

# Cook

## On-the-Job Checklist



	Level 1	Page 1/5
Red Seal Tasks	On-The-Job Duties	Completed
Performs safety & hygiene-related functions	Store & lock-up hazardous products & lock out equipment	<input type="checkbox"/>
	Locate PPE & safety equipment & describe use of fire extinguisher/suppression	<input type="checkbox"/>
	Ensure nails are short & cover all exposed cuts & wounds	<input type="checkbox"/>
Practices food safety procedures	Verify & record food internal temperatures using a thermometer	<input type="checkbox"/>
	Select rapid cooling methods & monitor cooling process	<input type="checkbox"/>
	Re-heat food efficiently & verify safe internal temperature	<input type="checkbox"/>
	Recognize potential food contamination risks	<input type="checkbox"/>
	Select & use cleaning tools & equipment	<input type="checkbox"/>
	Apply sanitizing solution	<input type="checkbox"/>
Uses tools & equipment	Inspect knives for cleanliness, sharpness & damage	<input type="checkbox"/>
	Select, utilize, inspect & store pots, pans & utensils	<input type="checkbox"/>
	Clean, sanitize & maintain equipment & appliances	<input type="checkbox"/>
Organizes work	Organize & maintain workspace	<input type="checkbox"/>
Manages information	Complete & process documents	<input type="checkbox"/>
Manages products	Verify invoices & products received & identify proper storage locations	<input type="checkbox"/>
	Date, label & rotate products using FIFO method	<input type="checkbox"/>
	Dispose of expired products & perform stock rotation	<input type="checkbox"/>
Performs trade activities	Measure ingredients & follow steps according to recipe	<input type="checkbox"/>
	Portion products & convert volume, weight & temperature	<input type="checkbox"/>
	Plate according to recipe standards & maintain safe food temperatures when plating, presenting & transporting foods	<input type="checkbox"/>
	Identify & apply convenience type products	<input type="checkbox"/>

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	Level 1	Page 2/5
Red Seal Tasks	On-The-Job Duties	Completed
Uses communication & mentoring techniques	Demonstrate active listening practices & maintain a respectful attitude	<input type="checkbox"/>
Prepares herbs & spices	Identify & choose herbs & spices according to desired result	<input type="checkbox"/>
	Clean & store herbs to maintain quality & freshness	<input type="checkbox"/>
	Prepare herbs & spices & apply processing techniques	<input type="checkbox"/>
Prepares vegetables	Identify indicators of freshness, quality & ripeness	<input type="checkbox"/>
	Clean & store vegetables to maintain quality & freshness	<input type="checkbox"/>
	Perform various types of cuts according to desired results	<input type="checkbox"/>
	Apply techniques to maintain pigmentation, texture & preserve nutritional value	<input type="checkbox"/>
	Select & apply finishing techniques	<input type="checkbox"/>
Prepares fruit	Identify indicators of freshness, quality & ripeness	<input type="checkbox"/>
	Clean & store fruit to maintain quality & freshness	<input type="checkbox"/>
	Cut fruit into shapes for garnishes	<input type="checkbox"/>
	Determine doneness of cooked fruit using sensory assessment	<input type="checkbox"/>
	Hold processed fruit according to desired results	<input type="checkbox"/>
Prepares stocks & broths	Identify indicators of freshness & quality of ingredients	<input type="checkbox"/>
	Measure & prepare ingredients according to recipe	<input type="checkbox"/>
	Bring stock to simmer & monitor temperature	<input type="checkbox"/>
Prepares soups (introduction)	Identify indicators of freshness & quality of ingredients	<input type="checkbox"/>
	Gather, measure & process soup ingredients according to recipe	<input type="checkbox"/>
	Combine ingredients & incorporate thickening agents	<input type="checkbox"/>
	Cool soup according to jurisdiction regulations	<input type="checkbox"/>

