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## CULA 0000 Culinary Arts Orientation

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Absence Call-Off      culinaryarts@davistech.edu

Room:                   1065/Davis Tech Cafe

Classroom Hours:    Monday-Friday 8:00 a.m. – 2:00 p.m.

Advisement Hours:  Monday-Friday 7:00-8:00 a.m. and 2:00-3:00 p.m.

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### Introduction

Welcome to the Davis Technical College (Davis Tech)! We are pleased you have chosen to continue your education by enrolling in this course. This course is competency-based, allowing you to progress at your own pace, while demonstrating your competency through a variety of assignments and assessments. Specific requirements for successful course completion will be outlined in this syllabus.

### Program Description

Culinary Arts requires taste and creativity as well as mastery of technique. Students will study both theory and practical kitchen application of quality food preparation. Students receive instruction and hands-on experience in knife skills, breakfast foods, soups, sauces, vegetables, meat, poultry, seafood, grains, legumes, fruits, proper sanitation, yeast breads, quick breads, desserts, cakes, and pastries. With the production kitchen student will gain experience in short order cooking, and both front of the house and back of the house catering and feel the stresses of a fast-paced kitchen. Students will develop skills in basic kitchen math such as, yield percentages, bakers' percentages, First in First Out (FIFO), Hazard Analyses Critical Control Point (HACCP), and best practices. The Culinary Arts Certificate prepares students for positions in food service operations including hotels, resorts, restaurants, healthcare facilities and catering operations.

### Program Objectives

Students will learn through hands-on instruction, instructional videos, textbooks, workbooks, and competency tests. Upon completion of this program, students will have received specialized training as a Basic Culinarian to include the following certificate and emphases highlighted in their transcript:

## **Culinary Arts (1080 hours)**

- Demonstrate safe health practices including proper cooking temperatures and cooling procedures
- Calculate measurements, portion and recipe conversions, and convert recipe-yield amounts
- Take appropriate actions to create and maintain a safe and sanitary working environment including recognizing causes of food-borne illnesses
- Demonstrate basic math skills in relation to the Culinary Arts including: Recipe conversion, ratios, bakers' percentages, and food cost
- Define culinary terms related to Pasta, Starches, and Grains
- Identify various Pasta, Starches, and Grains
- Demonstrate proper cooking techniques of Pasta, Starches, and Grains
- Demonstrate proper:
  - Cooling and preparation of a variety of cold foods
  - Usage of ratios in relations to sauces
  - Appropriate cutting techniques
  - Proper preparation and cooking of a variety of hot foods
  - Proper procedure for cooking meat, poultry, and seafood
  - Appropriate fabrication technique for Poultry, Meat and Seafood
- Identify various cuts of meat, poultry, and seafood; define the appropriate cooking techniques of these items
- Define baking terms
- Identify equipment and tools used in the baking operation and discuss proper care
- Identify ingredients used in baking
- Demonstrate proper scaling techniques
- Apply basic math skills to recipe conversions
- Taste and evaluate finished items

## **General Information**

You can access current information on the following items on the Davis Tech program web site:

- Admission and Occupational Requirements
- Graduation Requirements
- Course Descriptions
- Estimated Cost (tuition, fees, program and course materials)
- Academic Agreements
- Industry Licensing and Certification
- Program Accreditation
- Student Right to Know



## Canvas

You can access Canvas from any Internet-connected computer at the following URL:

<https://davistech.instructure.com/login>. If you have problems logging in to Canvas, please see your instructor or email [online.support@davistech.edu](mailto:online.support@davistech.edu). If you encounter technical problems while in Canvas, use the Help button in Canvas and the “Report a Problem” link.

## Program and Course Materials

The program and course materials listed on the program website show general resources that you will need to purchase for this program. Note that some textbooks, materials, and supplies will be used for multiple courses.

**The following items are REQUIRED before attending program orientation on the first day of the course:**

- Wayne Gisslen. *Professional Cooking*. 9th ed. Wiley 2018. ISBN: 978-1-119-39961-2 Online version
- Curriculum Packet

Please order your uniform ASAP as it could take a couple of weeks to get in.

A complete chef uniform including:

- A white chef's jacket
  - Davis Tech Bookstore SKU# 116524 Style# NC-1001CLRCP-8
  - Embroidered with the Davis Tech logo on the left chest
  - Uniforms may be purchased in the Davis Tech bookstore as a set. If you wish to order directly from New Chef Fashion or another location, please utilize the SKU numbers if ordering directly.
  - Logos and embroidery must match the Uniform Standard of the program.
  - Uniforms not meeting our standard are not permitted.
    - To view the standard visit: <http://www.DavisTech.edu/culinaryuniform>
- Pants
  - Davis Tech Bookstore SKU# 112777 Style# NC-1009BH-3
  - Must be chef checkered; no other color of pants or jeans are permitted in the kitchen. Pants must also be the proper length and worn at the waist.
- Chef hat
  - Davis Tech Bookstore SKU# 112777 Style # NC-3002
  - Black beanie. No other hats are permitted.
- Shoes must be work shoes; black in color with slip-resistant soles and leather or vinyl uppers. If shoes have laces, they must be black in color. No other shoes are permitted.
- Uniforms must be maintained in good condition. Soiled uniforms unable to be maintained in proper condition must be replaced. Students in soiled or poorly



- maintained condition or not in complete uniform will not be permitted in the kitchen until they meet proper uniform code and may lose points for the day.
- Please see the dress code policy under the Student Conduct portion of this orientation.

**The following items are REQUIRED before you can begin working in the kitchen**

- Davis Tech Culinary Arts Uniform as described in the Culinary Arts Student Orientation
- A current Food Handler Permit from Davis County Environmental Health, or a ServSafe Certificate. (A copy of the permit or certificate must be on file with the Chef Instructors).
- A small notepad which will fit in the breast pocket of your chef jacket.
- Black permanent marker.
- Ink pen.

**Graduation Requirements**

When you enrolled in the Culinary Arts program, you were assigned a training plan, which outlines required courses and graduation requirements. You will generally complete course work in the order listed on the training plan but should consult with your instructor before enrolling in each course. You have three years to complete the graduation requirements indicated on your training plan.

The Davis Tech Culinary Arts Certificate of Program Completion requires 1080 hours of training. 810 hours will consist of the required core courses. 270 hours will consist of Culinary Arts electives. These courses will be chosen based on collaboration and discussion with the student and chef instructor.

To be eligible to attend graduation you must complete all 1080 hours prior to the graduation date. If the scheduled hours/courses are not complete you will not be eligible to graduate and must wait for the next graduation.

**Advisement**

Teacher advisement is important for your success at the Davis Tech. Students who receive regular advisement are more likely to achieve their goals and complete their training program on schedule. You should meet with your instructor at the beginning and end of each course. Your instructor is also available to meet with during the advisement hours listed at the beginning of this orientation. These meetings are used for you and the instructor to accomplish the following tasks:

- Update contact information in Northstar, the Student Information System
- Review performance and attendance
- Define and clarify training and career goals
- Select appropriate courses according to interest and aptitude
- Select courses that achieve program completion requirements
- Discuss professional work ethic in performance, attendance, attitude, dress, behavior, and communication



- Discuss challenges with referral to appropriate institutional support systems that can help improve your success
- Appraise strengths and opportunities for improvement in a course completion interview at the end of each class

### **Student Follow-up**

Your success in finding employment is an indication of the quality of our instruction. To evaluate the effectiveness of our programs, we ask that you notify us of your employment status. If you are already employed, become employed, or if your employment status changes, please notify your instructor. You may also report current military service, the pursuit of additional education, or indicate reasons that may prevent you from completing your program or finding employment. If we do not receive a response from you, a Davis Tech employee will contact you to request your employment status.

### **Competency-based Training**

Davis Tech courses are competency-based, requiring you to demonstrate your knowledge and skill according to industry-based objectives and performance standards. Course lengths are based on actual clock-hours and are calculated on the average length students are expected to complete designated course work. At the beginning of each course, you purchase or receive course curriculum which provides guided learning modules for you to follow. This includes the amount of time that should be spent on each learning activity. This will help you to meet industry time standards and to complete course work in an appropriate amount of time.

### **Scheduling**

Courses in this program have an Open-start/Defined-end schedule. Courses in this program may be started at any time. Following course enrollment, you will receive a schedule that shows the date by which the course must be completed. If you fail to complete a course by the end date, you will be required to re-enroll and repay for the course. This type of scheduling is also referred to as course based because courses are paid for one at a time.

### **Campus Technology**

Each time that you attend class, you will log in to and out of the Northstar Classroom Login Station using your ten-digit student number. You were given this number when you completed the Davis Tech enrollment process. You will use your student number to access the Student Portal as well. Your instructor will provide you with information on Canvas access. It is the student's responsibility to clock in and out of the Northstar system at no time are instructors to adjust times because of the student to maintain accountability to clock in/out.

### **Classroom Resources**

The Culinary Arts classroom includes a Student Resource Center where you will find reference books for research while at school. They cannot be loaned or checked out.



The Culinary Arts information board is used for general information such as posting program notices, class information, and culinary information and job announcements. It is your responsibility to check this information on a regular basis.

The classroom also includes a Safety Center with an evacuation map, first aid kit, and other supplies needed in case of emergency.

### Students with Disabilities

If you have a disability that may require accommodations, contact and work through the counseling service located in Student Services.

### Performance Standards

#### Progress

The Culinary Arts program requires 80 percent minimum progress. Progress is calculated using the number of scheduled hours in a course divided by the number of hours of completed work. However, you are expected to complete coursework according to a timeline in the course curriculum. The timeline shows the maximum number of hours it should take you to complete each module of the course. Completing the course by the end date will result in 100 percent progress. If you are unable to maintain this progress, you should meet with the instructor or a Davis Tech counselor before the end of the course.

#### Grading

Each course has specific requirements in the course curriculum. However, for all courses, you are required to achieve 80 percent or higher to pass all graded activities, including both assignments and assessments. If you don't pass an activity, you will be required to retake or rework it. You will receive a grade for each course. The assignments and activities that will be used to calculate your grade will vary according to the course. Your attendance submitted course work/skills, and professionalism will also affect the overall grade for the course.

A = 90%	Excellent	Above Average Competency
B = 80%	Very Good	Average Competency
C = 70%	Good	Below Average Competency ( <i>remediate</i> )
D = 60%	Poor	Not Competent ( <i>repeat</i> )
F = 59%	Very Poor	Not Competent ( <i>redirection</i> )

- **Classroom Courses**

- Professionalism                      20%
- Attendance                                30%



- DVD-Rom Activities            5%
- Questions for Discussion    5%
- Chapter Tests                    20%
- Final Exam                        20%

**Total    100%**

- **Kitchen Labs**

- Attendance                        30%
- Weekly Performance            70%

**Total    100%**

## **Attendance**

Attendance is figured by the ratio of time that a student was present compared to the enrolled periods for the same student. Davis Tech policy requires that a student maintain an attendance of at least 80 percent. There are no excused absences, you are either here or you are not. Please make alternative plans for transportation, childcare, etc., so that you can attend class as scheduled. If you are going to be absent, please inform the instructor a head of time if possible or call the absence number located at the top of this packet.

Regardless of scheduled hours, you must attend class a minimum of one day per week. If you are absent for ten consecutive scheduled days, you will be withdrawn from Davis Tech. Failure to meet the required attendance standard will result in academic discipline. In accordance with the College Student Records Policy, student attendance information may be released to potential employers. Failure to maintain an 80% during a specific course will result in a failure of that course and it must be repeated. Kitchen courses are required to be attended 8 a.m. to 2 p.m., on your scheduled days. This will ensure you receive the best possible education as you will be able to complete your daily tasks through completion.

The Culinary Arts program has an **80** percent attendance policy, which means you must be in class at least **12** hours for the duration of this course, but your attendance requirement may be higher depending on any sponsorship or financial aid stipulations that apply to you. In order to meet this requirement, you must come in on the days and times that you are scheduled. You should not plan to attend class on days you are not scheduled. You need to log in to and out of Northstar each time you attend class so that your attendance is documented. If you miss your scheduled practical exam time you will have to pay for the course again. For more specific information about your program's attendance policy, please refer to the program orientation.

You are responsible to sign in to Northstar at the beginning of your first class period and sign out at the completion of your last class period so that your attendance is documented. Problems with signing in must be reported to an instructor as soon as possible.



- Clock-in window is 10 minutes before and after the bell.
- If you clock-in 10-20 minutes late, you will be marked tardy.
- If you clock-in more than 20 minutes late, you will be marked absent.
- If you leave before the bell, you will be marked absent.
- If you are hanging out in the hallway, talking on cell phones, visiting, or whatever it is that is not approved by the teacher first, you will be given an “N” for a nonproductive day.
- If you miss 10 consecutive days, you will be dropped for the 10-day rule and may lose placement in the program. (Be sure to communicate with instructor.)
- If you have a job interview, a meeting with your caseworker, or something that is class-related and you must leave class, you are permitted to go, but you will be required to bring back a letter from the organization on organizational letterhead the following day. Failure to do so will result in an absence.

If you are absent for ten (10) consecutive scheduled days, you will be withdrawn from your program at Davis Tech. Failure to meet the required attendance standard will result in academic corrective action being taken.

### **Class Punctuality/Hour-Tracking**

Students are expected to arrive on time and ready for class. This means that once a student clocks in they are ready to begin coursework or begin class in the kitchen. Students are not to clock in then change into their uniforms. Students arriving after their scheduled start time will be marked as tardy. Students arriving more than 20 minutes late will be marked absent. It is the **student’s** responsibility to arrive on time, prepared to begin class and clock into the system. Students leaving class more than 10 minutes before the scheduled end date will be marked as absent regardless of circumstances.

### **Academic Discipline**

If a student does not meet Davis Tech or Culinary Arts performance standards, he or she will be subject to academic discipline. Reasons for academic discipline include but are not limited to violations of Davis Tech or program policies and procedures, violations of academic integrity, failure to maintain minimum attendance standards, failure to maintain progress standards, and repeating a course.

### **Academic Performance & Discipline**

Your success in this program is important to us. We will work with you to help you succeed, but if we feel that you are not meeting the minimum standards as described in this orientation, we are committed to taking appropriate actions to help you improve.

High school students must meet minimum standards in grading, progress, and attendance before transitioning into a place in the program as an adult student. These standards are established by the program and may differ across the college. In the Culinary Arts program, a high school student, who will become an adult student, should meet the following minimum standards:

Attendance: 75 percent

Progress: 75 percent

Grade: 75 percent



If you do not meet Davis Tech or Culinary Arts performance standards, you will be subject to academic discipline. Reasons for academic discipline include but are not limited to violations of Davis Tech or program policies and procedures, violations of academic integrity, failure to maintain minimum attendance standards, failure to maintain progress standards, and repeating a course.

### **Student Improvement Plan**

When academic discipline is deemed necessary, the first step will be to create a student improvement plan. The goal of this plan is to identify any unsatisfactory performance along with changes that must occur to improve performance. The plan will also detail the length of time a student has to correct the performance and the process used to monitor and evaluate the outcome.

Successful completion of the terms of the plan will end academic discipline at the end of the plan period. Failure to correct the unsatisfactory performance or maintain other program standards by the end of the plan period will result in additional academic discipline steps.

### **Termination**

Termination from the program may be based on any one of the following reasons:

- **Performance Standards:** consistently failing to meet the Culinary Arts progress or attendance standards.
- **Dishonesty:** any documented episode of dishonesty including but not limited to cheating or falsification, plagiarism, or copyright infringement.
- **Unauthorized Computer Use:** using classroom computers for anything other than work designated in the curriculum including checking email, visiting chat rooms, surfing the web, playing games, etc.

Termination means that a student will be dropped from the program and will be ineligible to re-enroll in the program for a minimum of ten weeks (suspension). After that period, he or she may be eligible to re-enter the program subject to availability of an opening in the class. Only one termination will be allowed, and should the student become eligible for termination again, regardless of the reason, he or she will not have an option to return to the program (expulsion).

### **Program Safety**

Accidents are an inherent problem in the food service industry. Our facility is designed to meet safety standards, and we train you with safety in mind at all times. You will learn safety practices in all aspects of your training. It will be the Chef Instructor's responsibility to maintain the safety of the kitchen facility and students. The Chef Instructor will take appropriate action to prevent accidents and injuries. You may be subject to immediate and extreme actions in regard to safety precautions during the course of kitchen training.



## Accidents

You are required to notify the Chef Instructor of any accidental injuries that may require medical attention. The Chef Instructor will take necessary action on an individual basis. In the case of students requiring emergency medical treatment from a clinic or emergency care facility, the College policy guidelines will be followed.

## Fire Safety

You are required to complete fire safety training during your course work, and you will be oriented to the fire safety evacuation procedures established in the Davis Tech Emergency Procedures Policy.

## Chemical Safety

During the program, you will work with cleaners and chemicals and will be instructed in their safe use. When working with chemicals, you are required to follow the established guidelines. Gloves and safety glasses are available for you to use. The mixing of cleaning solutions is strictly prohibited. Non-labeled chemical containers MAY NOT be stored in the facility. **If an accident involving chemicals occurs, notify the chef instructor immediately.** The Material Safety Data Sheet information will be referenced, and appropriate actions will be taken.

## Walk in Refrigeration Units Emergency Evacuation

**In the event a student is trapped within the walk-in refrigerator follow the following steps to make egress from the unit.**

1. Locate the glow in the dark release handle on the left of the door.
2. Apply solid pressure and depress the knob to release the door latch
3. Open the door

**In the event a student is trapped within the walk-in freezer follow the following steps to make egress from the unit.**

1. Locate the release knob on the right-hand side of the door. The knob glows in the dark.
2. Rotate the knob counterclockwise until the knob falls off.
3. Press on the door until it opens.

## Sanitation

Contaminated food service workers are the number one cause for the spread of food-borne illness in the hospitality industry. Proper hand sanitation is a critical element in the prevention of this problem. The Culinary Arts program follows sanitation regulations established by the Davis County Environmental Health Department Food Service Sanitation Code and the National Restaurant Association Serve Safe Regulations.



## **Hand Washing**

You are required to wash your hands properly prior to engaging in any classroom training, food production, or food related activity. You are required to use an effective hands and arms cleaning technique utilizing scrubbing brushes at least during the initial cleaning at the start of the day. You must wash your hands any time your activities cause your hands to become soiled or contaminated. The chef instructor will review hand washing practices on a regular basis, including daily inspections of your hands and fingernails, and will take any corrective actions necessary to prevent the spread of illness due to poor hand sanitation.

## **Bathroom Sanitation**

You must maintain good personal sanitation habits prior to using the restroom. You are required to remove your apron and side towels (you are not to take any kitchen items into the restroom). After using the toilet, you should make sure the toilet has been properly flushed and then you should immediately wash and dry your hands. You may then re-uniform (with apron and towels) and return to your assigned duties. You are then required to wash your hands again in the Culinary Arts training facility in order to reduce the risk of cross-contamination.

## **Smoking**

Smoking is allowed for legal-aged students in the designated area. Given the nature of our business, the following sanitation rules apply if you wish to smoke while at school:

- You are required to remove your hats, aprons, and chef coats prior to leaving the facility to smoke. After returning to the facility, you are required to thoroughly wash your hands and face in the public restroom. You are then required to use a mouthwash or breathe mint after each time you smoke.
- You may then return to the Culinary Arts area and re-uniform, wash your hands again and return to your assigned duties.
- The designated smoking area for Davis Tech is located behind the Culinary Arts area of the Main Building directly behind the Automotive Shop.

## **Leaving the Kitchen/Dining Room Area**

When leaving the Kitchen or Dining room area students are required to remove their hats, aprons, and side towels. This ensures that they are sanitary upon return to kitchen or dining room areas.

## **Eating and Drinking**

In order to avoid contamination, you are required to eat and drink in designated areas away from exposed food, clean equipment, utensils and service items. For the purpose of adequate hydration, you will be allowed to consume beverages in an approved cup or mug with a lid, but no open beverages will be permitted. Gum chewing is always forbidden in classrooms and labs.

## **Tasting**

Tasting of food is permitted for the benefit of product assessment and seasoning, but you must do it with a clean utensil each time you test a product. Your hands and fingers are not to be used as



“dipping and licking tasters.” If your hands contact the food or your lips in tasting, you must thoroughly wash them prior to resuming your duties.

### **Facility Sanitation and Cleaning**

The appearance and condition of our production and training facility is very important to the overall image of our Culinary Arts program. Taking pride in this aspect of training is as important as cooking skill development and theory instruction. You will learn to properly clean and maintain the entire production facility to a high standard, including assigned workstations, common areas, and all equipment, utensils and service articles. You will be required to complete daily cleaning assignments and any required or assigned cleaning projects. You will not be allowed to leave prior to station clean-up. If you leave early or miss a cleaning assignment, you will be assigned a cleaning project the next attendance day at the discretion of the chef instructor. *Students who continually choose to not participate in maintaining the facility will be redirected from the program.*

### **Workstation Sanitation**

All food contact surfaces in the kitchen must be cleaned and sanitized before and after use with the appropriate sanitation solution, which must be available in the workstation. All wiping cloths must be kept submerged in the solution between usages. The sanitation solution should be changed regularly or as needed.

### **Course Evaluations**

At the end of each course, your curriculum will guide you to an online evaluation with questions about instructional content and your primary instructor. We appreciate and value your feedback. Although you will be asked to enter your student number, this is simply to verify the evaluation is completed only once per student. The results of the actual survey are anonymous. Feedback is used for program improvement and professional development.

### **Program Specific Student Organizations/Extracurricular Opportunities**

#### **American Culinary Federation-Beehive Chef's Chapter**

Organization of professional chefs dedicated to the improvement and advancement of the food industry. The American Culinary Federation has a strong commitment to junior culinary students who are aspiring to become professional chefs. You are encouraged to participate in activities associated with this organization. During the year, we will have guest demonstrations from members of the Beehive State Chef's Chapter, and we will visit members' kitchens. Meetings of the chapter are held six times a year, and they offer continuing education, industry updates and socializing with fellow students and professionals. The meetings are a great opportunity to network with and meet potential employers. You are encouraged to attend.

#### **Industry Field Trips**

During the school year, you will be given an opportunity to participate in a variety of field trips for the purpose of enhancing your understanding of the food industry. Due to the scheduling conflicts presented by the A/B day scheduling of the high schools, you may be required to miss classes from your home school. You must be in good standing at your home school to attend field trips. If you are a high school student, you must have signed approval slips from your parents and your Career



Technical Education coordinator prior to participating in off-campus activities sponsored by the College Culinary Arts program. We generally attend food shows for the major food vendors: fall, Alliant and Nicholas; winter, Sysco; and spring, Nicholas. We will visit various food production kitchens and restaurant supply companies such as Lorenz Cutlery and Grinding.

### **Catering**

You may check with the chef instructor regarding voluntary involvement with catering events outside of normal classroom hours

### **Competitions**

During the school year, various culinary arts competitions are conducted in conjunction with food shows and local chef chapter activities. You are encouraged to participate in these competitions to further your education and training. Competitions are conducted on individual and team formats. This is an opportunity for you to challenge yourself to a higher level of performance. You can win significant prizes such as equipment, books and scholarships. If you wish to compete in competitions, you will be sponsored by the program with approval from the chef instructor.

### **Work-based Learning (Externship)**

This is a placement-oriented training program, and you will be required to work in a professional kitchen as part of your curriculum. This is an opportunity for you to apply the skills you are learning while gaining industry experience. You may be able to receive credit for course work for on-the-job training opportunities approved by your instructor.

### **Student Conduct**

It is important for you as a Culinary Arts student to meet dress code requirements, maintain proper personal hygiene, good physical health and professional grooming standards. *Extreme, bizarre or offensive appearance is not acceptable for any Davis Tech student.*

#### **Dress Code**

You are required to be in uniform for all courses. Uniforms are to be cleaned and maintained in good condition and must include the items listed under the Materials, Supplies and Equipment section of this orientation.

If you do not meet dress standards, you will be sent home and marked absent until the problem is corrected. You will be given three warnings for failing to meet the dress code. Thereafter, you will be redirected from the program.

Your Davis Tech embroidered chef jacket is only to be worn during class time or other Davis Tech sanctioned events as determined by the chef instructor. Your Davis Tech uniform is not to be worn during outside employment, non-Davis Tech sanctioned events, or as everyday wear. Failure to abide by this expectation will be considered a violation of the Culinary Program Code of Conduct.



## Personal Hygiene

The first step in preventing food-borne disease is good personal hygiene. Even when you are healthy, you have bacteria all over your skin and in your nose and mouth. Some of these bacteria, if given the chance to grow in food, can make people ill. The following is a personal hygiene checklist:

- Do not work with food if you have any communicable disease or infection.
- Bathe or shower daily using soap, shampoo, deodorant and any other hygiene products necessary for cleanliness.
- Cosmetics should be moderate.
- Wear clean uniforms and aprons.
- Keep hair neat and clean. Always wear a hat or hairnet.
- Keep mustaches and beards trimmed and clean. Better yet, be clean shaven.
- Wash hands and exposed parts of arms before work and as often as is necessary during work, including:
  - After eating, drinking, or smoking.
  - After using the toilet.
  - After touching or handling anything that may be contaminated with bacteria.
- Cover coughs and sneezes, and then wash hands.
- Keep hands away from your face, eyes, hair and arms.
- Keep fingernails clean and short. Do not wear nail polish or wear artificial nails.
- Do not smoke or chew gum while on duty.
- Cover cuts or sores with clean bandages.
- Do not sit on worktables.
- Do not wear excessive jewelry.
- Do not wear face jewelry.



## **Program Policies**

### **Linens**

Linens and laundering can be a very costly expense for a food service operation because of damage and wasteful user practices. It is important for you to conserve the use of linens and use them for their intended purpose. Table linens, including cloths and napkins, should be used for dining room and banquet service. *They should never be used for clean-up work.*

Aprons should be used only as part of the uniform. Towels should be used as side towels and to handle hot items. Linen should be placed in linen bags. Linen bags that are full are to be completely removed from the kitchen and stored in the blue dirty linen contain on the back dock. At no time should dirty linen be stored in the kitchen.

Note: You are responsible for laundering your own uniforms. If your uniform is placed in with the general linen, there is no guarantee it will be returned. In this case, you will be responsible for the cost of purchasing new uniforms.

### **Electronic Devices**

The telephones are for business purposes only. In some cases, you may use the phone with permission from the chef instructor. Electronic devices are only permitted in the kitchen/classroom for educational use only. Educational use only is defined as to take pictures of completed plates, demonstrations, video a demonstration, access to online course work (i.e., canvas, e-textbooks). At no time are videoed demonstrations to be posted to any internet site such as YouTube, Instagram etc. Electronic devices will not be used for personal reasons during class or at any time in the kitchen. At no time shall electronic devices be out for personal use; for example, e-mail, texting, phone calls, YouTube, gaming etc. The only exception is listed in the Music section of this guide. They shall remain off or on silent. Having cell phones in the kitchen/classrooms is a privilege and the executive chef reserves the right to revoke this privilege at any time. If this privilege is abused, the chef instructor reserves the right to place your device in a secure location until you leave class.

### **Visitors or Children in Classroom**

The Davis Tech Student Code of Conduct requires that children not be present during class times and at individual student conferences. Children create distractions, which jeopardize the quality of learning. Additionally, because of the nature of this program, children are not permitted in the kitchen lab areas for safety reasons.

Visitors are only permitted in the classroom and kitchen lab areas with permission from the chef instructor. Official visitors and special guests are invited to tour the facility on occasion. This may involve students being observed during their normal training routines, and they may be asked questions regarding the program and their personal background. Please be courteous and professional with any visitors. If you are using a knife or performing a difficult or dangerous task when approached by visitors, you should interrupt your task or ask the visitors to wait while you complete the task. In most cases, the chef instructor will accompany any official visitors.



**Chef Instructor's Office**

The chef instructor's office area is a working office for business purposes. Please respect the chef instructor and ask permission to use the office for business related activity. If the Chef Instructor is in a private conference, please do not interrupt unless you have an emergency.

**Music**

Because of the need for clear communication and focus on safety and tasks at hand, you will not be allowed to have electronic devices in the kitchen for the purpose of listening to music or watching videos. However, when studying outside the kitchen, you may listen to music with headphones. There are no exceptions to the headphone rule. The volume must be low enough that you do not invade the quiet learning of other students. The executive chef reserves the right to revoke this privilege at any time.

**Food**

Culinary Arts students who are in class may have a free lunch at the end of the shift (typically around 12:30). Bottled drinks and energy drinks are not included in this and must be purchased at full price. If this privilege is abused, it will be lost. The Chef's may give students other food at their discretion.

