



Saskatchewan
Apprenticeship and
Trade Certification
Commission



Apprenticeship

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MEAT CUTTER

PROVINCIAL OCCUPATIONAL ANALYSIS

September 26, 2006



BLOCK – is the largest division within the analysis and reflects a distinct operation relevant to the occupation.

- A. **TASK** – is the distinct activity that, combined with others, makes up the logical and necessary steps the worker is required to perform to complete a specific assignment within a “BLOCK”.
- B. **SUB-TASK** - is the smallest division into which it is practical to subdivide any work activity and, combined with others, fully describes all duties constituting a “TASK”.
- C. **SUPPORTING KNOWLEDGE AND ABILITIES** – is the element that an individual must acquire to adequately perform the task is identified under this heading.
- D. **SAFETY** – Safe working procedures and conditions, accident prevention and the preservation of health are of primary importance to industry in Saskatchewan and Canada. These responsibilities are shared and require the joint efforts of government, employers and employees. It is imperative that all parties become aware of circumstances that may lead to injury or harm. Safe learning experiences and environments can be created by controlling the variables and behaviours that may contribute to an accident or injury.
- E. **NOT COMMON CORE** – indicates that while this item or task is performed in the trade; it is performed in a limited scope and/or in only certain businesses and/or organizations. While this may appear in training or training documents, it traditionally will **not** appear on a certification examination. Periodically, a *NOT COMMON CORE* status is reviewed by industry representatives to determine its current standing.

It is generally recognized that a safety-conscious attitude and work practices contribute to a healthy, safe and accident-free working environment.

It is imperative to apply and be familiar with the Occupational Health and Safety Act and Regulations. As well, it is essential to determine workplace hazards and take measures to protect oneself, co-workers, the public and the environment.

As safety education is an integral part of provincial training, personal safety practices are not recorded in this document. However, the technical safety aspect relating to each task and sub-task are included throughout this analysis. *(As adapted from Human Resources Development Canada; Occupational Analyses Series (Red Seal Interprovincial Standards.)*

BLOCK A
OCCUPATIONAL SKILLS

Task 1 **Maintains sanitization standards**

Sub-task 1.01 Sanitizes tools and equipment

Supporting Knowledge and Abilities

- 1.01.01 Knowledge of sanitization regulations
- 1.01.02 Knowledge of sanitizing agents
- 1.01.03 Knowledge of sanitizing procedures
- 1.01.04 Knowledge of seafood allergies / cross contamination (NOT COMMON CORE)
- 1.01.05 Ability to disassemble and assemble meat cutting tools and equipment for sanitizing
- 1.01.06 Ability to apply approved sanitization procedures

Sub-task 1.02 Practices personal hygiene

Supporting Knowledge and Abilities

- 1.02.01 Knowledge of hygienic standard practices
- 1.02.02 Knowledge of hand washing techniques
- 1.02.03 Knowledge of glove use
- 1.02.04 Knowledge of health concerns and end results of sub-standard sanitary conditions
- 1.02.05 Ability to maintain hygienic conditions

Sub-task 1.03 Practices food safety procedures

Supporting Knowledge and Abilities

- 1.03.01 Knowledge of types of bacteria and their effects
- 1.03.02 Knowledge of time and temperature controls (danger zones)
- 1.03.03 Knowledge of conditions for cross-contamination
- 1.03.04 Ability to prevent cross contamination
- 1.03.05 Ability to recognize spoilage and/or allergens and take action to keep food safe for consumption

Sub-task 1.04 Practices good housekeeping

Supporting Knowledge and Abilities

- 1.04.01 Knowledge of good housekeeping practices
- 1.04.02 Knowledge of local regulations
- 1.04.03 Knowledge of employer practices and procedures
- 1.04.04 Ability to prevent hazardous situations

Task 2 **Receives and Stores Meat / Seafood (Seafood NOT COMMON CORE)**

- Sub-task 2.01 Verifies invoice/packing slip

Supporting Knowledge and Abilities

- 2.01.01 Ability to understand invoice
- 2.01.02 Ability to check proper billing address
- 2.01.03 Ability to conduct a proper count
- 2.01.04 Ability to understand tracking procedures

- Sub-task 2.02 Checks condition of shipment

Supporting Knowledge and Abilities

- 2.02.01 Knowledge of refusal
- 2.02.02 Ability to visually inspect a carton/container