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## On-the-Job Checklist



	Level 1	Page 3/5
Red Seal Tasks	On-The-Job Duties	Completed
Prepares thickening & binding agents	Determine thickening & binding agent to be made	<input type="checkbox"/>
	Incorporate thickening & binding ingredients	<input type="checkbox"/>
Uses cheese, dairy products, & plant-based dairy alternative products	Identify milk, dairy & plant-based dairy alternative products	<input type="checkbox"/>
	Apply techniques to process dairy & dairy-related products	<input type="checkbox"/>
Prepares eggs & egg-based dishes	Adjust eggs, egg products & egg substitute volumes to account for yield differences	<input type="checkbox"/>
	Combine egg, egg products & egg substitutes with other ingredients	<input type="checkbox"/>
	Cook & temper eggs, egg products & egg substitutes	<input type="checkbox"/>
	Apply finishing techniques to egg-based dishes	<input type="checkbox"/>
Prepares pastas & noodles (dry)	Identify & choose ingredients for pasta/noodle dishes	<input type="checkbox"/>
	Assemble pastas & noodles according to recipe	<input type="checkbox"/>
	Store & hold cooked pasta, noodles & related dishes	<input type="checkbox"/>
	Identify & choose sauce, dressing or liquids	<input type="checkbox"/>
Prepares grains & pulses	Determine quantity & quality of grains & pulses	<input type="checkbox"/>
	Inspect, discard, wash, strain & soak grains & pulses	<input type="checkbox"/>
	Use cooking methods & determine doneness	<input type="checkbox"/>
Prepares seeds & nuts	Identify & choose types of seeds & nuts according to recipe	<input type="checkbox"/>
	Process seeds & nuts & cook nuts according to recipe	<input type="checkbox"/>
	Finish seeds & nuts using various methods	<input type="checkbox"/>

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## On-the-Job Checklist



	Level 1	Page 4/5
Red Seal Tasks	On-The-Job Duties	Completed
Prepares meats	Identify & choose meat cuts according to recipe	<input type="checkbox"/>
	Maintain safe food handling practices during processing	<input type="checkbox"/>
	Select & apply cooking methods & determine doneness	<input type="checkbox"/>
	Rest cooked meat	<input type="checkbox"/>
Prepares poultry	Identify & choose poultry according to recipe	<input type="checkbox"/>
	Maintain safe food handling practices during processing	<input type="checkbox"/>
	Select & apply cooking methods & determine doneness	<input type="checkbox"/>
	Rest cooked poultry	<input type="checkbox"/>
Prepares fin fish	Identify origin, freshness & cut	<input type="checkbox"/>
	Prepare fin fish using various methods	<input type="checkbox"/>
	Apply cooking methods & determine doneness	<input type="checkbox"/>
	Adjust seasoning & garnish to achieve desired result	<input type="checkbox"/>
Prepares sandwiches	Identify ingredients for filling & toppings according to recipe	<input type="checkbox"/>
	Hold & store sandwich ingredients	<input type="checkbox"/>
	Plan assembly steps & combine sandwich components	<input type="checkbox"/>
	Use cooking methods & apply finishing techniques	<input type="checkbox"/>
Prepares salads	Identify ingredients & indicators of ingredient freshness	<input type="checkbox"/>
	Use processing methods & combine salad ingredients	<input type="checkbox"/>
	Apply finishing techniques & hold & store finished salads	<input type="checkbox"/>
Prepares dressings	Identify & choose ingredients to prepare dressings	<input type="checkbox"/>
	Flavour, season, thicken & apply processing/finishing techniques	<input type="checkbox"/>

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# Cook

## On-the-Job Checklist



	Level 1	Page 5/5
Red Seal Tasks	On-The-Job Duties	Completed
Prepares dough-based products	Identify required ingredients & their effects on dough quality	<input type="checkbox"/>
	Select & use tools & equipment, such as sifters & mixers	<input type="checkbox"/>
	Select & use tools & equipment, such as ovens & fryers	<input type="checkbox"/>
	Cool dough-based product	<input type="checkbox"/>
Prepares batter-based products	Identify required ingredients & their effects on batter quality.	<input type="checkbox"/>
	Select & use tools & equipment	<input type="checkbox"/>
	Follow cooking methods	<input type="checkbox"/>
	Cool batter-based product	<input type="checkbox"/>

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# Cook

## On-the-Job Checklist



	Level 2	Page 1/3
Red Seal Tasks	On-The-Job Duties	Completed
Performs trade activities	Ensure accuracy, consistency & quality of final plating	<input type="checkbox"/>
Prepares stocks & broths	Identify & choose ingredients according to desired result	<input type="checkbox"/>
	Gather & organize ingredients in a sequential manner	<input type="checkbox"/>
	Evaluate quality & clarity of stock or broth	<input type="checkbox"/>
Prepares soups	Identify & choose ingredients according to recipe	<input type="checkbox"/>
	Calculate quantity of ingredients for desired yield	<input type="checkbox"/>
	Clarify consommés & monitor cooking time & aromatics	<input type="checkbox"/>
	Adjust soup characteristics & garnish to achieve desired result	<input type="checkbox"/>
Prepares thickening & binding agents	Identify & choose ingredients according to desired result	<input type="checkbox"/>
	Calculate ratio of thickening & binding ingredients	<input type="checkbox"/>
Prepares sauces	Identify sauce & choose ingredients according to recipe	<input type="checkbox"/>
	Select & use non-reactive processing tools & equipment	<input type="checkbox"/>
	Combine ingredients, adjust temperature & deglaze cooking vessel	<input type="checkbox"/>
	Hold finished sauce using techniques to preserve quality, integrity & food safety	<input type="checkbox"/>
Prepares pastas & noodles (fresh)	Determine dough type & styles required for dishes	<input type="checkbox"/>
	Use hand forming techniques & processing machines/tools	<input type="checkbox"/>
	Use cooking methods & determine doneness	<input type="checkbox"/>
	Adjust seasoning types & amounts	<input type="checkbox"/>

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# Cook

## On-the-Job Checklist



	Level 2	Page 2/3
Red Seal Tasks	On-The-Job Duties	Completed
Prepares stuffed pastas & dumplings	Determine dough type & shape required for stuffed pastas & dumplings	<input type="checkbox"/>
	Combine filling ingredients & use assembly techniques to form stuffed pastas & dumplings	<input type="checkbox"/>
	Use cooking methods & determine doneness	<input type="checkbox"/>
	Select sauces & accompaniments & adjust seasonings	<input type="checkbox"/>
Prepares alternative proteins	Choose amount of alternative proteins & process according to recipe	<input type="checkbox"/>
Prepares meats	Interpret label/stamp information & perform sensory assessment	<input type="checkbox"/>
	Fabricate meat, minimize waste & utilize trim for other uses	<input type="checkbox"/>
	Calculate cooking time of meats according to type, size & thickness of cut & cooking method	<input type="checkbox"/>
	Determine & apply carving & portioning techniques	<input type="checkbox"/>
Prepares poultry	Determine freshness & quality of poultry using label information & sensory assessment	<input type="checkbox"/>
	Fabricate poultry, minimize waste & utilize trim for other uses	<input type="checkbox"/>
	Calculate cooking time for poultry	<input type="checkbox"/>
	Carve & portion cooked poultry according to classification	<input type="checkbox"/>
Prepares fin fish	Identify cut specifications & characteristics	<input type="checkbox"/>
	Prepare fin fish, minimize waste & utilize trim for other uses	<input type="checkbox"/>
	Determine required cooking time according to type of fish	<input type="checkbox"/>
	Apply finishing techniques to achieve desired result	<input type="checkbox"/>
Prepares seafood	Identify fresh & frozen sea food & choose according to recipe	<input type="checkbox"/>
	Sort, wash & clean according to recipe	<input type="checkbox"/>
	Determine doneness using various methods	<input type="checkbox"/>
	Adjust seasoning & garnish	<input type="checkbox"/>

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## On-the-Job Checklist



	Level 2	Page 3/3
Red Seal Tasks	On-The-Job Duties	Completed
Prepares marinades, rubs & brines	Choose marinade, rub or brine to achieve desired result	<input type="checkbox"/>
	Prepare & measure ingredients & use processing methods	<input type="checkbox"/>
Prepares dough-based products	Select ingredients to prepare dough-based products	<input type="checkbox"/>
	Measure & mix ingredients according to recipe	<input type="checkbox"/>
	Follow methods for baking & determine doneness	<input type="checkbox"/>
	Glaze, garnish & fill dough-based products	<input type="checkbox"/>
Prepares batter-based products	Identify the quality & freshness of batter ingredients	<input type="checkbox"/>
	Measure & mix ingredients	<input type="checkbox"/>
	Select & use tools & equipment, such as pans, griddles & parchment paper	<input type="checkbox"/>
	Frost, glaze, garnish or season batter-based products	<input type="checkbox"/>
Prepares creams, mousses, frozen desserts, fillings, icings, toppings & sugar works	Identify required ingredients used in various recipes	<input type="checkbox"/>
	Mix ingredients & prepare pans & moulds	<input type="checkbox"/>
	Unmould products & package & store finished product	<input type="checkbox"/>
Assembles cakes	Identify cake components, such as icing, filling, ganache, etc.	<input type="checkbox"/>
	Apply finishing techniques & decorations	<input type="checkbox"/>
Prepares savoury & sweet pastries & pies	Identify required ingredients for various savoury & sweet pastries & pies	<input type="checkbox"/>
	Select & use tools & equipment, such as rolling pins, piping bags & pans	<input type="checkbox"/>
	Select & use cooking tools & equipment, such as ovens & fryers	<input type="checkbox"/>
	Select & use tools & equipment to finish presentation	<input type="checkbox"/>

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## On-the-Job Checklist



	Level 3	Page 1/4
Red Seal Tasks	On-The-Job Duties	Completed
Organizes work	Create, prioritize & follow production schedule	<input type="checkbox"/>
Manages information	Create & cost menu & determine production requirements	<input type="checkbox"/>
	Correct & report documentation errors	<input type="checkbox"/>
Manages products	Identify ingredient requirements & complete order list	<input type="checkbox"/>
	Verify quantities & quality of products	<input type="checkbox"/>
Performs trade activities	Determine plating, presentation, design, components & plating sequence	<input type="checkbox"/>
Adapts cooking practices to meet dietary requirements	Modify food preparation, cooking & serving procedures	<input type="checkbox"/>
	Select substitute ingredients or alternate dish	<input type="checkbox"/>
	Prepare alternate dishes according to dietary requirements	<input type="checkbox"/>
Uses communication & mentoring techniques	Assess apprentice or learner's ability & coach them to perform tasks with increasing difficulty	<input type="checkbox"/>
Prepares sauces	Measure & prepare sauce ingredients according to recipe	<input type="checkbox"/>
	Determine & adjust sauce qualities	<input type="checkbox"/>
	Evaluate & adjust final qualities, such as taste, texture & appearance	<input type="checkbox"/>
Uses cheese, dairy products, & plant-based dairy alternative products	Identify cheese, dairy & plant-based alternatives to complement dishes	<input type="checkbox"/>
	Flavour dairy products & alter consistency of product	<input type="checkbox"/>
	Apply finishing techniques	<input type="checkbox"/>
Prepares alternative proteins	Choose types of alternative proteins according to dietary requirements	<input type="checkbox"/>
	Prepare, inspect & flavour proteins according to recipe	<input type="checkbox"/>
	Use cooking methods, determine doneness & finish alternative proteins	<input type="checkbox"/>

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## On-the-Job Checklist



	Level 3	Page 2/4
Red Seal Tasks	On-The-Job Duties	Completed
Prepares game meats	Identify & choose game meat cuts according to recipe	<input type="checkbox"/>
	Fabricate game meats, minimize waste & utilize trim for other uses	<input type="checkbox"/>
	Calculate cooking time, determine doneness & tenderness	<input type="checkbox"/>
	Rest cooked game meat	<input type="checkbox"/>
Prepares game birds	Identify, choose & determine freshness of game birds	<input type="checkbox"/>
	Fabricate game birds, minimize waste & utilize trim for other uses	<input type="checkbox"/>
	Calculate cooking time for game birds & determine doneness	<input type="checkbox"/>
	Carve & portion cooked game birds according to classification	<input type="checkbox"/>
Prepares variety meats	Identify & choose variety meats	<input type="checkbox"/>
	Maintain safe food handling practices during processing	<input type="checkbox"/>
	Calculate cooking time & determine doneness	<input type="checkbox"/>
	Portion cooked variety meats according to desired results	<input type="checkbox"/>
Prepares seafood	Determine freshness & quality of seafood using sensory assessment	<input type="checkbox"/>
	Separate protein from shell & process shell for other uses	<input type="checkbox"/>
	Calculate cooking time according to size & cooking methods	<input type="checkbox"/>
	Apply finishing techniques to achieve desired results	<input type="checkbox"/>
Prepares condiments & preserves	Identify & choose ingredients according to recipe	<input type="checkbox"/>
	Apply processing & finishing techniques	<input type="checkbox"/>

