



COOK (PROFESSIONAL COOK 3)

EMPLOYER DECLARATION OF WORK EXPERIENCE

ITA Customer Service
800 – 8100 Granville Ave
Richmond, BC V6Y 3T6
Tel: 778-328-8700
Fax: 778-328-8701
Toll Free: 1-866-660-6011
customerservice@itabc.ca

*This form is used to declare work experience for periods of employment and must be completed by a **direct supervisor of the applicant**, who will be contacted by ITA.*

Note: *An Employer Declaration of Work Experience form must be completed for each period of employment.*

This form is not to be used for periods of self-employment. For more information, see Instructions for Certification Challenge or Supervision and Sign-Off Authority.

To qualify to challenge certification in this trade or be granted authority to supervise and sign-off on apprentices in this trade, individuals must have:

- worked a minimum of **5,000 hours** performing the tasks listed in Section D,
- experience performing at least **70%** of the job tasks listed in Section D, and
- valid **FOODSAFE Level 1 Certification (BC Program)** OR **equivalent** (see BCCDC for accepted equivalencies); (**attach copy of document**)

Holders of **Canadian military certificate in Cook MT#861, QL5 or higher** will be eligible to challenge this certification.

A. Applicant Name

Enter the name of the individual for whom this form is being completed.

Legal First Name:	Legal Middle Name(s):	Legal Last Name:

B. Employment Information of Applicant

Enter the business information for the applicant's period of employment declared for this trade.

Name of Organization/Employer/Business:		
Mailing Address:		City:
Province/ State:	Country:	Postal Code/ Zip Code:
Business Phone Number: ()	Website:	

Enter the dates and number of hours for this period of employment.

Dates of Applicant's Employment (MM/DD/YYYY):		Total Number Hours of Cook (Professional Cook 3) Experience Accumulated in that Period:
From:	To:	
Job Title of Applicant:		



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C. Supervisor Contact Information

Enter the name and contact information for the person who directly supervised the applicant during this employment period. Ensure the information given is current as the application will be denied if this person cannot be contacted by ITA.

First and Last Name of Applicant's Direct Supervisor:	Supervisor Position or Title:
Supervisor's Phone Number: ()	Supervisor E-Mail Address:
Language(s) that the employer/supervisor can communicate: (check all that apply)	
<input type="checkbox"/> English <input type="checkbox"/> Other (please specify): _____	

D. Supervisor Declaration of Job Task Performance of Applicant

By checking in the appropriate columns, indicate how frequently you, as the direct supervisor of the applicant, have personally witnessed the applicant performing the job tasks listed

Job tasks	Frequently	Occasionally	Never
A. OCCUPATIONAL SKILLS			
Professional Cook 1 Skills			
Follow roles and responsibilities in the kitchen	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply safe work practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply food safety standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use tools and equipment; follow and convert recipes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use common menu terminology	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Receive and store supplies; handle waste appropriately	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply principles of seasoning and basic ingredient knowledge	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Cook 2 Skills (in addition to PC1 skills)			
Follow employment standards and practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply basic menu planning procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Take and extend inventory	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare food for allergies, intolerances, and special diets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use communication skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply basic purchasing procedures and cost calculations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Describe table settings, table service, basic service of wine and spirits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Enter the supervisor and applicant names (repeat on every page of this form)

