



Culinary Arts Course Requirements
Jody A. Albano, Instructor



Program Description for Culinary Arts

Culinary Arts is a program that prepares students for the line of work associated with restaurants and the foodservice industry. The Culinary Arts program course of study will train students to comprehend and easily do the entry-level position. Students will translate the theory taught in the classroom into action by utilizing a modern kitchen and full-service dining room. This hands-on approach ensures skills acquisition while relating theory to actual work conditions. In the Culinary Arts Program, you learn to work as a team member and leader, handle pressure, be accountable, solve problems, adapt to change, and, most importantly, culinary skills. Culinary Arts is a two-year program designed to prepare students for entry-level career opportunities and paths related to the industry. This program of study requires a high degree of participation by the student and personal enthusiasm.

Students will work and perform in an actual state-of-the-art kitchen laboratory. Students will learn the raw materials used in the cooking environment, equipment identification, sanitation, kitchen safety, inventory/cost control, and applied math and science related to the food industry. Students will learn basic measurement equivalents and how to convert recipes. Students will study basic cooking skills, emphasizing food preparation, presentation, and safety. Students will examine the impact of food-borne illnesses, time and temperature ratios regarding food safety, and the importance of personal hygiene and sanitation to receive state licensing. Students will utilize the different equipment and tools used in the food industry; explore different cuisines, such as American Regional, Classical, International, Vegetarian, and preparation of pastries and plated desserts.

This program of study will prepare students "soft skills" to effectively deal with common professional workplace issues, such as conflict resolution, flexibility, and adaptability issues within the workplace, business manners, listening, speaking, and group-facilitating skills, time-management skills, being a team player and mentoring techniques.

1. CURRICULUM: The Culinary Arts Program follows a curriculum approved by New York State and the National Restaurant Association Educational Foundation. To meet these requirements, students will:

- Take the ServSafe Sanitation Food Handlers and Managers Exams and the NOCTI and PROSTART technical endorsement exams
- Excellent attendance is essential. Participating in all evening functions is highly recommended. There are several evening functions throughout they per year. (Annual Dinner, Open House)
- BUZZ Learning Platform: Students will be assigned an "ONCBOCES" email account and can use that account for school-related tasks. Students will have assignments posted online.

2. GRADING:

40% Daily Work Ethics/Practical grading includes but is not limited to: Daily work ethics from 16 employability characteristics listed in the ONC handbook. Daily attendance is required to be successful and a requirement for the completion certificates. Please review the **guidelines for attendance and completion certificates** in the ONC handbook.

60% Academic/Knowledge grading includes Homework, tests, quizzes, notebook, lab assignments, and professionalism.



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3. UNIFORMS: A Chef's uniform is required for all students for kitchen production, per State Health Department and Sanitation Laws.

Chef's Uniform: White chef coat, chef pants, four-way apron, side-towels, chef hat, temperature probe, and pen.

We will discuss uniform purchasing during the first week through the Culinary Arts Program. **The *estimated* cost of the two uniforms is around \$50.00 Price will be determined based on the volume discount.**

Shoes: Sturdy, comfortable, non-skid work shoes- worn for safety. Opened-toed shoes, canvas-toed, and sandals will NOT be permitted.

5. PERSONAL HYGIENE:

A daily inspection is made for the cleanliness of your uniform to ensure that we are in accordance with the State Health Department and Sanitation Laws.

A daily inspection for the cleanliness of personal hygiene will be conducted. Your hair must be clean. Hair restraints are required. All students must come to class clean-shaven daily. Students who do not meet this requirement will not be allowed to participate.

Lockers are provided to keep items necessary to ensure proper personal hygiene.

HAIR: Must be appropriately restrained and cannot touch the collar. You must wear a chef hat in the kitchen.

NAILS: Must be kept neat and trimmed. Nail polish is not allowed (gloves provided)

JEWELRY: Must be limited to a plain wedding band and post earrings

PIERCINGS: Piercing of the face or mouth are NOT permitted while serving in the dining room

6. LOCKERS: Each Student will have a locker with a combination lock. Although if you need to use a key lock, you must provide your lock, please make sure the instructor has the second key in case you forget or lose yours.

7. NOTEBOOK: Several handouts and packets are given to each Student—a **large heavy-duty 2" three-ring binder** with dividers, paper, and a pocket folder is required.

8. ACADEMIC ACHIEVEMENT/CLUBS:

1. National Technical Honor Society: (NTHS) Is an option for all students to obtain if they meet the requirements.

2. Scholarships: Opportunities for students who meet requirements.

3. SkillsUSA: Culinary Arts students can be a member of SkillsUSA, please visit www.skillsusa.org for more information. Students will participate in various fundraisers to pay for membership.

9. OPEN HOUSE: The purpose of the Open House is to inform parents of the program requirements. The date will be forthcoming.



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9. CLASSROOM POLICIES: Students will receive a copy of the classroom policies and procedures. Cell phones have become very distracting to the learning environment. Cell phone use is prohibited without permission from the instructor. If you need to speak with your child for any reason, please call my desk phone at (607) 588-6291 ext. 1209.

Thank you for your time and compliance with all requirements. I am looking forward to a great year.

Contact Information:
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Supply List

Please purchase the following items for the 1st day of school.

1. Large Heavy-Duty 3-Ring Binder (2") with loose leaf paper
2. Section Dividers for your binder
3. Pocket folder
4. Sturdy, non-slip shoes, preferably black

In addition to the above items, students must purchase two chef jackets. The estimated cost of the two uniforms is around \$50.00.

Each Junior Year Student will purchase:

- 1- Short sleeve WHITE chef jacket
- 1- Short sleeve BLACK chef jacket

- 1- Black & white checkered chef pants (optional-)
- 1- All Black chef pants (optional)

**Senior year students with clean, stain-free uniforms do not need to purchase new uniforms. However, senior year students will be given the option to buy new uniforms with their names embroidered on them.*



ACCIDENT INSURANCE

(As stated on your original application to the Center)

Every year student accidents occur. While these accidents are few and fortunately have not been severe, they can be costly to the student or his/her family in terms of possible hospital and/or outpatient treatment.

The Board of Cooperative Educational Services (BOCES) **does not** carry Student Accident Insurance, but all of the school districts served by the Northern Catskills Occupational Center do carry accident insurance on their students. The policies vary; therefore, you should be familiar with the coverage provided by your district. Please have student return this form to his/her teacher.

I have read and understand the information given in this letter.

Signed: _____
Student

Dated: _____

Signed: _____
Parent

Dated: _____