- Sub-task 2.03 Verifies temperatures

Supporting Knowledge and Abilities

- 2.03.01 Knowledge of storage temperature for product
- 2.03.02 Ability to use thermometer

- Sub-task 2.04 Transfer to storage

Supporting Knowledge and Abilities

- 2.04.01 Knowledge to transfer promptly
- 2.04.02 Knowledge of “first in first out”
- 2.04.03 Ability to operate transfer equipment

Task 3 **Uses hand tools**

Sub-task 3.01 Selects hand tools

Supporting Knowledge and Abilities

- 3.01.01 Knowledge of different types of knives such as boning, steak, skinning, sticking, (filleting NOT COMMON CORE)
- 3.01.02 Knowledge of hand saws
- 3.01.03 Knowledge of various needles such as stitching
- 3.01.04 Knowledge of scrapers
- 3.01.05 Knowledge of hooks

Sub-task 3.02 Maintains hand tools

Supporting Knowledge and Abilities

- 3.02.01 Knowledge of sharpening steel and stones
- 3.02.02 Knowledge of tool storage requirements

Task 4 Uses power tools

Sub-task 4.01 Selects power tools

Supporting Knowledge and Abilities

- 4.01.01 Knowledge of the right tool for the right job
- 4.01.02 Knowledge of grinding plates and knives

Sub-task 4.02 Maintains power tools

Supporting Knowledge and Abilities

- 4.02.01 Knowledge of how to lubricate parts
- 4.02.02 Ability to locate damage
- 4.02.03 Ability to identify hazard such as electricity hazards

Task 5 Uses power equipment

Sub-task 5.01 Selects power equipment

Supporting Knowledge and Abilities

- 5.01.01 Knowledge of the right equipment for the right job

5.01.02 Knowledge of the most efficient methods when using equipment

Sub-task 5.02 Maintains power equipment

Supporting Knowledge and Abilities

5.02.01 Knowledge of maintenance schedules
5.02.02 Ability to trouble shoot

BLOCK B

SLAUGHTERING

Task 6 Performs anti-mortem procedures

Sub-task 6.01 Receives animals

Supporting Knowledge and Abilities

6.01.01 Knowledge of species specific requirements
6.01.02 Knowledge of live animals healthy condition
6.01.03 Ability to off-load animals
6.01.04 Ability to identify irregularities

Sub-task 6.02 Restrains live animal

Supporting Knowledge and Abilities

6.02.01 Knowledge of restraining devices
6.02.02 Knowledge of humane handling of live animals

Sub-task 6.03 Stuns animal

Supporting Knowledge and Abilities

6.03.01 Knowledge of proper stunning area on animal
6.03.02 Ability to recognize stunned animal

Task 7 Performs post-mortem procedures

Sub-task 7.01 Bleeds animal

Supporting Knowledge and Abilities

7.01.01 Knowledge of tool selection

- 7.01.02 Knowledge of anatomy
- 7.01.03 Ability to “stick” animal
- 7.01.04 Ability to determine bleeding completion
- 7.01.05 Ability to hang animal

Sub-task 7.02 Prepares carcass

Supporting Knowledge and Abilities

- 7.02.01 Ability to de-hide animal
- 7.02.02 Ability to de-hair animal
- 7.02.03 Ability to de-feather poultry

Task 8 Performs cleaning procedures

Sub-task 8.01 Eviscerates carcass

Supporting Knowledge and Abilities

- 8.01.01 Knowledge of kill-floor tools
- 8.01.02 Ability to open carcass
- 8.01.03 Ability to remove offal

Sub-task 8.02 Performs inspections

Supporting Knowledge and Abilities

- 8.02.01 Knowledge of healthy organ appearance
- 8.02.02 Ability to check lymph nodes
- 8.02.03 Knowledge of non-conformance procedure for diseased organs

Sub-task 8.03 Washes carcass

Supporting Knowledge and Abilities

- 8.03.01 Knowledge of shrouding
- 8.03.02 Ability to split carcass
- 8.03.03 Ability to clean carcass with water

