

# **Appendix A**

**WORK PROCESS SCHEDULE**

**AND**

**RELATED INSTRUCTION OUTLINE**

# Appendix A

## WORK PROCESS SCHEDULE MEAT CUTTER

**O\*NET-SOC CODE:** 51-3021.00 **RAPIDS CODE:** 0316

This schedule is attached to and a part of these Standards for the above identified occupation.

### 1. APPRENTICESHIP APPROACH

Time-Based

### 2. TERM OF APPRENTICESHIP

The term of the apprenticeship is 2 years with an OJL attainment of 4550 hours, supplemented by the minimum required 328 hours of related instruction. (Note: The competency-based training approach does not require hours.)

### 3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: 1 Apprentice(s) to 1 Journeyworker(s).

### 4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: \$18.00.

Name: **MEAT CUTTER**

Period	% of Journeyworker wage	Duration (Hours)	Wage (Hourly)	Description
1st	66.67%	758.33	\$12.00	1st period
2nd	75%	758.33	\$13.50	2nd period
3rd	80%	758.33	\$14.40	3rd period
4th	85%	758.33	\$15.30	4th period
5th	90%	758.33	\$16.20	5th period
6th	95%	758.33	\$17.10	6th period
End Wage	100%	4550 Hours	\$18.00	

## **5. PROBATIONARY PERIOD**

Every applicant selected for apprenticeship will serve a probationary period of 1135 Hours.

## **6. SELECTION PROCEDURES**

Please enter selection procedures for this occupation:

Section I: Minimum qualifications to apply:

- A. Age: Applicants must be at least 18 years of age at the start of the program (applicants under the age of 18 but that will be 18 at the start date are eligible to apply).
- B. Education: Applicants must have graduated high school and/or completed their GED.
- C. Work Authorization: Applicants must be eligible to work in the United States at the time of application.
- D. Physical Condition: Applicants must be able to physically perform the job duties. At a minimum be able to work on their feet the majority of the day in cool conditions and be able to lift up to 50lbs.
- E. Drug and Hazardous Substances: Applicants must be able to pass a drug screen and be willing to undertake period random drug testing.

Section II: Additional Requirements:

- A. Applicants will be required to complete an application form and review the employee handbook and apprenticeship standards.
- B. Proof of age and residency (driver's license, SSN, Work Authorization document)
- C. Copy of transcripts or GED completion.
- D. If an application is applying with previous experience to be used toward program hours, proof of hours is required.
- E. Completion of an in person interview with the apprentice review committee.

Section III: Selection procedure:

- A. Submission and acceptance of minimum requirements and additional requirements where applicable.
- B. Understanding of applicants ability to complete the program for the entire duration.
- C. Review and assessment of interview process and submitted forms by evaluation committee. The evaluation team will utilize a standard methodology to assess and document applicants.

## Work Process Schedule

MEAT CUTTER	
<b>Job Description:</b> Cut, trim, or prepare consumer-sized portions of meat for use or sale in retail establishments.	
Job Zone Two: Some Preparation Needed. These occupations often involve using your knowledge and skills to help others. Examples include orderlies, counter and rental clerks, customer service representatives, security guards, upholsterers, and tellers.	
<b>RAPIDS Code:</b> 0316	<b>O*NET Code:</b> 51-3021.00
<b>Apprenticeship Type:</b>	
<input type="checkbox"/> Competency-Based <input checked="" type="checkbox"/> Time-Based <input type="checkbox"/> Hybrid	

Detailed Work Activities	Hours
<b>A. Care and Cleaning of Equipment</b> <ul style="list-style-type: none"> <li>• Proper handling and care of tools</li> <li>• Proper care and cleaning of blocks, saws and cooler spaces</li> <li>• Proper cleaning and care of refrigeration and freezers</li> <li>• Care of slicer ,grinder, saws, and process equipment</li> <li>• Proper cleaning of display cases (Butcher shop)</li> </ul>	250
<b>B. Food safety and sanitation</b> <ul style="list-style-type: none"> <li>• Room cleaning and sanitation</li> <li>• Product inspection and testing</li> <li>• Checking product temperatures and proper procedures</li> <li>• Personal hygiene and safety</li> <li>• Train new meat-cutters on food safety</li> </ul>	300
<b>C. Preparation of merchandise for consumer</b> <ul style="list-style-type: none"> <li>• Receive, inspect, and store meat upon delivery to ensure meat quality</li> <li>• Proper handling of subprimals, quarters and carcasses</li> <li>• Proper refrigeration and storage of meat products</li> <li>• Unpacking and checking product</li> <li>• Wrap, weigh, label and price cuts of meat.</li> </ul>	250
<b>D. Recordkeeping and operations</b> <ul style="list-style-type: none"> <li>• Record production data and conduct yield testing</li> <li>• Food safety recording</li> <li>• Production data records</li> <li>• Estimate material requirements for production</li> <li>• Estimate requirements and order meat supplies to</li> </ul>	250

<p>maintain inventory (Butcher shop)</p> <ul style="list-style-type: none"> <li>• Order materials, supplies, (Butcher shop)</li> <li>• Record meat issued for value-added and cooking, keep production data (Butcher shop)</li> <li>• Negotiate with representatives from supply companies to determine order details.</li> <li>• Supervise other meat cutters</li> </ul>	
<p><b>E. Cutting Beef</b></p> <ul style="list-style-type: none"> <li>• Proper breaking of quarters and subprimals into retail cuts</li> <li>• Deboning beef</li> <li>• Grinding beef</li> <li>• Cutting of chuck for retail and wholesale consumption</li> <li>• Cutting of rib for retail and wholesale consumption</li> <li>• Cutting of round for retail and wholesale consumption</li> <li>• Cutting of loin and sirloin for retail and wholesale consumption</li> <li>• Cutting of brisket, flank, plate for retail and wholesale consumption</li> <li>• Shaping, rolling, lacing, and tying of beef roasts and products</li> <li>• Cutting of finished steaks – strip, porterhouse, tender</li> <li>• Boning beef shanks</li> <li>• Managing beef trim</li> <li>• Handling of bones, suet, tallow</li> <li>• How to display fresh beef products (Butcher shop)</li> </ul>	1100
<p><b>F. Cutting fresh pork</b></p> <ul style="list-style-type: none"> <li>• Proper breaking of pork carcasses</li> <li>• Deboning pork</li> <li>• Grinding pork</li> <li>• Cutting of pork loins, roasts, chops</li> <li>• Preparation of fresh hams and roasts</li> <li>• Cutting of shoulders, butts, hocks, and slices</li> <li>• Cutting of spareribs and neck bones</li> <li>• Preparation of pork bellies for further processing</li> <li>• Displaying fresh pork (Butcher shop)</li> </ul>	650
<p><b>G. Cutting veal</b></p> <ul style="list-style-type: none"> <li>• Breaking of veal carcass</li> <li>• Cutting of veal shoulder roast and chops</li> <li>• Cutting of veal rib</li> </ul>	275

<ul style="list-style-type: none"> <li>• Cutting of veal loin and sirloin</li> <li>• Cutting of veal breast, pocketing, and cutlets</li> <li>• Boning veal neck and shanks</li> <li>• Displaying fresh veal (Butcher shop)</li> </ul>	
<p>H. Cutting lamb</p> <ul style="list-style-type: none"> <li>• Breaking of lamb carcass</li> <li>• Removal of fell and kernals</li> <li>• Cutting of lamb shoulder roast and chops</li> <li>• Cutting of lamb rib</li> <li>• Cutting of lamb loin</li> <li>• Cutting of lamb legs</li> <li>• Tying lamb roasts</li> <li>• How to display fresh lamb (Butcher shop)</li> </ul>	275
<p>I. Produce value-added, smoked, and cooked products (Butcher shop)</p> <ul style="list-style-type: none"> <li>• Grinding/mixing sausage</li> <li>• Portioning sausages</li> <li>• Salting, curing, brining hams</li> <li>• Curing, brining deli meats – pastrami, corned beef, ham</li> <li>• Smoked briskets</li> <li>• Brining, salting beef and pork bacon</li> <li>• Smoked ribs, jowls</li> <li>• Snack stick production</li> <li>• Smoked fish (Butcher shop)</li> <li>• Cooking deli meats and other cooked meat products</li> </ul>	400
<p>J. Fish and seafoods (Butcher shop)</p> <ul style="list-style-type: none"> <li>• Handling and cleaning seafood and fish</li> <li>• Varieties, fresh and saltwater</li> <li>• Filleting</li> <li>• Shrimp</li> <li>• Oysters</li> <li>• Clams</li> <li>• Lobster</li> <li>• Crab</li> <li>• Preparation and display of seafood</li> </ul>	250
<p>K. Poultry and game (Butcher shop)</p> <ul style="list-style-type: none"> <li>• Chickens and fryers for roasting</li> </ul>	250

<ul style="list-style-type: none"><li>• Breaking down poultry</li><li>• Turkey preparation</li><li>• Rabbit preparation</li></ul>	
<b>L.</b> Preparation of offals (Butcher shop) <ul style="list-style-type: none"><li>• Beef - liver, kidney, heart, etc.</li><li>• Lamb - liver, kidney, heart, etc.</li></ul>	100
<b>M.</b> Frozen food care <ul style="list-style-type: none"><li>• Temperature maintenance</li><li>• Care and transport</li><li>• Display (Butcher shop)</li></ul>	200
<b>Total Hours</b>	<b>4550</b>



## Suggested Related Instruction Outline

A course of study should include some of the following based on the Classification of Instructional Programs (CIP) Code 12.0506

**Definition:** A program that prepares individuals to receive, cut, and package animal meat products in commercial establishments and to function as licensed meat cutters/butchers. Includes instruction in product recognition for beef, veal, lamb, pork, poultry, and fancy and smoked meats; retail and wholesale cutting and specialty cuts; packaging and counter display; shop safety; meat sanitation, storage and rotation; quality control; meat handling laws and regulations; and customer service.

**Approximate Total Hours:** 328

**Provider:** Buzz Food Service 4818 Kanawha Blvd, East  
Charleston, WV 25306

<b>Subject/Knowledge</b>	<b>Course Number: 1</b>
Introduction	<b>Hours: 6</b>
<ul style="list-style-type: none"> <li>• Orientation</li> <li>• Food Safety Introduction</li> </ul>	
<b>Subject/Knowledge</b>	<b>Course Number: 2</b>
Food and plant safety 101	<b>Hours: 30</b>
<ul style="list-style-type: none"> <li>• Food Safety Laws</li> <li>• OSHA</li> <li>• Cleaning and Sanitation</li> <li>• Temperature</li> <li>• Personal Hygiene</li> </ul>	
<b>Subject/Knowledge</b>	<b>Course Number: 3</b>
Meat supply chain 101	<b>Hours: 10</b>
<ul style="list-style-type: none"> <li>• Introduction to beef production</li> <li>• Introduction to pork production</li> <li>• Introduction to small ruminant production</li> <li>• Wholesale food system introduction</li> <li>• Role of slaughter and fabrication in the food system</li> </ul>	
<b>Subject/Knowledge</b>	<b>Course Number: 4</b>
Product knowledge 101	<b>Hours: 46</b>
<ul style="list-style-type: none"> <li>• Certified Angus Beef Introduction (cattle types, quality)</li> <li>• Grading - beef, pork, lamb.</li> <li>• Subprimals - beef</li> <li>• Beef cuts - by subprimal</li> <li>• Pork- primals and cuts</li> <li>• Lamb, goat, and veal - primals and cuts</li> <li>• Poultry and game</li> </ul>	

<ul style="list-style-type: none"> <li>• Fish and seafood</li> <li>• General meat cut identification</li> <li>• Grinds, introduction to fat ratios</li> <li>• Introduction to value-added products, sausages, curing, smoking</li> </ul>	
<b>Subject/Knowledge</b> <b>Management and communication skills 101</b>	<b>Course Number: 5</b>
	<b>Hours: 9</b>
<ul style="list-style-type: none"> <li>• Expectations and standards</li> <li>• How to work within a team</li> <li>• Working in a group environment</li> <li>• Communications and conflict management</li> <li>• Introduction to customer interaction (retail)</li> </ul>	
<b>Subject/Knowledge</b> <b>Product application 101</b>	<b>Course Number: 6</b>
	<b>Hours: 6</b>
<ul style="list-style-type: none"> <li>• Prepared meat products by type of cut</li> <li>• Customer expectations</li> </ul>	
<b>Subject/Knowledge</b> <b>Equipment and tools 101</b>	<b>Course Number: 7</b>
	<b>Hours: 14</b>
<ul style="list-style-type: none"> <li>• Process and cleaning equipment: tool and materials ID and overview</li> <li>• How to handle tools, work ergonomics and best practices, how to keep knives sharp.</li> <li>• Individual equipment training (prior to use): Grinder, Slicer, Portioner, Pattymaker, Vacuum sealing etc.</li> </ul>	
<b>Subject/Knowledge</b> <b>Cutting and packing 101</b>	<b>Course Number: 8</b>
	<b>Hours: 32</b>
<ul style="list-style-type: none"> <li>• How to cut - general, deboning</li> <li>• How to cut - specific cuts, deboning</li> <li>• How to use butchers twine/netting</li> <li>• Product labeling requirements</li> <li>• Types of packaging required for type of product</li> <li>• How to cut Poultry and Game</li> </ul>	
<b>Subject/Knowledge</b> <b>Yields 101</b>	<b>Course Number: 9</b>
	<b>Hours: 4</b>
<ul style="list-style-type: none"> <li>• Introduction to yield testing, why it's important</li> <li>• How to perform yield tests</li> </ul>	
<b>Subject/Knowledge</b> <b>HACCP 101</b>	<b>Course Number: 10</b>
	<b>Hours: 11</b>
<ul style="list-style-type: none"> <li>• Food safety and sanitation for food manufacturers</li> <li>• Recordkeeping</li> <li>• Introduction to sampling etc.</li> </ul>	

Subject/Knowledge Food and plant safety 102	Course Number: 11
	<b>Hours: 10</b>
<ul style="list-style-type: none"> <li>• Food safety review</li> <li>• Personal hygiene, sanitation, ergonomics and worker safety year 2</li> </ul>	
Subject/Knowledge Meat supply chain 102	Course Number: 12
	<b>Hours: 10</b>
<ul style="list-style-type: none"> <li>• Beef life cycle, what contributes to meat quality</li> <li>• Raising beef, process of farming (tour?)</li> <li>• Raising other livestock - process, difference in practices kosher/grassfed/halall, etc</li> </ul>	
Subject/Knowledge Product application 102	Course Number: 13
	<b>Hours: 8</b>
<ul style="list-style-type: none"> <li>• Understanding customer usage by type (food service, retail)</li> <li>• Commodities markets</li> <li>• Determining product value</li> </ul>	
Subject/Knowledge Product knowledge 102	Course Number: 14
	<b>Hours: 16</b>
<ul style="list-style-type: none"> <li>• Sausages - grinding, record-keeping, casings, recipes etc.</li> <li>• Dry-aging meats</li> <li>• Smoking cured meats (bacon/ham)</li> <li>• Smoking prepared meats (BBQ, smoked fish)</li> <li>• Prepared/tied roasts, steaks etc.</li> </ul>	
Subject/Knowledge Merchandising 101 * retail	Course Number: 15
	<b>Hours: 6</b>
<ul style="list-style-type: none"> <li>• Marketing and merchandising meat products</li> <li>• Best practices in retail sales</li> <li>• Customer interaction and marketing</li> </ul>	
Subject/Knowledge Equipment and tools 102	Course Number: 16
	<b>Hours: 22</b>
<ul style="list-style-type: none"> <li>• Advanced equipment training</li> <li>• Advanced equipment safety</li> <li>• Equipment maintenance</li> </ul>	
Subject/Knowledge Management and communication skills 102	Course Number: 17
	<b>Hours: 16</b>
<ul style="list-style-type: none"> <li>• How to work with a team</li> <li>• Working in a group environment</li> <li>• How to train others</li> <li>• Conflict resolution skills</li> </ul>	

<ul style="list-style-type: none"> <li>• Management best practices</li> </ul>	
<b>Subject/Knowledge</b> <b>Cutting and packing 102</b>	<b>Course Number: 18</b>
	<b>Hours: 58</b>
<ul style="list-style-type: none"> <li>• Cutting beef - advanced</li> <li>• Cutting lamb, goat, and veal - advanced</li> <li>• Cutting pork - advanced</li> <li>• Cutting/preparing seafood - retail</li> <li>• Cutting/preparing poultry - retail</li> <li>• Specialty products</li> <li>• Whole carcass breakdown</li> </ul>	
<b>Subject/Knowledge</b> <b>Yields 102</b>	<b>Course Number: 19</b>
	<b>Hours: 6</b>
<ul style="list-style-type: none"> <li>• Advanced yield testing</li> <li>• Analyzing yield tests</li> </ul>	
<b>Subject/Knowledge</b> <b>HACCP 102</b>	<b>Course Number: 20</b>
	<b>Hours: 8</b>
<ul style="list-style-type: none"> <li>• HACCP for prepared foods</li> <li>• HACCP sampling - advanced</li> </ul>	