

# OCCUPATIONAL QUALIFICATION STANDARD

## Chef, EstQF Level 4

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 Chef, EstQF Level 4 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)
Chef, EstQF Level 4	4

### Part A DESCRIPTION OF WORK

<b>A.1 Description of work</b>
<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 chef handles foodstuffs using a wide range of freezing and heating techniques and prepares and serves meals as instructed. A chef handles foodstuffs sparingly. A chef prepares food according to the customer's needs and wishes. A chef follows the company's self-observation plan.</p> <p>A chef organises their work independently and works in a team, instructs kitchen helpers and assistant chefs and trainees when necessary. A chef takes economy and profitability into account in their actions.</p>
<b>A.2 Tasks</b>
<p><b>A.2.1 Planning of work</b></p> <ol style="list-style-type: none"> <li>1. Preparation and maintenance of the workplace.</li> <li>2. Planning of work.</li> </ol> <p><b>A.2.2 Cleaning</b></p> <ol style="list-style-type: none"> <li>1. Planning of cleaning.</li> <li>2. Cleaning kitchen appliances and utensils.</li> <li>3. Handling of garbage and other hazardous waste.</li> <li>4. Washing up.</li> <li>5. General maintenance of rooms.</li> </ol> <p><b>A.2.3 Compiling a menu</b></p> <ol style="list-style-type: none"> <li>1. Planning of menus.</li> <li>2. Planning the special meals menu.</li> <li>3. Calculating nutritional value.</li> <li>4. Calculating prices and raw materials.</li> <li>5. Compiling technological charts.</li> </ol> <p><b>A.2.4 Handling of goods</b></p> <ol style="list-style-type: none"> <li>1. Management of stock.</li> <li>2. Handling packaging and bottles.</li> <li>3. Stock inventory.</li> </ol> <p><b>A.2.5 Preparing foods</b></p> <ol style="list-style-type: none"> <li>1. Preparation of foodstuffs.</li> </ol>

<p>2. Preparing appetisers.</p> <p>3. Preparing soups.</p> <p>4. Preparing sauces and dressings.</p> <p>5. Preparing meals from meat, poultry and fish.</p> <p>6. Preparing meals and side dishes from vegetables, grains and woodland products.</p> <p>7. Preparing desserts.</p> <p>8. Preparing dough products.</p> <p>9. Preparing drinks.</p> <p>10. Preparing Estonian national dishes.</p> <p>11. Conserving foodstuffs.</p> <p>12. Preparing servings and platters.</p> <p>A.2.6 Service</p> <p>1. Customer service.</p> <p>2. Setting tables and serving food and drinks.</p>
<p><b>A.3 Work environment and specific nature of work</b></p> <p>A chef 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.</p>
<p><b>A.4 Tools</b></p> <p>Preparation appliances, refrigeration units, heating devices, food dispensers and transport equipment, dishwashers, bakery appliances, coffee machines, kitchen and stock inventory, kitchen appliances and dishes, cleaning equipment and appliances, cash register systems.</p>
<p><b>A.5 Personal qualities required for work: abilities and characteristics</b></p> <p>The work demands good skills in communication and instruction, honesty, precision and a sense of responsibility. A good sense of colour, taste and smell is essential in a chef's work. Good physical health and endurance is necessary as well as the ability to perform well under pressure. A chef is capable of working independently as well as in a team.</p>
<p><b>A.6 Professional preparation</b></p> <p>The profession can be learned at a vocational school and at the workplace.</p>
<p><b>A.7 Most common occupational titles</b></p> <p>Chef, head chef.</p>

## Part B COMPETENCY REQUIREMENTS

<p><b>B.1 Structure of occupation</b></p> <p>Mandatory competences B.2.1-B.6 and B.2.7 (recurring competences) must be certified during the application process.</p>
<p><b>B.2 Competences</b></p>

### MANDATORY COMPETENCES

<p><b>B.2.1 Planning of work</b></p> <p>Performance indicators:</p> <p>1. prepares their work space on the basis of their job tasks; keeps the work space clean on the basis of hygiene rules;</p> <p>2. plans their working hours on the basis of labour distribution and by organising their work rationally, according to their workload.</p>	<p><b>EstQF Level 4</b></p>
<p><b>B.2.2 Cleaning</b></p> <p>Performance indicators:</p>	<p><b>EstQF Level 4</b></p>