Supervisor First and Last Name:	Applicant First and Last Name:
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Job tasks	Frequently	Occasionally	Never
Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)			
Prepare food safety plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use cook chill/cook freeze systems, specialty cooking methods, and presentation techniques	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Write a la carte menus	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Apply basic stress management, teambuilding, conflict resolution, and problem solving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow food and labour cost and budgeting procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
B. STOCKS, SOUPS AND SAUCES			
Professional Cook 1 Skills			
Prepare stocks from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use thickening agents	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare basic soups (clear, cream, purée) from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare basic sauces (white, blonde, brown, purée, emulsion)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Cook 2 Skills (in addition to PC1 skills)			
Prepare specialty soups (consommé, chilled, ethnic)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare secondary and derivative sauces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)			
Prepare specialty and ethnic sauces, apply principles of sauce selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
C. VEGETABLES AND FRUITS			
Professional Cook 1 Skills			
Prepare common vegetables	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare fruits	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Cook 2 Skills (in addition to PC1 skills)			
Specialty and volume vegetable preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Vegetarian diets and vegetarian cooking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
D. STARCHES			
Professional Cook 1 Skills			
Prepare basic potato dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare dry pasta and noodle dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Job tasks	Frequently	Occasionally	Never
Prepare rice	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Cook 2 Skills (in addition to PC1 skills)			
Specialty and volume potato preparation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare fresh pasta and specialty starches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare grains and legumes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
E. MEATS			
Professional Cook 1 Skills			
Trim and portion cut meats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook basic meat dishes using moist and dry heat methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Cook 2 Skills (in addition to PC1 skills)			
Debone and process meats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volume and banquet service of meats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)			
Cut game and variety meats	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare game and variety meats; specialty/classic meat dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
F. POULTRY			
Professional Cook 1 Skills			
Trim and portion cut chicken and turkey	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook basic poultry dishes using moist and dry heat methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Cook 2 Skills (in addition to PC1 skills)			
Debone common and specialty poultry (ducks, geese, and quail)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volume and banquet service of poultry	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)			
Cut game birds	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare game birds; specialty/classic poultry dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
G. SEAFOOD			
Professional Cook 1 Skills			
Fillet flat and round fish; clean bivalves and shrimp	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook basic fish dishes using moist and dry heat methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook basic shellfish dishes using moist and dry heat methods	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Job tasks	Frequently	Occasionally	Never
Professional Cook 2 Skills (in addition to PC1 skills)			
Fillet specialty fish and clean crustaceans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volume and banquet service of fish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Volume and banquet service of shellfish	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)			
Clean specialty seafood (squid, octopus, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare specialty/classic fish dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare specialty/classic shellfish dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
H. GARDE-MANGER			
Professional Cook 1 Skills			
Prepare basic salad dressings from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare basic salads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare hot and cold sandwiches	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Cook 2 Skills (in addition to PC1 skills)			
Prepare specialty dressings and cold sauces	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare specialty salads	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare hors d'oeuvre and appetizers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Assemble presentation platters	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)			
Pickling, prepare infused oils and vinegars	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Buffet presentation and design	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare pates, terrines, basic sausages, cured, and smoked items	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
I. EGGS, BREAKFAST COOKERY, AND DAIRY			
Professional Cook 1 Skills			
Prepare egg dishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare breakfast items other than eggs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook with dairy and cheese	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
J. BAKED GOODS AND DESSERTS			
Professional Cook 1 Skills			
Apply basic methods used in baking	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

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Prepare basic pies and pastry from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare fruit desserts and custards from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare quick breads from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare cookies from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare basic yeast breads from scratch	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional Cook 2 Skills (in addition to PC1 skills)			
Prepare puff pastry, choux paste, meringues, specialty pastries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare specialty yeast products (sourdoughs and laminated doughs)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and assemble cakes, cheesecakes, icings and frostings	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)			
Prepare hot and specialty plated desserts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare and decorate specialty cakes and tortes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare frozen desserts, ice creams, and sorbets	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare basic chocolate, confectionary, and garnishes	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
K. BEVERAGES			
Professional Cook 1 Skills			
Prepare coffee and tea products	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Cook (Professional Cook 3) Skills (in addition to PC1 and 2 skills)			
Identify types and styles of wine; principles of wine selection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

E. Supervisor Signature

I certify that the information I, as the current or former direct supervisor of the applicant, have provided is accurate. (Note: Collection and protection of personal information on this form is in accordance with the provisions of the Freedom of Information and Protection of Privacy Act.)

Supervisor name (Please Print):	Supervisor Signature:	Date Signed: (MM/DD/YYYY)
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