BLOCK C

MEAT CUTTING

Task 9 Determines species

- Sub-task 9.01 Identifies domestic livestock
- Supporting Knowledge and Abilities
- 9.01.01 Ability to identify mammals
9.01.02 Ability to identify poultry
- Sub-task 9.02 Identifies specialty livestock
- Supporting Knowledge and Abilities
- 9.02.01 Ability to identify emu
9.02.02 Ability to identify ostrich
9.02.03 Ability to identify fallow deer
9.02.04 Ability to identify white tail deer
9.02.05 Ability to identify wild boar
9.02.06 Ability to identify pheasant
- Sub-task 9.03 Identifies fish / seafood (NOT COMMON CORE)
- Supporting Knowledge and Abilities
- 9.03.01 Ability to identify molluscs
9.03.02 Ability to identify crustaceans
9.03.03 Ability to identify fresh water fish
9.03.04 Ability to identify salt water fish
- Task 10 Cuts carcass**
- Sub-task 10.01 Breaks carcass into primals
- Supporting Knowledge and Abilities
- 10.01.01 Knowledge of tools required
10.01.02 Ability to cut according to species
- Sub-task 10.02 Breaks carcass into sub-primals
- Supporting Knowledge and Abilities
- 10.02.01 Knowledge of cutting parameters
10.02.02 Knowledge of tools
- Sub-task 10.03 Prepares retail cuts

Supporting Knowledge and Abilities

- 10.03.01 Knowledge of trimming procedures
- 10.03.02 Knowledge of tools
- 10.03.03 Ability to identify specific cuts
- 10.03.04 Ability to execute cuts

Sub-task 10.04 Prepares fish/seafood cuts (NOT COMMON CORE)

Supporting Knowledge and Abilities

- 10.04.01 Ability to make fillets
- 10.04.02 Ability to make steaks

BLOCK D

PROCESSING

Task 11 Prepares fresh products

Sub-task 11.01 Makes Sausage

Supporting Knowledge and Abilities

- 11.01.01 Knowledge of various casings
- 11.01.02 Knowledge of seasonings/spices
- 11.01.03 Knowledge of water quality

Sub-task 11.02 Creates meat block

Supporting Knowledge and Abilities

- 11.02.01 Knowledge of grinding procedures
- 11.02.02 Ability to mix meats
- 11.02.03 Ability to create formulas

Sub-task 11.03 Prepares seasonings

Supporting Knowledge and Abilities

- 11.03.01 Knowledge of various combinations of seasonings
- 11.03.02 Ability to mix seasonings
- 11.03.03 Ability to prepare marinates
- 11.03.04 Ability to calculate and mix ingredients

Task 12 Prepares cured/smoked ingredients

Sub-task 12.01 Makes Sausage

Supporting Knowledge and Abilities

- 12.01.01 Knowledge of various casings
- 12.01.02 Ability to calculate ingredient amounts as approved by the CFIA (Canadian Food Inspection Agency)

Sub-task 12.02 Prepares pork products

Supporting Knowledge and Abilities

- 12.02.01 Ability to smoke products such as smoked pork loin
- 12.02.02 Ability to prepare hams
- 12.02.03 Ability to prepare bacon
- 12.02.04 Ability to prepare smoked shoulder
- 12.02.05 Ability to prepare other related pork products
- 12.02.06 Ability to inject brine

Sub-task 12.03 Prepares beef products

Supporting Knowledge and Abilities

- 12.03.01 Ability to prepare jerky
- 12.03.02 Ability to prepare corned beef
- 12.03.03 Ability to prepare pastrami
- 12.03.04 Ability to inject brine

Sub-task 12.04 Prepares poultry products

Supporting Knowledge and Abilities

- 12.04.01 Ability to prepare smoked turkey
- 12.04.02 Ability to prepare smoked chicken
- 12.04.03 Ability to smoke poultry parts and alike poultry products
- 12.04.04 Ability to inject brine

Task 13 Creates value-added products

Sub-task 13.01 Selects meats

Supporting Knowledge and Abilities

- 13.01.01 Knowledge of muscle on the carcass
- 13.01.02 Knowledge of trimming procedures
- 13.01.03 Ability to weigh meats

Sub-task 13.02 Prepares meats using seasonings/marinates

Supporting Knowledge and Abilities

- 13.02.01 Knowledge of spice storage requirements
- 13.02.02 Ability to select spices
- 13.02.03 Ability to mix spices
- 13.02.04 Ability to apply spices such as tumbling, injection rubbing, breading, and marinating.

