

## **Appendix F**

### **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 Certifiable at the CSC or at the CWPC level or higher and are strongly encouraged to pursue ACF Certification. It is recommended by ACF that the supervising chef be an active member of the local ACF Chapter.
2. Allow the apprentice the time off from work to attend the related instruction classes and other related activities.
3. Review and sign the apprentices' 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 the chairman in writing 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 their 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.

## **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 work week.
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.