



2011 - 2012

**Master Plan of Instruction**  
**Commercial Foods & Culinary Arts**  
Accredited by the American Culinary Federation

**Instructors:**

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**MISSION:** Lake Technical Center's mission is to meet the educational needs of the community by offering a variety of high quality career-technical training opportunities.

No person shall, on the basis of race, color, creed, religion, sex, age, handicap, marital status, or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity under the direction of Lake Technical Charter Board. Lake Technical Center is an Equal Opportunity Institution.

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# **LAKE TECHNICAL CENTER**

## **Commercial Foods and Culinary Arts**

### **INTRODUCTION**

The need for bakers and cooks is ever present. Qualified people may secure employment in bakeries, restaurants, institutions, and in other phases of the food service industry. As experience and skills develop, many fine opportunities will open in the bakery/restaurant allied trades.

In every area of this industry, employees are encouraged to further their education. The head baker and the executive chef usually have sound work experience as part of their training.

After completing the Commercial Foods and Culinary Arts Program, the student has several means of making job contacts: direct application to a business employment office; instructors; the program advisory committee; friends; and through newspaper advertisements.

Once employed, there is no set route for advancement. Promotions usually are made from within an establishment. As openings occur, an employee with the desirable training and traits will probably receive the promotion.

All food service occupations pay the minimum wage. The rate of earning above minimum wage depends on the factors of experience, character, education, and ability to work in more than one area of food service.

### **PROGRAM PHILOSOPHY**

We believe in an education and training program that will provide all of the knowledge and skills, occupationally and socially, that are required for a successful career in commercial foods and culinary arts. This will be accomplished by the following:

1. A program and curriculum designed to educate and train all individuals to meet or exceed the entry-level requirements of industry in this area.
2. Development of world-of-work attitudes, social responsibilities, financial planning, and self-evaluation that prepares individuals for successful employment careers and a full and meaningful life.
3. A cooperative work program that will ensure actual experiences directly related to the chosen career field.
4. A continuous re-evaluation of the program based on technical changes and employment requirements.

### **PURPOSE**

The purpose of the program is to prepare students for employment in the commercial foods and culinary arts field. It is also designed to assist those students who wish to update present skills. The program focuses on student and industry needs, and training is constantly updated by the instructors and program advisory committee to keep current with technological changes.

### **TEST OF ADULT BASIC EDUCATION (TABE)**

According to Florida Department of Education rules, students who fail all or parts of the TABE may only retest using a different TABE version after 60 documented hours of remediation in the Applied Academics for Adult Education (AAAE) lab or three months if not attending AAAE. Students may not retake the same test version for six months. We, therefore, strongly recommend that students test early, especially for licensure programs, in order to allow time for remediation and retesting should the need arise.

Students who do not meet the minimum TABE scores set by the Florida Department of Education for their program must begin attending remediation classes in the AAAE lab prior to or at the time of enrollment in a Career and Technical Education class for at least one block a day and make acceptable progress as determined by the AAAE instructor. Students should meet state mandated TABE requirements by the time they have completed 50% of their program. Students who do not meet state mandated TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

Applicants transferring TABE or CPT scores from other testing centers must do so by having an official score report sent directly to the Admissions Office prior to enrollment. Scores brought in by hand will not be accepted.

TABE scores are good for two years and must be valid at the time of enrollment. TABE scores that expire during continuous enrollment remain valid until the end of such enrollment. Under continuous enrollment, students must be enrolled at least 50% of one semester per school year and may miss no more than one consecutive semester. Continuous enrollment applies to attendance in a single program.

The required TABE exit scores for this program are: Reading 9; Math 9; and Language 9.

### **ADMISSION REQUIREMENTS**

Applicants must be at least 16 years of age and should be academically, physically, and emotionally capable of meeting the demands of the chosen program. Applicants make initial application through the Admissions Office. A minimum skills evaluation is part of the admission process.

The Florida Legislature requires that prospective students be evaluated to determine levels of reading, math, and language skills. This evaluation helps staff and students in determining the career fields in which each student can be successful.