Sub-task 13.03 Selects fish / seafood (NOT COMMON CORE)

Supporting Knowledge and Abilities

- 13.03.01 Knowledge of trimming procedures
- 13.03.02 Ability to weigh meats

Sub-task 13.04 Prepares fish / seafood using seasonings/marinates (NOT COMMON CORE)

Supporting Knowledge and Abilities

- 13.04.01 Knowledge of spice storage requirements
- 13.04.02 Ability to select spices
- 13.04.03 Ability to mix spices
- 13.04.04 Ability to apply spices such as injection rubbing, breading, and marinating.

BLOCK E

MARKETING

Task 14 Controls costs

Sub-task 14.01 Performs cutting test

Supporting Knowledge and Abilities

- 14.01.01 Ability to determine yields and retail costs
- 14.01.02 Ability to calculate meat cost

Sub-task 14.02 Performs “mark-ups”

Supporting Knowledge and Abilities

- 14.02.01 Knowledge of cost of edible meat
- 14.02.02 Ability to price check suppliers inventory
- 14.02.03 Ability to set retail price
- 14.02.04

Sub-task 14.03 Minimizes shrinkage

Supporting Knowledge and Abilities

- 14.03.01 Knowledge of theft (loss) reduction
- 14.03.02 Knowledge of moisture loss reduction techniques
- 14.03.03 Knowledge of cutting techniques for biggest yield
- 14.03.04 Knowledge of consumer demand such as seasonal counter layouts, and cross-merchandising.
- 14.03.05 Knowledge of shelf life

Task 15 Prepares Merchandizing

Sub-task 15.01 Determines client’s needs

Supporting Knowledge and Abilities

- 15.01.01 Knowledge of demographics
- 15.01.02 Knowledge of pricing (kg versus total price)
- 15.01.03 Ability to create different package sizes

Sub-task 15.02 Creates eye appeal

Supporting Knowledge and Abilities

- 15.02.01 Knowledge of counter cleanliness
- 15.02.02 Ability to create a variety of packaged products
- 15.02.03 Ability to create signage

Sub-task 15.03 Provides samples

Supporting Knowledge and Abilities

- 15.03.01 Knowledge of sample product
- 15.03.02 Knowledge of presentation techniques
- 15.03.03 Ability to promote product

Sub-task 15.04 Packages product

Supporting Knowledge and Abilities

- 15.04.01 Knowledge of packaging applications such as vacuum, poly-wrap, shrink bag, over-wrap film

Sub-task 15.05 Labels product

Supporting Knowledge and Abilities

- 15.05.01 Knowledge of proper nomenclature

Task 16 Serves Client

Sub-task 16.01 Uses communication skills

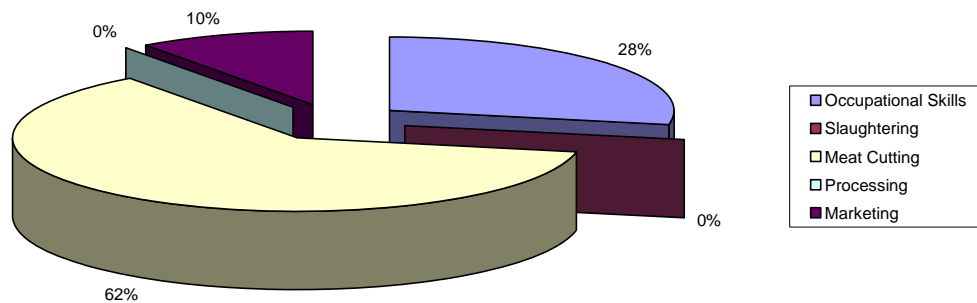
Supporting Knowledge and Abilities

- 16.01.01 Knowledge of products
- 16.01.02 Knowledge of verbal/non-verbal communication
- 16.01.03 Knowledge of consumer storage
- 16.01.04 Ability to use point of sale information such as signs and packaging stickers
- 16.01.05 Ability to build rapport

Sub-task 16.02 Retains clients

Supporting Knowledge and Abilities

- 16.02.01 Knowledge of client's name
- 16.02.02 Ability to personalize service
- 16.02.03 Ability to acknowledge customer
- 16.02.04 Ability to be honest



***Please note that Slaughtering and Processing are separate endorsements in the trade which have specialized education and testing. – August 2005