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## On-the-Job Checklist



	Level 3	Page 3/4
Red Seal Tasks	On-The-Job Duties	Completed
Prepares hors d'oeuvres & other finger foods	Identify & choose ingredients according to recipe	<input type="checkbox"/>
	Apply processing methods & cook & store for future use	<input type="checkbox"/>
	Use assembly methods & store for future use	<input type="checkbox"/>
	Apply cooking methods & determine doneness	<input type="checkbox"/>
	Apply seasoning, sauce, condiments & garnish & present finished product	<input type="checkbox"/>
Prepares charcuterie & cured products	Identify indicators of quality & choose ingredients	<input type="checkbox"/>
	Apply processing methods & assemble ingredients	<input type="checkbox"/>
	Apply cooking method & determine doneness	<input type="checkbox"/>
	Cut & slice products & apply finishing techniques	<input type="checkbox"/>
Prepares gels & glazes	Identify & choose ingredients according to recipe	<input type="checkbox"/>
	Combine & process ingredients & hold at temperature	<input type="checkbox"/>
	Use finishing techniques & hold & store	<input type="checkbox"/>
Prepares dough-based products	Identify quality & freshness of dough ingredients	<input type="checkbox"/>
	Apply processing methods to dough	<input type="checkbox"/>
	Follow methods for boiling, frying, steaming & poaching	<input type="checkbox"/>
	Assemble finished dough-based product & package & store	<input type="checkbox"/>
Prepares batter-based products	Select ingredients to prepare batter-based products	<input type="checkbox"/>
	Apply methods according to recipe, such as resting, creaming, foaming, etc.	<input type="checkbox"/>
	Determine doneness	<input type="checkbox"/>
	Portion, assemble & hold batter-based products	<input type="checkbox"/>

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	Level 3	Page 4/4
Red Seal Tasks	On-The-Job Duties	Completed
Prepares creams, mousses, frozen desserts, fillings, icings, toppings & sugar works	Identify quality & freshness of ingredients	<input type="checkbox"/>
	Follow temperature stages for cooking sugar & apply methods	<input type="checkbox"/>
	Apply finishing techniques according to desired results	<input type="checkbox"/>
Prepares savoury & sweet pastries & pies	Identify quality & freshness of ingredients using sensory assessment	<input type="checkbox"/>
	Apply assembly methods according to recipe	<input type="checkbox"/>
	Follow cooking methods & determine doneness	<input type="checkbox"/>
	Apply finishing techniques & store & hold finished product	<input type="checkbox"/>
Prepares chocolate	Identify types of chocolate & required ingredients for types of chocolate	<input type="checkbox"/>
	Select & use tools & equipment & apply tempering techniques	<input type="checkbox"/>
	Apply finishing techniques & hold & store finished product	<input type="checkbox"/>

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## On-the-Job Checklist



### Information Regarding the Checklist

Saskatchewan Apprenticeship and Trade Certification Commission's (SATCCs) On-The-Job Checklist provides a complete list of trade-specific Red Seal tasks for apprentices to complete under the supervision of a journeyperson. This work should be completed prior to attending the technical training level under which the duties are listed (e.g. Level 1 completed prior to attending Level 1 technical training).

Completing this checklist will ensure that apprentices are exposed to the full scope of a particular Red Seal trade throughout their apprenticeship program. It will also help prepare apprentices for each level of technical training by performing work on-the-job relating specifically to topics covered later on. The trade-specific tasks listed have been reviewed by certified journeypersons in Saskatchewan for their accuracy and have been set to an appropriate skill level.

An apprentice spends approximately 85% of their apprenticeship term training on-the-job. It is the both the apprentice and the employer's or journeyperson's responsibility to supervise an apprentice's practical skills development during their program.

To promote transparency and consistency, this document aligns with the 2019 Cook Red Seal Occupational Standard (Employment and Social Development Canada).

A complete version of the Occupational Standard can be found at [www.red-seal.ca](http://www.red-seal.ca)

#### **Saskatchewan Apprenticeship & Trade Certification Commission (Regina)**

2140 Hamilton St Regina SK, S4P 2E3  
Tel: (306) 787-2444  
Toll Free: 1-877-363-0536  
Website: [www.saskapprenticeship.ca](http://www.saskapprenticeship.ca)

#### **Saskatchewan Apprenticeship & Trade Certification Commission (Saskatoon)**

603 45<sup>th</sup> Street West Saskatoon, SK S7L 5W5  
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#### **District Offices**

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