

SCHOOLCRAFT COLLEGE

Culinary Arts Department



Student Handbook

CULINARY ARTS STUDENT HANDBOOK

Table of Contents

	<u>PAGE</u>
Philosophy.....	3
Attendance Policy	3
Curriculum	3
Behavior Policy.....	4
Employability Traits	5
Personal Health and Hygiene.....	6
Kitchen Attire.....	7
Food Employee Personal Hygiene.....	8
Handwashing.....	9
Bare Hand Contact with Ready-to-Eat Foods.....	10
Gloves	11
Potentially Hazardous Foods	12
Cleaning and Sanitizing	14
Food Employee Health	16
Associate Degree Outline	
Culinary Management Outline	
Grading Scale.....	18
Student Schedule Plan – Fall	19
Student Schedule Plan – Winter	20
Dish Room Procedures	21
Storeroom Requisitioning Procedures	22
Purchasing Class Clean Up Schedule	24
Ice Carving Class Clean Up Schedule	24
Hot Line Clean Up Schedule	25
Garde Manager Clean Up Schedule.....	26
Pastry Shop Clean Up Schedule	27
Baking Clean Up Schedule	28
Robot Coupe Procedures.....	29
Waterman Campus Center Map	
Resource Sheet.....	30
Signature Page	31

SCHOOLCRAFT COLLEGE CULINARY ARTS

PHILOSOPHY

We believe that cooking is a profession that requires dedication, study, and rigorous practical application of acquired skills. Our program prepares students to work at the venues that feature fine dining. To accomplish our goals we constantly strive to maintain and improve the quality of instruction and the ingredients that provide the basis of our kitchen lab classes. Schoolcraft College Culinary Arts will pursue this goal at the highest level of integrity and professionalism in order to inspire well disciplined culinarians that will take this philosophy into the workplace and serve as an example for others to follow.

ATTENDANCE

Because of the intensive nature of the Schoolcraft College Culinary Arts programs, absences jeopardize a student's ability to complete successfully his/her studies. If, for some critical reason, a student finds it necessary to be absent, late, or leave early, it is the student's responsibility to notify the instructor and to make up all work missed.

Accumulated absenteeism in any one course will affect performance and grades.

Absenteeism can be accumulated through missing class entirely or by being tardy or leaving class early.

Excessive absenteeism will result in course failure. Students will be required to retake the course and pay the appropriate tuition. For specific requirements on individual courses, refer to the course syllabus provided by the instructor.

CURRICULUM

Our curriculum is designed to prepare students to enter the market place with advanced skills. The foodservice professional of today and in the future will need to possess greater technical expertise. To that end, we will continue to develop an integrated curriculum that marries the culinary arts and culinary sciences. Nutrition, Sanitation, Food Chemistry, computer skills and the myriad of affiliated courses will balance the offering of our superior culinary arts courses.

BEHAVIOR

- Be here every day. You will miss valuable information if you are absent.
- Be here on time.
- Come to class in appropriate attire and bring all necessary tools and books for that day.
- Beverages may be permitted during lectures at the discretion of the instructor.
- Maintain cleanliness and orderliness in common areas, and follow all recycling rules. All students are required to participate in clean-up.
- Treat everyone with respect. Disrespectful or rude behavior and offensive language will **not** be tolerated.
- Work as a team. Teamwork is essential for success at school and in the industry and is the sign of a professional.
- Drugs and alcohol will not be tolerated. If you come to class impaired in any way, you will be sent home.
- Smoking is permitted outside the building.
- You will not be called out of class to receive personal phone calls. The office will take messages in the case of emergencies.

EMPLOYABILITY TRAITS

The training at Schoolcraft College is designed to prepare you for employment in the food service industry. Food service employers look for certain qualities/attributes in a potential employee. You can expect your instructor to emphasize the following:

Dependability	You can be relied upon to do the job for which you are hired.
Punctuality	You arrive to work on time and are prepared.
Appearance	You dress appropriately and bring all required tools and materials.
Hygiene	You know and practice the principles of good hygiene and safe food handling.
Trainability	You are willing to learn and are receptive to new things.
Retention of Basic Information	You remember the mother sauces, how to calculate food cost percentage, and how to perform tasks without repeated training.
Honesty/Trustworthiness	You are accurate and honest in your relationships with supervisors and co-workers.
Responsibility	You can be trusted to work on your own.
Common Sense	You think before you act.
Enthusiasm	You take the initiative to get something done.
Safety	You work in a safe and thoughtful manner.

PERSONAL HEALTH AND HYGIENE

The products you are learning to prepare and sell, food and drink, are the most closely scrutinized products sold. No other product meant for consumption goes through the same examination process as food purchased in a food service facility.

This process involves trust in the sanitation standards of the food service establishments and the employees. Nothing is more offensive to a customer than to see someone who is unwashed, coughing, or sneezing serving food or preparing food. Moreover we all have a moral obligation to make sure our product is of the safest quality for consumption. You are what you eat.

For everyone's health, the following guidelines must be observed:

- Take pride in your appearance.

You must be well-groomed and clean-shaven with neat, clean hair and clean, trimmed fingernails. Beards and mustaches are permissible if well trimmed and maintained.

- Bathe daily before coming to school. Be sure to use deodorant.

Many of you will be engaged in physical activity in a hot kitchen and then moving into the close confines of the classroom. Be considerate of the other students around you. Anyone with an offensive odor will be counseled.

- Wash your hands thoroughly before you begin to work in preparing or serving food.

Wash after eating, smoking, using the rest room, or touching anything that might be contaminated. Most food-borne illness is caused by food handlers who do not wash their hands.

- If you are ill you may not participate in food preparation or service.
- Never touch your face, nose, or hair or scratch any part of your body while preparing, handling, or serving food.
- Report to your instructor any coughing, sneezing, fever, or illness that might be potentially hazardous.

If you cough or sneeze, turn away from people and food and cover your mouth. Wash your hands immediately. Cover any open wound or cut with a finger cot or glove.

- Report all unsafe conditions and/or broken equipment to your instructor immediately.
- Always conduct yourself in a safe and reasonable manner.

KITCHEN ATTIRE

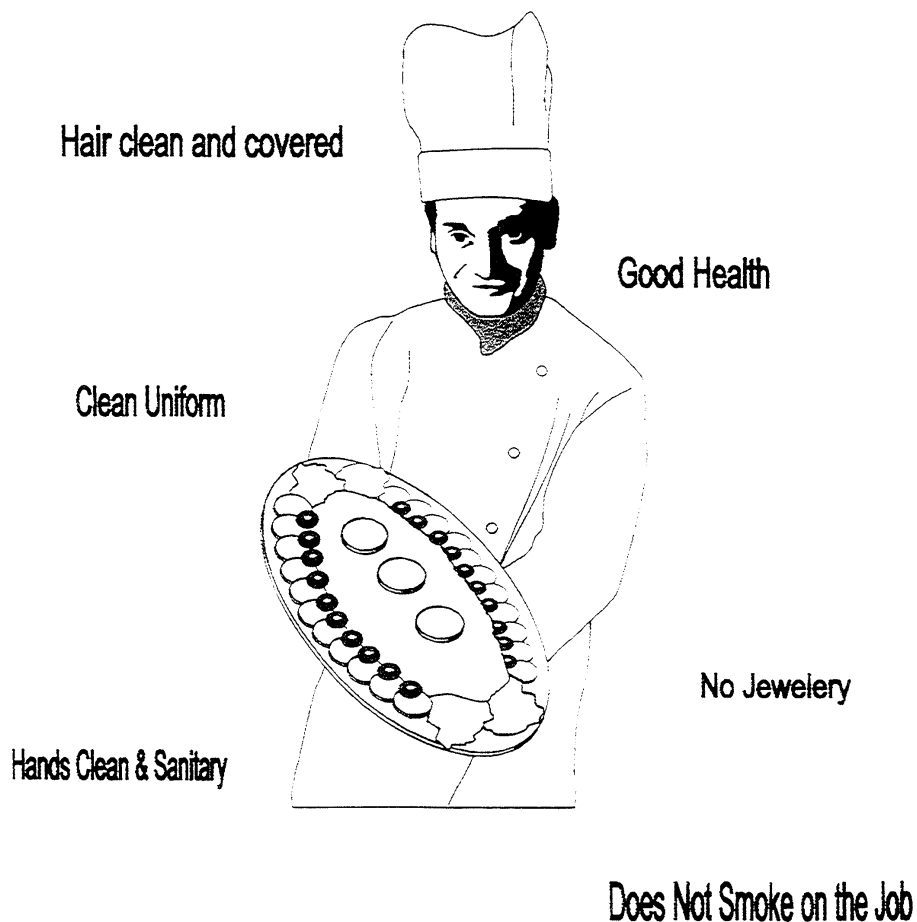
Kitchen instruction requires clean, professional dress. A full cook's uniform includes a white chef's jacket with embroidered Schoolcraft College logo, checkered pants, a white apron, a chef's white hat, black leather clogs or work shoes with non-slip rubber soles, and socks.

Adornments or statements are not allowed on the approved uniform.

Approved white chef's hats are to be worn as required during food handling. Hair is to be tied contained in the chef's hat/hair net.

Nails should be neatly trimmed. Nail polish and jewelry, with the exception of a wedding ring, stud earrings, and a watch, may not be worn. **Any visible piercing must be removed.**

PROFILE OF A PROFESSIONAL FOOD HANDLER



Food Employee Personal Hygiene

Importance of Proper Hygiene

Good personal cleanliness, including proper and frequent hand washing, is vital to prevent foodborne illness.

Sick or Infected Food Employees

Food employees with the following symptoms must immediately notify their supervisor.

- Fever
- Persistent sneezing or coughing
- Diarrhea or vomiting
- Jaundice
- Sore throat with fever

Sick food employees must be assigned to duties that minimize the potential for contaminating food and equipment (including utensils, linens, single-service or single use items).

Handwashing

Hands must be washed and thoroughly dried before starting to work with food. Wash hands between tasks, and if work is interrupted.

Effective hand washing includes the backs of hands, palms, and exposed portions of the arms, between fingers and under the fingernails.

Vigorously rub together the surfaces of lathered hands and arms for at least 20 seconds, thoroughly rinse with clean water. Pay particular attention to the areas under fingernails and between fingers.

Cuts, Wounds, and Sores

Any cuts, wounds, or open sores on the hands and arms must be completely covered by a waterproof bandage. Wear single-use gloves over any bandages or finger cots on the hands and fingers.

Hair Restraints

Food employees are required to wear hair restraints such as hairnets, hats, scarves, or beard nets that effectively control hair. Employees such as counter staff, hostesses, wait staff, and bartenders are not required to wear hair restraints if they present a minimal risk of contaminating food and equipment

Proper Work Clothing

Food employees must wear clean outer garments when preparing or serving food products or washing and sanitizing equipment and utensils.

Store spare personal clothing and other personal items separate from food handling and storage areas. Employers must provide adequate storage areas for employees' personal belongings.

If employees routinely change clothing at the establishment, a room or area must be designated and used for that purpose. Such changing areas must be separate from food and equipment.

Fingernails and Jewelry

- Food employees must keep their fingernails trimmed so that they are easily cleanable.
- Food employees wearing fingernail polish or artificial nails must wear intact gloves when working with exposed foods.
- While preparing food, employees may not wear jewelry on the arms and hands. This does not apply to a plain ring such as a wedding band.

Other Practices

Eating and tobacco use of any kind are activities that must take place in designated areas only. The designated area must be located where no contamination of food and equipment can result.

Note: This document is for educational purposes only and should not be considered a substitute for studying the Food Code of 1999 and Michigan Food Law 2000. Food safety information and additional copies of this and other fact sheets are available from the Michigan Department of Agriculture's web page www.mda.state.mi.us

Handwashing

Handwashing is a vital tool in preventing the spread of bacteria and viruses that can cause infections and foodborne illness.

People can be a significant source of harmful microorganisms. Proper handwashing by food employees is necessary to control direct and indirect contamination of food, utensils, and equipment.

When to Wash Hands

- Before starting to work with food, utensils, or equipment
- When switching between raw foods and ready-to-eat foods
- After handling utensils and equipment that contact raw food or are soiled
- After coughing, sneezing, using a tissue, or using tobacco products
- After eating or drinking
- After touching bare human body parts other than clean hands
- After handling animals
- After using the toilet room
- At all other times as necessary during food preparation

Proper Way to Wash Hands

- Before washing hands, remove any jewelry.
- Wash hands only in the sink designated for hand washing.
- Do not wash hands in a service sink or one used for washing utensils.

Follow these five steps:

1. Wet hands and exposed portion of forearms with warm water.
2. Using soap, work up a lather that covers hands and forearms.
3. Vigorously rub hands together for at least **20 seconds**. Pay particular attention to the areas under the fingernails and between the fingers.
4. Rinse hands and forearms in clean water.
5. Dry hands and forearms.

Hand Sanitizers

Use of hand sanitizers is not a substitute for proper hand washing.

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Bare Hand Contact with Ready-to-Eat Foods

Ready-to-Eat Food

The 1999 Food Code defines ready-to-eat food as:

“food that is in a form that is edible without washing, cooking, or additional preparation by the food establishment or the consumer and this is reasonably expected to be consumed in that form”.

When employees touch these foods, any contamination that is on their hands is highly likely to go into a consumer’s mouth.

Preventing Contamination of Ready-to-Eat Foods

Michigan’s Food Law of 2000 identifies three key requirements to prevent contamination:

1. Prevent ill personnel from working with food; and
2. Wash hands effectively; and
3. Prohibit bare hand contact with ready-to-eat foods unless acceptable alternative practices and procedures are developed.

Bare Hand Contact with Ready-to-Eat Foods

The Food Code states in Section 3-301.11 (B):

“Except when washing fruits and vegetables as specified under section 3-302.15 or when otherwise approved, food

employees may not contact exposed, ready-to-eat food with their bare hands and shall use suitable utensils such as deli tissue, spatulas, tongs, single-use gloves, or dispensing equipment.”

Section 6151 of the Michigan Food Law of 2000 spells out very specific conditions that retailers must meet if bare-hand contact with ready-to-eat foods is to be allowed. No prior approval is required. However, retailers must do the following:

- 1. Develop Written Alternative Practices and Procedures for Bare Hand Contact with Ready-To-Eat Foods,**
- And**
- 2. Meet Critical Requirements of the Food Code.**

The Michigan Department of Agriculture has developed “A Guide To Developing A Written Alternative Practice and Procedure For Bare-Hand Contact With Ready-To-Eat Foods” to assist interested persons in this area.

These requirements are designed to ensure that consumer safety will not be compromised if bare-hand contact with ready-to-eat foods occurs.

All retail food facilities should reassess their current procedures to ensure employee hands do not contaminate ready-to-eat foods. The success of your business rests in the hands of your employees!

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Gloves

Unless maintained in a clean and untorn condition, gloves can become a source of contamination. Always wash hands thoroughly before and after wearing gloves, and when changing to a new pair of gloves.

Single-use gloves

Single-use gloves are just that – use only once and for one specific purpose only.

When used appropriately, single-use gloves:

- Can help reduce the spread of disease causing organisms to ready-to-eat foods by infected food workers.
- Are an addition, not a substitute, for proper hand washing.

Requirements for use:

- Correctly sized to your hands
- Changed between handling raw foods and cooked or ready-to-eat foods
- Discarded when torn, contaminated, or removed for any reason
- Changed when interruptions occur in the operation
- Changed to minimize build-up of perspiration and bacteria inside the glove
- Never immersed past the cuff
- Never reused under any circumstances

Latex Gloves

A significant number of people are allergic to latex. The National Institute for Occupational Safety and Health (NIOSH) recommends non-latex gloves be used by food employees.

Rewashable Rubber or Neoprene Gloves

These gloves are designed for handling hot ready-to-eat foods and must be smooth and easily cleanable. Food establishments must have procedures to ensure these gloves are routinely cleaned and sanitized, and not subject to cross contamination.

Cloth Gloves

Cloth gloves may not be used in direct contact with ready-to-eat foods. They must be discarded or cleaned and sanitized regularly.

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Potentially Hazardous Foods

What is a Potentially Hazardous Food?

The Food Code defines a potentially hazardous food (PHF) as a natural or synthetic food that requires temperature control because it is capable of supporting:

- The rapid and progressive growth of infectious or toxigenic microorganisms, **or**
- The growth and toxin production of *Clostridium botulinum*, **or**
- In raw shell eggs, the growth of *Salmonella enteritidis*.

The phrase does not mean a naturally dangerous food (for example: a poisonous mushroom).

Which Foods Would be Considered Potentially Hazardous?

Microorganisms generally grow rapidly in moist, high protein foods that have not been acidified or otherwise further processed to prevent such growth. Examples of PHFs include, but are not limited to:

1. Animal foods that are raw or heat treated such as:
 - Milk or milk products including cheese, sour cream, and whipped butter
 - Meats including raw or partially cooked bacon
 - Shell eggs
 - Fish
 - Poultry and poultry products
 - Shellfish

2. Food derived from plants that are heat treated including:
 - Onions (cooked and rehydrated)
 - Cooked rice
 - Soy protein products (example: Tofu)
 - Potatoes (baked or boiled)
3. Food derived from plants that consist of:
 - Cut melons, or
 - Raw seed sprouts
4. Garlic-in-oil, and other vegetable-in-oil mixtures that are not treated to prevent the growth and toxin production of *C. botulinum*;
5. Certain sauces, breads, and pastries containing potentially hazardous food (examples: meat, cheese, cooked vegetables or cream)

How Should a PHF be Handled?

Both time and temperature must be carefully controlled to ensure the safety of these foods.

Time

Mark ready-to-eat PHF with the date of preparation if these foods are held under refrigeration for more than a cumulative total of 24 hours before sale or service. Sections 3-501.17 – 18 of the 1999 Food Code and the MDA fact sheet are entitled “Date Marking” describe required procedures.

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Potentially Hazardous Foods

Temperature

Hold hot cooked PHF at 140°F or above and cold PHF at 41°F or lower.

Meet required internal temperatures when cooking or reheating PHF.

What is Not a PHF?

- An air cooled hard boiled egg with shell intact;
- A food with water activity of 0.85 or less;
- A food with a pH of 4.6 or below when measured at 75°F;
- A food in a hermetically sealed container commercially processed to achieve and maintain sterility;
- A food for which laboratory evidence has demonstrated that rapid and progressive growth of pathogens or the slower growth of *C. botulinum* cannot occur.

Food establishment managers are responsible for accurately determining which of the foods they serve or sell are potentially hazardous and therefore require strict temperature control.

Assistance in determining if food meets these requirements is generally available from food industry consultants, independent consulting laboratories certified to conduct microbiological testing of foods, and university-based food scientists.

Verifying that Foods are not Potentially Hazardous

Regulatory personnel verify that foods maintained without temperature control are not potentially hazardous. Actions regulators take may include, but are not limited to:

- Requesting a copy of analytical testing results;
- Requiring written assurance that a food is not potentially hazardous. Relevant information normally includes:
 - Name and address of the independent agency or laboratory that conducted the evaluation.
 - Procedure/methodology used
 - Conclusions and scientific basis for those conclusions
- Taking a sample of the food for analysis at any given time to verify its safety.

If a Food Is Not a PHF, Could It Still Cause Foodborne Illness?

Yes. Although a food does not support the growth of microorganisms, it can still be contaminated at levels to cause illness.

Example: an outbreak of *Salmonella agona* was caused by contamination of dry breakfast cereal.

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Cleaning and Sanitizing

Food Contact Surfaces and Utensils

The U.S. Centers for Disease Control and Prevention (CDC) has identified contamination of food equipment as one of the five leading causes of foodborne illness. Research shows that serious illnesses can result when people ingest even a few organisms like *E. coli* 0157:H7 and *Shigella* spp.

The Food Code requires that food contact surfaces and utensils be routinely **cleaned and sanitized**.

The person in charge of the establishment is responsible for:

1. knowing the correct method for cleaning,
and
2. knowing sanitizing procedures,
and
3. ensuring employees follow effective cleaning & sanitizing steps.

Managers must determine which agents and procedures will work best in their facility.

Cleaning

Cleaning is the removal of food, soil, and other types of debris from a surface. Detergents are cleaning agents that remove grease or fat associated with food residues. Cleaning does not, by itself, consistently reduce contamination to safe levels.

Sanitizing

Sanitizing is an additional step that can only occur after a surface is already clean. Sanitizing involves the use of heat or chemicals to reduce the number of microorganisms to safe levels.

The Food Code requires that chemical sanitizers used in retail food facilities must be capable of reducing the number of disease causing organisms by 99.999%. If chemical sanitizers are used, they must achieve this level of reduction.

How to Clean and Sanitize Consistently

Two factors have essential elements of cleaning and sanitizing programs:

1. establishing clear procedures that address all the types of food equipment used (including clean-in-place systems),
and
2. effectively training employees

Portable Equipment

General procedures for manual cleaning and sanitizing are as follows:

1. pre-scrape utensils and equipment of food debris
2. wash in a warm solution of approved detergent

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No. MFL-10 (Revised January 8, 2001)

Cleaning and Sanitizing

3. rinse in clear water or running water
4. sanitize in an acceptable chemical solution or hot (171°F) water
5. air dry before reusing
4. The NSF International NonFood Compounds Registry. Look up cleaners and sanitizers and other compounds on the website at www.nsf.org/usda or call 888-NSF-FOOD.

See 1999 FDA Food Code, section 4-501.112 for mechanical warewashing procedures.

Other Equipment

Procedures for cleaning and sanitizing equipment that cannot be immersed in a sink are often highly specific to the piece of equipment. Food Code and manufacturer specifications should be followed closely.

Employee Training

Employees must be trained in cleaning and sanitizing practices that meet Food Code requirements.

Both new employee and periodic refresher training are strongly recommended.

Check the following for further information about cleaning and sanitizing compounds:

1. 1999 FDA Food Code, Parts 4-6 and 4-7
2. The manufacturer's label and Material Safety Data Sheet (MSDS) for cleaners and sanitizers used.
3. Wisconsin Department of Health and Family Services list of sanitizers tested and approved for use in food establishments. Copies of this list are available from MDA upon request.

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No. MFL-10 (Revised January 8, 2001)

Food Employee Health

Michigan Food Law of 2000

The Michigan Food Law of 2000 requires the person in charge of a food facility to:

1. Recognize diseases that are transmitted by foods.
2. Inform employees of reporting requirements.
3. Restrict or exclude affected food workers.
4. Notify regulators when an employee is diagnosed with a “Big Four” illness.

Recognize Diseases that are Transmitted by Foods

There are nearly 300 organisms associated with foodborne illness. Section 2-201.11 of the Food Code identifies some of the more common symptoms of illnesses that can be easily spread by food including:

Diarrhea	Sore throat with fever
Vomiting	Discharges from the eyes
Fever	nose, and mouth
Jaundice	Infected wounds or boils

The “Big Four”

The Food Code singles out four particularly dangerous organisms because they are both highly infectious (it may take only a few organisms to infect a person) and highly virulent (a person can become severely ill once infected). These organisms have been called the “Big Four” and include:

Salmonella typhi	E coli 0157:H7
Shigella spp.	Hepatitis A virus

Inform Food Employees of Reporting Requirements

Employers must inform employees of the employees’ legal responsibility to report:

- Present or past illnesses with the “Big Four”

or

- When they have symptoms of other illnesses that can be readily spread via food.

Annex 7 of the Food Code contains forms that can be used to inform employees of these requirements. Food employees are then responsible for informing their employers of these health conditions. Managers should inquire about the health of current employees and new employees (after a conditional offer of employment).

Restrict or Exclude Infected Workers

The Food Code requires persons in charge to prevent food contamination by employees with certain medical conditions through:

- restriction of work, or
- exclusion from work.

Restriction means preventing an employee from working with exposed food, clean equipment, utensils and linens, and unwrapped single service and single-use articles.

Exclusion means the employee is not allowed in any part of the food establishment.

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Food Employee Health

Detailed guidance on “Exclusion & Restrictions” are provided in the following portions of the Food Code:

- Subpart 2-2, Employee Health
- Annex 3, Public Health
Reasons/Administrative Guidelines

The Americans with Disabilities Act of 1990 (ADA) requires employers to accommodate affected individuals by identifying, where reasonable possible, alternative work responsibilities that fulfill the intent of restriction or exclusion. The ADA does not require an employer to keep an employee on-site if there is a risk of transmitting illness to other employees or the public.

The person in charge should be aware of the requirements of the ADA. Additional information about the ADA is available by calling the U.S. Equal Employment Opportunity Commission toll free at 800-669-4000 or 313-226-7636.

Notify Regulators When an Employee is Diagnosed with a “Big Four” Illness

Persons in charge are responsible for notifying the regulatory authority when a food employee is diagnosed with an illness due to one of the “Big Four”.

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No. MFL-3 (Revised November 1, 2000)

Culinary Arts Grading Scale

(Core Classes Only)

Grading Scale:

	100-97	4.0			81	2.4	
	96	3.9			80	2.3	
	95	3.8			79	2.2	
	94	3.7			78	2.1	
	93	3.6			Average	77	2.0
Excellent	92	3.5				76	1.9
	91	3.4				75	1.8
	90	3.3				74	1.7
	89	3.2				73	1.6
	88	3.1			Below Average	72	1.5
Very Good	87	3.0				71	1.4
	86	2.9				70	1.3
	85	2.8				69	1.2
	84	2.7				68	1.1
	83	2.6			Poor	67	1.0
Good	82	2.5			Unacceptable	66 & Below	0.0

Students who do not officially withdraw from this course, have a score that falls in the unacceptable range, or do not take the final exam will receive a final grade of 0.0

Culinary Arts Student Schedule Plan - Fall

1st Year

Plan One - A

CAP 144 Baking - 143731 R#1
CAP 125 Pastries 1 - 143703 R#2
CAP 124 Breakfast Pantry - 143724 R#3

Plan Two - A

CAP 125 Pastries 1 - 143733 R#1
CAP 124 Breakfast Pantry - 143702 R#2
CAP 144 Baking - 143718 R#3

Plan Three - A

CAP 124 Breakfast Pantry - 143732 R#1
CAP 144 Baking - 143810 R#2
CAP 125 Pastries 1 - 143725 R#3

OR

Plan One - B

CAP 142 Butchery - 143736 R#1
CAP 128 Food Tech - 143705 R#2
CAP 143 Dining Room - 143729 R#3

Plan Two - B

CAP 128 Food Tech - 143737 R#1
CAP 143 Dining Room - 143706 R#2
CAP 142 Butchery - 143727 R#3

Plan Three - B

CAP 143 Dining Room - 143738 R#1
CAP 142 Butchery - 143704 R#2
CAP 128 Food Tech - 143728 R#3

2nd Year

Plan One - A

CAP 215 Charcuterie - 143743 R#1
CAP 227 Restaurant Op - 143711 R#2
CAP 229 Int'l Cuisine - 143745 R#3

Plan Two - A

CAP 227 Restaurant Op - 143741 R#1
CAP 229 Int'l Cuisine - 143744 R#2
CAP 215 Charcuterie - 143739 R#3

Plan Three - A

CAP 229 Int'l Cuisine - 143742 R#1
CAP 215 Charcuterie - 143713 R#2
CAP 227 Restaurant Op - 143700 R#3

OR

Plan One - B

CAP 243 Storeroom Op - 143746 R#1
CAP 240 Pastries 2 - 143715 R#2
CAP 242 Ala Carte - 143749 R#3

Plan Two - B

CAP 240 Pastries 2 - 143747 R#1
CAP 242 Ala Carte - 143716 R#2
CAP 243 Storeroom Op - 143708 R#3

Plan Three - B

CAP 242 Ala Carte - 143748 R#1
CAP 243 Storeroom Op - 143714 R#2
CAP 240 Pastries 2 - 143709 R#3

Culinary Arts Student Schedule Plan - Winter

1st Year

Plan One - A

CAP 144 Baking - 113731 R#1
CAP 125 Pastries 1 - 113703 R#2
CAP 124 Breakfast Pantry - 113744 R#3

Plan Two - A

CAP 125 Pastries 1 - 113733 R#1
CAP 124 Breakfast Pantry - 113702 R#2
CAP 144 Baking - 113718 R#3

Plan Three - A

CAP 124 Breakfast Pantry - 113732 R#1
CAP 144 Baking - 113710 R#2
CAP 125 Pastries 1 - 113724 R#3

OR

Plan One - B

CAP 142 Butchery - 113736 R#1
CAP 128 Food Tech - 113705 R#2
CAP 143 Dining Room - 113729 R#3

Plan Two - B

CAP 128 Food Tech - 113737 R#1
CAP 143 Dining Room - 113706 R#2
CAP 142 Butchery - 113727 R#3

Plan Three - B

CAP 143 Dining Room - 113738 R#1
CAP 142 Butchery - 113704 R#2
CAP 128 Food Tech - 113728 R#3

2nd Year

Plan One - A

CAP 215 Charcuterie - 113743 R#1
CAP 227 Restaurant Op - 113711 R#2
CAP 229 Int'l Cuisine - 113745 R#3

Plan Two - A

CAP 227 Restaurant Op - 113741 R#1
CAP 229 Int'l Cuisine - 113720 R#2
CAP 215 Charcuterie - 113739 R#3

Plan Three - A

CAP 229 Int'l Cuisine - 113742 R#1
CAP 215 Charcuterie - 113713 R#2
CAP 227 Restaurant Op - 113700 R#3

OR

Plan One - B

CAP 243 Storeroom Op - 113746 R#1
CAP 240 Pastries 2 - 113715 R#2
CAP 242 Ala Carte - 113749 R#3

Plan Two - B

CAP 240 Pastries 2 - 113747 R#1
CAP 242 Ala Carte - 113716 R#2
CAP 243 Storeroom Op - 113708 R#3

Plan Three - B

CAP 242 Ala Carte - 113748 R#1
CAP 243 Storeroom Op - 113714 R#2
CAP 240 Pastries 2 - 113709 R#3

Schoolcraft College

Culinary Arts

Dish Room Procedures

You have an obligation as a student to maintain the cleanliness and organization of the Culinary Arts dish room. A dirty, unorganized dish room looks unprofessional and will not be tolerated. In order to maintain a proper dish room, the following rules will need to be followed.

- **Only pots, pans and small wares are washed in a three compartment sink**
- **Knives are never allowed in the dish room**
- **Dishes, silverware, robot coupe parts, mixer part, juicer parts etc.... are not allowed in the dish room**
- **Dishes and silverware are to be sent over to the Food Service dish room for proper sanitizing**
- **Robot coupe parts, mixer parts, juicer parts etc.... are to be washed in their areas of use**
- **Before washing any pots and pans, set up a proper three (3)-compartment sink. This may often mean emptying out and cleaning a previous set up.**
 - Add hot water to the first sink up to the marked level
 - Push the soap dispenser button once to add the soap to first sink
 - Add hot water to the middle sink until $\frac{3}{4}$ full
 - Add cool water to the last sink up to the marked level
 - Push the iodine dispenser button once to add the sanitizer
- **Before any washing occurs, the items to be washed must be scraped and rinsed off. This minimizes the amount of food particles deposited in the wash tank**
- **After scraping, place the item in the wash tank and wash off all debris**
- **Removal of all debris will require the use of steel scrubbers and scouring pads**
- **When all of the debris is removed, place the items in the rinse tank**
- **In the rinse tank, remove all excess soap and debris**
- **After rinsing, place the item in the sanitation sink for 30 seconds**
- **After sanitizing, place the item on the drain board**
- **When the items have drained, they must be put away properly**
 - **Small wares must be returned to their area of use**
 - **Pans should be hung up on the elevated hooks**
 - **Pots and storage containers must be stored upside down to let the excess water drain off**
 - **Cutting boards are never stacked on top of each other. They are to be stored in the vertical slots**

Schoolcraft College

Culinary Arts

Storeroom Requisitioning Procedures

Items contained in the Main Storeroom are strictly controlled and should be signed out using the correct procedures. Products that are removed for the storage area that are not signed out cause accounting errors, variance in real inventory and often deplete inventory to a point where we run out of product. Linens and spices are exempt from signing out. All other product must follow the following procedures.

Storeroom Requisitioning Procedures

- Every item (except linens and spices) is to be signed out without exception. Linens, although not signed out, are very costly and will be monitored by the storeroom staff.
- Fill out the requisition form assigned for your class. This is located on the master clipboard.
- Accurately describe the product you are taking to include the following:
 - Name of the product
 - Size of the package (weight, count, ounces etc.)
 - Number of units
 - The cost (if available)
 - Write legibly
 - Be as detailed as possible.
- If a requisition form is full, new sheets will be made available.
- If you cannot find or need help signing out product, see Chef Chris or his assistant.
- After the requisition form is filled out correctly, you may remove the product from the storeroom.

As a student, you will be under pressure to get your product from the storeroom as quickly as possible. Keep in mind that taking product out of the storeroom without using proper procedures will not be tolerated.

SCHOOLCRAFT COLLEGE CULINARY ARTS

TEACHING SUPPLIES TRANSFER SHEET

Department transferred to: _____

PLEASE PRINT CLEARLY

[illegible]

PURCHASING CLASS CLEAN UP SCHEDULE

Monday through Wednesday

- Walk-in Produce cooler will be reorganized and waste will be removed
- All waste will be costed out for tracking
- Produce and Meat cooler floors will be swept and mopped
- Proper storage of meat and produce
- Re-icing of fish and seafood
- Deliveries in main storage will be put away properly
- Dairy deliveries will be rotated and stored properly
- Storeroom floor will be swept and mopped
- All dirty dishes created from clean-up will be washed

ICE CARVING CLEAN UP SCHEDULE

- Arrange best 3 carvings along wall on small 12"x1"x1" wood strips (so it doesn't freeze to the floor). Keep a pair of four quality buffet pieces.
- Clean up all paper cardboard and template materials from deck, lawn and dock areas.
- Consolidate scrap ice in designated dumping area. Remove paper before disposal.
- Fold up tarps – store properly
- Store cords, lights and equipment.
- Dock should be shoveled/swept and cleared at the end of class.

HOT LINE CLEAN UP SCHEDULE

- Check reach in coolers – clean and empty.
- Check reach in drawers – clean and empty.
- Drain steam tables, shut off power and clean.
- Clean all counter surfaces, sanitize and dry properly.
- Wipe down spice racks/organize spices. Keep only spices in racks on top shelf.
- Return all packages and disposable containers to storeroom.
- Wash and sanitize sinks/front line S.S. surfaces.
- Wash and sanitize side work tables; return tables to area along wall.
- Clean broiler/shut off.
- Clean griddle/shut off.
- Consolidate drawn butter.
- Empty ovens/shut off – cleaned, washed, rinsed, and sanitized.
- Shut off all heat lamps.
- Swiss kettles/shut off and clean.
- Stock pots cleaned (unless stock is till cooking/chefs to communicate).
- No debris on floor.
- Hand sink washed out, sanitize and wipe dry.
- Re-stock overhead racks with small utensils and small pans.
- Wipe off top of spice containers.
- Wash front and top areas of ovens and stoves. Sanitize and dry.

GARDE MANGER CLEAN UP SCHEDULE

Check out list for the garde manger

List A

1. Clean, arrange spices on top shelf, wipe down.
2. Wipe down middle shelf.
3. Wipe down counters and sanitize.
4. Wipe down front of refrigerators.
5. Clean out drawers.
6. Clean 20 qt. Mixer.

List B

1. Break down, clean slicers, re-assemble and check operation.
2. Wipe down counters.
3. Clean out sink and sanitize.
4. Clean and arrange bottom shelf.

List C

1. Clean stove.
2. Clean and wipe down top shelves.
3. Clean and wipe down counters and sanitize.
4. Clean sinks, including garbage disposals.
5. Wipe down wall behind sink from cryovac machine to stove.
6. Clean and wipe down cover shelves.
7. Scrub and sanitize robot coupes and organize parts for small equipment.

Note: All machine parts, Robot Coupes, etc. need to be hand washed immediately after use and re-assembled.

No machine parts are EVER to go to the dishwasher or pot washer.

PASTRY SHOP CLEAN UP SCHEDULE

Walk-in Cooler

- Clean, condense and organize speed rack for pastry.
- Place all berry fruits on sheet trays lined with paper towel.
- Condense and evaluate all melon scraps.
- Rotate and refill all dairy.
 - (4) gal. milk
 - (4) qt. half and half
 - (12) qt. cream
 - 1 mascarpone cheese
 - (4) qt. buttermilk
 - restock eggs
 - restock butter
 - check on brown sugar
 - clean, condense, organize and rotate all stock
 - wipe down inside and outside door

BAKING CLEAN UP SCHEDULE

Equipment Needed

Pastry Brush
Pastry bag with large tips
Dough cutter
Plastic dough scraper
Calculator
Recipe cards and case
Off set spatula
Paring knife
Bread knife or bread scoring knives
French knife
Peeler
Measuring spoons
Measuring cups (optional)
Biscuit cutter
Cookie cutters (optional)

Sanitation Assignments

Station 1 Yeast Breads

Clean and wipe down the inside and outside of the proofer retarder daily
Clean and organize the yeast bread station daily
Clean large floor mixers daily

Station 2 Cookies

Clean and wash all storage bins daily
Organize all dry food storage shelves
Keep your station clean

Station 3 Quick Breads

Clean inside and outside of all bakeshop ovens
Clean the hand sink and related area
Stock the bakeshop with all small wares SS bowls, rubber spatulas, wire whips, etc.
Keep your station clean

Station 4 Breakfast Pastries

Responsible for pot sink operation and keeping the area clean
Keep your station clean

Station 5 Specialty Breads

Keep all refrigerators and freezers clean and organized
Rotate all refrigerator stock
Keep your station clean

Note: Everyone is responsible for washing his or her own pots and utensils. Everyone is responsible for keeping his or her own work area clean.

ATTENTION CULINARY ARTS STUDENTS

The Culinary Arts Department has just purchased new R2 Robot Coupes for the program. Each of these units cost us nearly \$500.00 each. These new units must be cleaned and stored properly. The following procedure must be followed:

All Robot Coupe parts **must be** hand washed in your area of instruction. They **must not** go into the pot room or the Food Service dishwasher.

The improper handling of our current Robot Coupes has forced us to purchase new blades. Each new blade retails for \$172.00. It is important to realize that these unnecessary replacement costs deplete our departments' budget and ultimately effect the procurement of food, linen and other services. All equipment that is handled in the department must be treated with respect and not assumed to be indestructible.

Thank You,

Chef Christopher Misiak

RESOURCE SHEET

General Phone Instructions:

In order to contact the culinary arts department faculty and staff by phone please call (734) 462-4423.

		Ext. #	Office	E-Mail
Full-Time Faculty	Chef Joe Decker	5063	W-275	jdecker@schoolcraft.cc.mi.us
	Chef Jeffrey Gabriel	5061	W-276	jgabriel@schoolcraft.cc.mi.us
	Chef Kevin Gawronski	5062	W-276	kgawrons@schoolcraft.cc.mi.us
	Chef Dan Hugelier	5307	W-275	dhugelie@schoolcraft.cc.mi.us
	Chef Brian Polcyn	5501	W-275	bpolcyn@schoolcraft.cc.mi.us
Storeroom Operations	Chef Chris Misiak	4492	W-283	cmisiak@schoolcraft.cc.mi.us
Culinary Arts Director	Mr. Bruce Konowalow	5110	W-274	bkonowal@schoolcraft.cc.mi.us
Events Coordinator	Sylvia Hayes	4491		shayes@schoolcraft.cc.mi.us
Secretary	Angie Savage	5423	W-273	asavage@schoolcraft.cc.mi.us
College Nurse	Mrs. Kay Raby	5050	Lower Waterman	kraby@schoolcraft.cc.mi.us
Counselor	Stuart Baker	5085	Counseling	sbaker@schoolcraft.cc.mi.us

Each full-time faculty member maintains office hours which are announced at the beginning of each course. Part-time faculty members can be contacted through the secretary. A message will be taken and put in their mailbox to be picked up when they are on campus.

OTHER IMPORTANT CAMPUS SERVICES*

	Fall & Winter Hours	Spring Hours	Summer Hours	Phone #
Women's Resource Center	Mon. 9am-7:30pm Tues.-Fri 9am - 4:30pm	Mon. 9am-7:30pm Tues. - Fri. 9am - 4:30 pm	Mon. - Fri. 9am - 4:30 pm	462-4443
Public Safety Emergency Officer on Duty 24 hours	<u>Office-All year</u> <u>Excluding Holidays</u> Mon. - Fri. 8 am - 4:30 pm	Same as Fall & Winter	Same as Fall & Winter	462-4424
Bradner Library	Mon. - Thurs. 8 am - 9 pm Fri. 8 am - 4 pm Sat. -Sun. 12 noon - 5 pm	(no weekend hours) Mon. - Thurs. 8 am - 8 pm Fri. 8 am - 4 pm	Mon. & Thurs. 8 am - 8 pm Tues & Wed. 8 am - 5 pm Fri. 8 am - 4 pm	462-4440
Learning Assistance Center	Mon. - Thurs. 8 am - 7:30 pm Fri. 8 am - 4:30 pm	Mon. - Thurs. 8 am - 7:30 pm Fri. 8 am - 4:30 pm	Mon. - Tues. 8 am - 7:30 pm Wed - Fri. 8 am - 4:30 pm	462-4436

* Please note that the hours listed above are subject to change without notice.

8/22/01

SCHOOLCRAFT COLLEGE LIVONIA, MICHIGAN

STUDENT HANDBOOK SIGNATURE PAGE

I have read, and understand, all of the information contained in the culinary arts student handbook. I understand that the information contained in this student handbook is more specific to the Culinary Arts Program than the general catalog. I have taken special note of admissions, grading and continuance rules that apply specifically to the Culinary Arts program. I also understand that this handbook reflects the current curriculum policies and regulations in the Culinary Arts Program and that the policies contained within the handbook are subject to change by the College or other regulatory agencies.

Print Name_____

Signature_____

Date_____

The signed form will be kept on file in the culinary arts office.

Leave this page in your student handbook. It is for your information. Another copy of this form is enclosed separately. Please sign it and return it to your instructor or the Culinary Arts office secretary.