

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 SkilledTradesBC.

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.

“Cook” means a person who performs all phases of kitchen activities including the preparation and presentation of vegetables, soups, sauces, meat, fish and poultry, cold kitchen items; desserts, baking, pastry; basic menu planning/costing as well as knowledge of safety, sanitation and food storage, and who has a knowledge of human and customer relations.

A Professional Cook 2 usually works under some supervision and performs a variety of cooking and food preparation tasks using multiple cooking methods. In addition to using the major techniques and principles used in cooking, baking, and other aspects of food preparation, at this level, a professional cook should have a preliminary understanding of food costing, menu planning, and purchasing processes.

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 **2,000 hours (Challenge)** or **5,000 hours (Sign-Off Authority)** 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**)

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:
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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:		
Business Address (Street Name/Number, Building/Unit Number):		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): From: To:	Total Number Hours of Professional Cook 2 Experience Accumulated in Period:
Job Title of Applicant:	

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 SkilledTradesBC.

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)	
☐ English ☐ Other (please specify): _____	

D. Supervisor Declaration of Job Task Performance of Applicant

By checking the appropriate column, indicate how often the applicant has demonstrated the skills in the areas listed below during their employment with you.

JOB TASKS	Frequently	Occasionally	Never
OCCUPATIONAL SKILLS			
Professional Cook 1 Skills			
Follows roles and responsibilities in the kitchen	☐	☐	☐
Applies safe work practices	☐	☐	☐
Applies food safety standards	☐	☐	☐
Uses tools and equipment; follows and converts recipes	☐	☐	☐
Uses common menu terminology	☐	☐	☐
Receives and stores supplies; handles waste appropriately	☐	☐	☐
Applies principles of seasoning and basic ingredient knowledge	☐	☐	☐
Professional Cook 2 Skills (in addition to PC1 skills)			
Follows employment standards and practices	☐	☐	☐
Applies basic menu planning procedures	☐	☐	☐
Takes and extends inventory	☐	☐	☐
Prepares food for allergies, intolerances, and special diets	☐	☐	☐

Supervisor must enter name and initials on every page of this form

Supervisor First and Last Name (Please Print):	
I hereby certify, that to the best of my knowledge, the information I am providing as a current or past supervisor of the applicant (as named on page 1 of this document), is true and accurate.	Supervisor's Initials:

PROFESSIONAL COOK 2

EMPLOYER DECLARATION OF WORK EXPERIENCE

SkilledTradesBC 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@skilledtradesbc.ca

JOB TASKS	Frequently	Occasionally	Never
Uses communication skills	☐	☐	☐
Applies basic purchasing procedures and cost calculations	☐	☐	☐
Describes table settings, table service, basic service of wine and spirits	☐	☐	☐
STOCKS, SOUPS AND SAUCES			
Professional Cook 1 Skills			
Prepares stocks from scratch	☐	☐	☐
Uses thickening agents	☐	☐	☐
Prepares basic soups (clear, cream, purée) from scratch	☐	☐	☐
Prepares basic sauces (white, blonde, brown, purée, emulsion)	☐	☐	☐
Professional Cook 2 Skills (in addition to PC1 skills)			
Prepares specialty soups (consommé, chilled, ethnic)	☐	☐	☐
Prepares secondary and derivative sauces	☐	☐	☐
VEGETABLES AND FRUITS			
Professional Cook 1 Skills			
Prepares common vegetables	☐	☐	☐
Prepares fruits	☐	☐	☐
Professional Cook 2 Skills (in addition to PC1 skills)			
Specialty and volume vegetable preparation	☐	☐	☐
Vegetarian diets and vegetarian cooking	☐	☐	☐
STARCHES			
Professional Cook 1 Skills			
Prepares basic potato dishes	☐	☐	☐
Prepares dry pasta and noodle dishes	☐	☐	☐
Prepares rice	☐	☐	☐
Professional Cook 2 Skills (in addition to PC1 skills)			
Specialty and volume potato preparation	☐	☐	☐

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JOB TASKS	Frequently	Occasionally	Never
Prepares fresh pasta and specialty starches	☐	☐	☐
Prepares grains and legumes	☐	☐	☐
MEATS			
Professional Cook 1 Skills			
Trims and portions cut meats	☐	☐	☐
Cooks basic meat dishes using moist and dry heat methods	☐	☐	☐
Professional Cook 2 Skills (in addition to PC1 skills)			
Debones and processes meats	☐	☐	☐
Volumes and banquets service of meats	☐	☐	☐
POULTRY			
Professional Cook 1 Skills			
Trims and portions cut chicken and turkey	☐	☐	☐
Cooks basic poultry dishes using moist and dry heat methods	☐	☐	☐
Professional Cook 2 Skills (in addition to PC1 skills)			
Debones common and specialty poultry (ducks, geese, and quail)	☐	☐	☐
Volumes and banquets service of poultry	☐	☐	☐
SEAFOOD			
Professional Cook 1 Skills			
Fillets flat and round fish; cleans bivalves and shrimp	☐	☐	☐
Cooks basic fish dishes using moist and dry heat methods	☐	☐	☐
Cooks basic shellfish dishes using moist and dry heat methods	☐	☐	☐
Professional Cook 2 Skills (in addition to PC1 skills)			
Fillets specialty fish and cleans crustaceans	☐	☐	☐
Volumes and banquets service of fish	☐	☐	☐
Volumes and banquets service of shellfish	☐	☐	☐

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JOB TASKS	Frequently	Occasionally	Never
GARDE-MANGER			
Professional Cook 1 Skills			
Prepares basic salad dressings from scratch	☐	☐	☐
Prepares basic salads	☐	☐	☐
Prepares hot and cold sandwiches	☐	☐	☐
Professional Cook 2 Skills (in addition to PC1 skills)			
Prepares specialty dressings and cold sauces	☐	☐	☐
Prepares specialty salads	☐	☐	☐
Prepares hors d'oeuvre and appetizers	☐	☐	☐
Assembles presentation platters	☐	☐	☐
EGGS, BREAKFAST COOKERY, AND DAIRY			
Professional Cook 1 Skills			
Prepares egg dishes	☐	☐	☐
Prepares breakfast items other than eggs	☐	☐	☐
Cooks with dairy and cheese	☐	☐	☐
BAKED GOODS AND DESSERTS			
Professional Cook 1 Skills			
Applies basic methods used in baking	☐	☐	☐
Prepares basic pies and pastry from scratch	☐	☐	☐
Prepares fruit desserts and custards from scratch	☐	☐	☐
Prepares quick breads from scratch	☐	☐	☐
Prepares cookies from scratch	☐	☐	☐
Prepares basic yeast breads from scratch	☐	☐	☐
Professional Cook 2 Skills (in addition to PC1 skills)			
Prepares puff pastry, choux paste, meringues, specialty pastries	☐	☐	☐
Prepares specialty yeast products (sourdoughs and laminated doughs)	☐	☐	☐

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JOB TASKS	Frequently	Occasionally	Never
Prepares and assemble cakes, cheesecakes, icings and frostings	☐	☐	☐
BEVERAGES			
Professional Cook 1 Skills			
Prepares coffee and tea products	☐	☐	☐

E. Supervisor Signature

I certify that the information I, as the current or former direct supervisor of the applicant, have provided is true and 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 Signature:	Date Signed: (MM/DD/YYYY)
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Supervisor must enter name and initials on every page of this form

Supervisor First and Last Name (Please Print):	
I hereby certify, that to the best of my knowledge, the information I am providing as a current or past supervisor of the applicant (as named on page 1 of this document), is true and accurate.	Supervisor's Initials: