

NATIONAL RESTAURANT ASSOCIATION  
EDUCATIONAL FOUNDATION

# RESTAURANT & HOSPITALITY LEADERSHIP CENTER

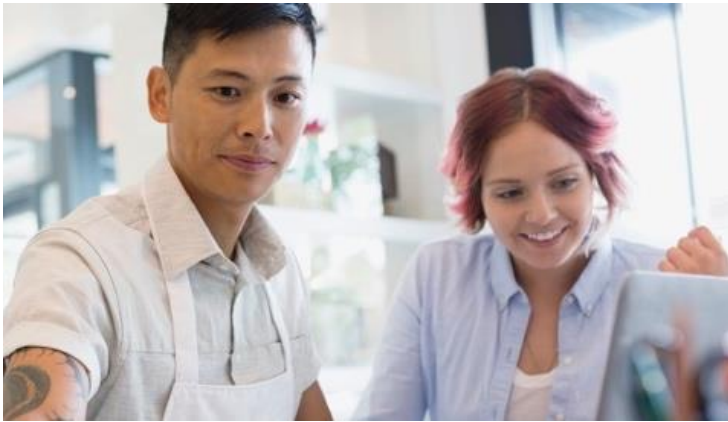
YOUR RECIPE FOR SUCCESS

## APPRENTICESHIP INFORMATION SESSION

Hospitality Sector Registered Apprenticeship Program (HSRA)



APPRENTICESHIPUSA™  
★★★



### ATTRACT



Attract people from all backgrounds to find a home in our industry



### EMPOWER



Empower individuals to explore and chart their own path to success



### ADVANCE



Advance the careers of the people we employ and change lives

# WHAT IS REGISTERED APPRENTICESHIP?



- It's an **employer-driven** training model that combines on-the-job training with job-related instruction.
- This “**earn and learn**” approach helps workers start new careers and helps businesses recruit and retain a highly-skilled workforce.

# APPRENTICESHIP PATHWAYS

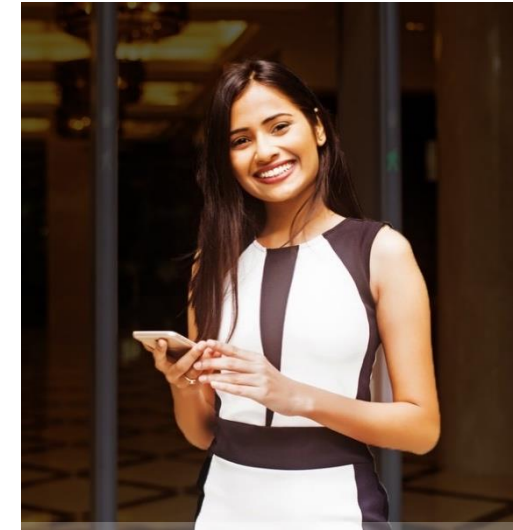


**Line Cook**  
1 year program  
121 RTI Course Hrs



**Kitchen Manager**  
1 ½ year program  
264 RTI Course Hrs

**Assistant  
Kitchen Manager**  
1 ½ year program  
169 RTI Course Hrs



**Restaurant Manager**  
2 year program  
264 RTI Course Hrs

**Assistant  
Restaurant Manager**  
1 ½ year program  
141 RTI Course Hrs

# RELATED TRAINING INSTRUCTION



## NRAEF funds training courses for each apprentice



### BASED ON INDUSTRY COMPETENCIES, CREDENTIALS, AND CAREER PATHWAY



#### LINE COOK INSTRUCTION COURSES INCLUDE:

- ServSafe Food Handler
- ServSafe Allergens
- RestaurantOwner.com BOH Professional Learning Suite
- ServSuccess Certified Restaurant Professional
- Certified Kitchen Cook (AHLEI)



#### MANAGER INSTRUCTION COURSES INCLUDE:

- ServSafe - Food Handler, Allergens, Food Protection Manager
- ServSuccess - Certified Restaurant Professional, Certified Restaurant Supervisor, Certified Restaurant Manager
- RestaurantOwner.com Learning Suites for Professional, Supervisor, and Manager

# MINIMUM REQUIREMENTS



## ALL PROGRAMS REQUIRE:

### WAGE INCREASE

**One** wage increase during the term of the apprenticeship\*

### APPRENTICE RATIO

**2:1**  
Two apprentices to one supervisor

### ELIGIBILITY

- Age 17 or Older
- High School Diploma/Equivalent\*\*

\*may vary by state; should be approved by employer HR

\*\* or receives HS credential by time of apprenticeship completion



## NRAEF Registered Apprenticeships

Take A Look Inside  
Settler's Hospitality

[https://www.youtube.com/watch?v=2mdXcrZ7f\\_s](https://www.youtube.com/watch?v=2mdXcrZ7f_s)

What Apprentices &  
Training Supervisors Say:

<https://youtu.be/H47gD30PS0A>



# HOW APPRENTICESHIP BENEFITS EMPLOYERS



**Upskill workers** to a national industry standard - **Line Cook, Kitchen Manager** and **Restaurant Manager** standards approved by the U.S. Department of Labor

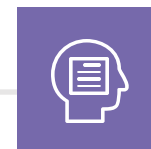
- Over **5,000** NRAEF Registered Apprentices



**Expand the pipeline** of qualified and capable employees

Recruit from Pre-apprentice Partners:  
- **ProStart High Schools**  
- **Restaurant Ready CBOs**  
- **Colleges**

- Over **3,500** NRAEF Registered **Pre-apprentices**



**Address the barriers** to learning and promotion

- Offer **one-on-one technical assistance calls** for personalized support



**Retain quality employees** long term in operations

# 87%

**Apprentice Retention Rate**

# NRAEF REGISTERED APPRENTICESHIP PROGRAMS



## Line Cook

- Diploma/GED to complete
- 1 year program

### Topics Covered Include:

- Intro to service & hospitality
- Food safety & sanitation
- Receiving and storing food and non-food items
- Preparing to work (“Mise en Place”)
- Preparing meals
- Closing the work station

# NRAEF REGISTERED APPRENTICESHIP PROGRAMS



## Kitchen Manager

- High School Diploma/GED
- 1 ½ year program

Topics Covered Include:

Everything learned in **Line Cook**, plus:

- Fundamentals of managing daily restaurant operations
- Monitoring and controlling resources
- Managing safety and regulations
- Purchasing and controlling operational costs
- Managing the employment process
- Managing compensation, time, and legal requirements

# NRAEF REGISTERED APPRENTICESHIP PROGRAMS



## Restaurant Manager

- High School Diploma/GED
- 2 year program

### Topics Covered Include:











- Front of House (FOH) knowledge / Service Culture
- Back of House (BOH) fundamentals
- Food safety and sanitation
- Basic business operations
- Fundamentals of restaurant leadership
- Fundamentals of managing daily restaurant operations
- Monitoring and controlling resources
- Managing safety and regulations
- Financial management
- Purchasing and controlling operational costs
- Managing the employment and staffing process
- Managing compensation, time, and legal requirements
- Restaurant marketing

# SAMPLE OF LINE COOK COMPETENCIES



DOMAIN 4	PREPARING TO WORK / MISE EN PLACE : Describe the effective use of pre-prep activities.	Completion Date
4.a.	IDENTIFY HOW TO PROPERLY SET UP THE COOK WORKSTATION TO INCLUDE CHECKING EQUIPMENT, FOOD TEMPERATURE AND QUALITY, AND GATHERING ALL NEEDED SMALLWARES, INGREDIENTS, AND SUPPLIES.	
Task 1	Identify and properly operate equipment & common culinary hand tools specific to concept (safe knife use)	
Task 2	Assess equipment functioning and notify the appropriate supervisor if repair is needed	
Task 3	Identify basic types of smallwares and their common uses, such as pots and pans and utensils	
Task 4	Explain how to correctly care for knives and smallwares	
Task 5	List the different types of knives, cutters, and slicers used in restaurants and give examples of their uses	
Task 6	List the different types of preparation equipment used in the restaurant or foodservice kitchen and give examples of their uses	
Task 7	Identify tools and procedures used for prep-preparation such as checklists, prep sheets, banquet sheets, event sheets, and par levels	
Task 8	Understand the importance communicating with management about featured specials, product issues, and procedures	

## Progress By Competencies > ?

	CK.1. Understanding... customers >	CK.1.A.1. Explain the importance of maintaining positive work relations with others to include peers, supervisors, and customers >	COMPLETED ▼
	CK.1. Understanding... >	CK.1.A.2. Identify characteristics such as ethical behavior, empathy, respect for diversity, and courtesy towards others >	COMPLETED ▼
	CK.1. Understanding... disability, color, age, medical condition, marital, veteran or citizenship status, sexual orientation, etc. >	CK.1.A.3. Interact respectfully and cooperatively with others who are of a different race, religion, national origin, disability, color, age, medical condition, marital, veteran or citizenship status, sexual orientation, etc. >	COMPLETED ▼
	CK.1. Understanding... ideas >	CK.1.A.4. Recognize the value of an environment that supports and accommodates a diversity of people, cultures, and ideas >	COMPLETED ▼
	CK.1. Understanding... >	CK.1.A.5. Define unconscious bias >	COMPLETED ▼
	CK.1. Understanding... >	CK.1.A.6. Recognize that all people have some form of unconscious bias >	COMPLETED ▼
	CK.1. Understanding... >	CK.1.A.7. Recognize the impact of bias on the workplace >	COMPLETED ▼
	CK.1. Understanding... >	CK.1.A.8. Identify strategies for dealing with unconscious bias in the workplace >	COMPLETED ▼
	CK.1. Understanding... >	CK.1.A.9. Encourage others to share problems and successes >	COMPLETED ▼
	CK.1. Understanding... >	CK.1.A.10. Explain why emotional composure and staying calm is important >	NOT COMPLETED ▼

Showing 1-10 of 136

[Next >](#)

# HOW NRAEF SUPPORTS EMPLOYERS



**Cross-walk employer training programs** with the national standards and work plan



**Identify resources** to address any gaps in employer training



**Train employers on NRAEF reporting** database, and perform all required reporting to the USDOL/SAA



**Pay for RTI industry credentials**



**Provide opportunities** for employer training and share learnings

# EMPLOYER READINESS CHECKLIST

- **Buy-in** from your culinary/management staff
- Is now the **right time** for your business
- **Understanding the standards** and what is required for training
- Do you have **mentors/ trainers**
- One location vs. multiple locations
- **Administrative** capacity
- Include your company's **HR** in the process
  - Wage increase
  - Reporting



# STEPS TO GET STARTED



- Connect with the NRAEF
- Review Competencies and Standards
- Complete Employer Questionnaire
- Follow-up Meeting to Review Employer Acceptance Agreement and Commitment Letter; Wage Schedule
- Complete training crosswalk to ensure your training meets standards
- Identify quality supervisors
- Recruit and register apprentices
  - Current employees to upskill
  - Pre-apprenticeship referrals



YOU'D BE IN GOOD COMPANY



For more information about Restaurant Apprenticeships,  
contact NRAEF:

Courtney Harris, [charris@nraef.org](mailto:charris@nraef.org)  
Zach Douglass, [zdouglass@nraef.org](mailto:zdouglass@nraef.org)

NRAEF Employer Questionnaire:

