Preparing drinks. 7. Preparing servings and platters. <p>A.2.5 Service</p> <ol style="list-style-type: none"> 1. Setting and cleaning of tables.

2. Serving food.
A.3 Work environment and specific nature of work
A Cook must be willing to work in shifts, on weekends and public holidays, in the evening and at night. At times the job can be stressful.
A.4 Tools
Preparation appliances, refrigeration units, heating devices, food dispensers and transport equipment, dishwashers, kitchen and stock inventory, kitchen appliances and dishes, cleaning equipment and appliances.
A.5 Personal qualities required for work: abilities and characteristics
The job requires communication skills, honesty, precision and a sense of responsibility.
A.6 Professional preparation
The vocation of Cook can be learned in a vocational education institution, on adult occupational training courses or in the workplace.
A.7 Most common occupational titles
Assistant chef

Part B COMPETENCY REQUIREMENTS

B.1 Structure of occupation
Mandatory competences B.2.1-B.5 and B.2.6 (recurring competence) must be certified during the application process.
B.2 Competences

MANDATORY COMPETENCES

B.2.1 Planning of work	EstQF Level 3
Performance indicators: 1. prepares and maintains their workplace in accordance with their tasks and hygiene requirements; 2. plans their workday according to the menu and the chef's orders.	
B.2.2 Cleaning	EstQF Level 3
Performance indicators: 1. cleans equipment and utensils as instructed in the guidelines; 2. handles garbage as instructed; 3. cleans the dining hall and food preparation dishes as instructed; 4. cleans the kitchen, dining hall and other rooms using the appropriate cleaning equipment and appliances.	
B.2.3 Handling of goods	EstQF Level 3
Performance indicators: 1. assists the chef in receiving and storing goods; 2. handles packaging and bottles as instructed by the chef; 3. helps with stocktaking as instructed by the chef.	
B.2.4 Preparing foods	EstQF Level 3
Performance indicators: 1. weighs foodstuffs on the basis of the technological chart; prepares vegetable, grain and milk products using appropriate kitchen work techniques, utensils and appliances; 2. prepares sandwiches, salads and cold starters according to the technological chart and/or under the guidance of the chef;	

3. prepares vegetable and milk soups according to the technological chart and/or under the guidance of the chef. 4. prepares cold dressings from dairy products according to the technological chart and/or under the guidance of the chef; 5. prepares vegetable- and grain-based side dishes according to the technological chart and/or under the guidance of the chef; 6. prepares cold drinks according to the technological chart and/or under the guidance of the chef; 7. prepares food servings and platters according to the technological chart and/or under the guidance of the chef.	
B.2.5 Service	EstQF Level 3
Performance indicators: 1. sets and cleans tables under instruction; 2. serves food under instruction.	

RECURRING COMPETENCES

B.2.6 Recurring competences of Cook, Level 3	EstQF Level 3
Performance indicators: 1. is guided in their work by ethical convictions, following good practice in a chef's field of work; 2. adheres to schedules while also observing the occupational and fire safety requirements arising from the Food Act; is responsible for their own and their co-workers' safety; can cope in dangerous situations; 3. takes hygiene into account, maintains the safety and quality of food; 4. participates in teamwork, is responsible for fulfilling duties; 5. uses resources for their intended purpose and in an environmentally friendly way; 6. adapts to changes in their work, works effectively in stressful situations and keeps their emotions in check; 7. understands cultural diversity and is tolerant of other cultures.	

Part C GENERAL INFORMATION AND ANNEXES

C.1 Information concerning compilation and certification of occupational qualification standard and reference to classification of occupations	
1. ID of occupational qualification standard in register of occupational qualifications	04-09112017-1.2/4k
2. Occupational qualification standard compiled by:	Indrek Kivisalu, Food Studio Rudolf Visnapuu, Eesti Peakokkade Ühendus Angelica Udeküll, Restoran Wicca Madis Põllu, Restoran Peppersack Kaire Raba, Baltic Restaurants Estonia AS Eero Kippa, Eesti Rahva Muuseum Sirje Rekkor, Tallinna Ülikool Eeve Kärblane, TTÜ Kuressaare kolledž Anne Mäe, Tallinna Teeninduskool Ülle Parbo, SA Innove Maret Õunpuu, Eesti Hotellide ja Restoranide Liit
3. Occupational qualification standard approved by:	Service
4. No. of decision of Sectoral Council	11
5. Date of decision of Sectoral Council	09.11.2017
6. Occupational qualification standard valid until	08.11.2022
7. Occupational qualification standard version no.	4
8. Reference to International Standard Classification of Occupations (ISCO 08)	9412 Kitchen Helpers

9. Reference to European Qualifications Framework (EQF)	3
C.2 Occupational title in foreign language	
English:	Assistant Chef
English:	Cook, EstQF Level 3
Finnish:	Kokin apulainen
Russian:	помощник повара
C.3 Annexes	