<ol style="list-style-type: none"> <li>1. plans kitchen cleaning according to the cleaning schedule;</li> <li>2. cleans kitchen appliances and work equipment as instructed;</li> <li>3. handles garbage as instructed;</li> <li>4. cleans the dining hall and food preparation dishes as instructed;</li> <li>5. cleans the kitchen, hall and other rooms using the appropriate cleaning equipment and appliances; mixes the cleaning agent solution as instructed.</li> </ol>	
<b>B.2.3 Compiling a menu</b>	<b>EstQF Level 4</b>
<p>Performance indicators:</p> <ol style="list-style-type: none"> <li>1. compiles different types of menus on the basis of the nature of the establishment and the target group and considering the requirements of legal acts and nationally approved dietary and food recommendations;</li> <li>2. compiles and adjusts the menu to suit kindergarten children, schoolchildren and the elderly on the basis of legal acts and taking into account the peculiarities of the ages of customers; compiles and adjusts the menu taking into account the most common food intolerances (including lactose and gluten intolerance) and food allergies; compiles a menu for vegetarians, including vegans;</li> <li>3. calculates the nutritional composition and value of foods on the basis of recipes and using the chemical composition database for foods and provides an assessment considering the requirements of legal acts and nationally approved dietary and food recommendations;</li> <li>4. compiles raw material and price calculations; calculates raw material requirements and the cost price of food as instructed;</li> <li>5. compiles technological charts as instructed.</li> </ol>	
<b>B.2.4 Handling of goods</b>	<b>EstQF Level 4</b>
<p>Performance indicators:</p> <ol style="list-style-type: none"> <li>1. receives and stores goods according to food hygiene procedures; checks the quantity and quality of goods according to documentation; checks the quality and realisation dates of goods daily; assesses the daily quantity of goods and ensures the optimal stock necessary for work according to the flow of goods in the specific establishment and the delivery frequency of different goods;</li> <li>2. handles packaging and bottles as instructed;</li> <li>3. stocktakes according to the internal rules of the establishment.</li> </ol>	
<b>B.2.5 Preparing foods</b>	<b>EstQF Level 4</b>
<p>Performance indicators:</p> <ol style="list-style-type: none"> <li>1. weighs foodstuffs on the basis of the technological chart; prepares vegetable and grain products, mushroom and milk products, fish, meat and products made from them using appropriate kitchen work techniques, equipment and appliances;</li> <li>2. prepares cold and warm sandwiches, snacks and salads according to the technological chart and using the appropriate equipment and appliances;</li> <li>3. prepares soups according to the technological chart and using the appropriate equipment and appliances;</li> <li>4. prepares sauces and dressings, including warm sauces and dressings, according to the technological chart and using the appropriate equipment and appliances;</li> <li>5. prepares meals from meat, poultry and fish according to the technological chart and using the appropriate equipment and appliances;</li> <li>6. prepares meals and side dishes from vegetables, grains and woodland products according to the technological chart and using the appropriate equipment and appliances;</li> <li>7. prepares frozen, cold and hot desserts according to the technological chart and using the appropriate equipment and appliances;</li> <li>8. prepares products from yeast, cookie, pastry and cooking dough according to the technological chart;</li> <li>9. prepares cold and hot drinks according to the technological chart and using the appropriate equipment and appliances;</li> <li>10. prepares the most common Estonian national dishes;</li> <li>11. salts, pickles, marinates and dries foodstuffs according to the technological chart and using the appropriate equipment and appliances;</li> <li>12. shapes food portions and dishes according to the technological chart and times the completion of food according to the plan.</li> </ol>	
<b>B.2.6 Service</b>	<b>EstQF Level 4</b>
<p>Performance indicators:</p>	

1. establishes positive contact with the customer; determines their food-related wishes and needs, including any special diets, by introducing the meals and drinks on the menu; independently resolves any problems related to customer service in the area of their responsibility; gathers customer feedback about food and service throughout the service process and forwards it to the team; closes the service situation in a positive manner;
2. sets and services tables with different service types on the basis of the menu, target group needs and the establishment's service rules and using appropriate service methods and equipment; serves meals and drinks according to the temperature and amount prescribed in the technological charts.

## RECURRING COMPETENCES

<b>B.2.7 Chef, Level 4 recurring competence</b>	<b>EstQF Level 4</b>
<p>Performance indicators:</p> <ol style="list-style-type: none"> <li>1. is guided in their work by ethical convictions, following good practice in a chef's field of work;</li> <li>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;</li> <li>3. takes hygiene into account, maintains the safety and quality of food;</li> <li>4. participates in teamwork, is responsible for fulfilling duties;</li> <li>5. uses resources for their intended purpose and in an environmentally friendly way;</li> <li>6. is enterprising, adjusts to changes in their work, works effectively in stressful situations and keeps their emotions in check;</li> <li>7. analyses feedback and makes appropriate decisions;</li> <li>8. language skills: uses Estonian at the B1 level and one foreign language at the A2 level in their work (see Appendix 1 Language skills level descriptions);</li> <li>9. uses a computer at the required level in the base modules described on the ECDL certificate and standard module "Presentation" (see Annex 2 Computer skills);</li> <li>10. understands cultural diversity and is tolerant of other cultures.</li> </ol>	

## Part C GENERAL INFORMATION AND ANNEXES

<b>C.1 Information concerning compilation and certification of occupational qualification standard and reference to classification of occupations</b>	
1. ID of occupational qualification standard in register of occupational qualifications	04-09112017-1.3/9k
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 Öunpuu, 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.	9

8. Reference to International Standard Classification of Occupations (ISCO 08)	5120 Cooks
9. Reference to European Qualifications Framework (EQF)	4
<b>C.2 Occupational title in foreign language</b>	
English:	Chef, EstQF Level 4
English:	Cook
Finnish:	Kokki
Russian:	Повар
<b>C.3 Annexes</b>	
Lisa 1 <a href="#">Language skills level descriptions</a>	
Lisa 2 <a href="#">Computer Skills</a>	