The Commercial Foods and Culinary Arts Program has the following minimum admission requirements. The Student Must:

1. Complete the Lake Technical Center application.
2. Take the TABE.
3. Meet with an LTC guidance counselor.
4. Be at least 16 years of age – It is highly recommended that co-enrolled and dual-enrolled students meet with the program Instructor prior to entering the program.

### **ESSENTIAL TASKS**

#### **Physical Requirements**

Ability to:

- |  |  |
|--|--|
| 1. Lift 50 pounds from floor level to chest high level for putting up stock and pulling it for use.  | 4. Use hand/eye dexterity for the use of small hand tools for slicing, peeling, chopping, mixing, measuring, and cleaning. |
| 2. Stand on one's feet for at least four (4) hours at a time while working.  | 5. Stoop.  |
| 3. Work in all different kinds of temperature settings from 90° (on the hot line) to 0° F (in the walk-in freezer) putting up and pulling stock for use. | 6. Crouch and/or bend.   |
|  | 7. See (near acuity).  |
|  | 8. Communicate.  |

#### **Mental and Emotional Requirements**

Ability to:

- |  |   |
|--|---|
| 1. Work with others.                                     | 11. Apply common sense understanding to carry out instructions furnished in both written and oral form. |
| 2. Make decisions.                                       | 12. Tolerate moderate noise level.  |
| 3. Cope with anger/hostility of others in a calm manner. | 13. Perform repetitive tasks.   |
| 4. Cope with moderate to high levels of stress.          | 14. Measure accurately.   |
| 5. Cope with confrontation.                              | 15. Work without close, direct supervision.   |
| 6. Cope with frustration.                                | 16. Work on multiple tasks and priorities.  |
| 7. Assist with problem resolution.                       | 17. Perform and complete tasks of relative complexity.  |
| 8. Demonstrate a high degree of patience.                | 18. Perform basic mathematical operations.  |
| 9. Work in areas that are close and crowded.             | 19. Resolve conflicts with patience.  |
| 10. Plan and organize daily activities.                  |   |

### **GENERAL PROGRAM INFORMATION**

#### **Program Schedule**

Full-time students attend class from 8:00 AM to 2:30 PM Monday through Friday with a 30 minute lunch period. This schedule provides 6 hours of instruction each day for a total of 30 hours per five-day week, excluding holidays and school breaks as outlined in the current school calendar.

#### **Special Events**

Activities which enhance the learning experiences for the student are not always available during the 8:00 a.m. to 2:30 p.m. school day. Special events are occasionally planned beyond the regular school day. When this occurs, schedule adjustments are made.

### **Tuition**

Tuition is charged for adult students at a reasonable rate that may vary slightly from year to year and is due prior to the first day of each semester. Current fee information is available from the Admissions Office. Tuition is waived for eligible high school dual-enrolled students. Failure to pay all fees due at the time class begins will result in the student not being able to attend class and/or clinicals.

### **Supplies**

- One (1) 3-ring notebook with 3" rings
- Notebook paper
- #2 pencils
- Ballpoint pen

### **Textbooks**

- Supervision In The Hospitality Industry
- Serv Safe Course Book
- Nutrition for Food Service and Culinary, 7<sup>th</sup> ed.
- Professional Cooking, 7<sup>th</sup> ed.

Textbooks and workbooks are available in the Business Office. Prices are subject to change and will have tax added. Dual-enrollment students from public schools are lent textbooks as per state statute and must return these books prior to withdrawal from the program.

### **Uniforms (to be worn daily)**

- Chef's coats (to be worn daily)
- Cooks' pants (cotton)
- Flat, closed-toed, rubber-soled, leather-upper, slip resistant shoes
- Approved head cover

## **FINANCIAL AID**

Policies and guidelines for the administration of all financial aid are established according to federal and state law by a financial aid committee and published in the Financial Aid Policies and Procedures Manual. Applicants complete an information form, Free Application for Federal Student Aid, and furnish documentation needed to verify eligibility. More information on the application process may be obtained in the Financial Aid Office.

The Financial Aid Office will assist students, where possible, with access to financial support offered by federal agencies (U.S. Department of Education–Pell Grants, Department of Veterans' Affairs), other state and local agencies and local organizations (scholarships).

Financial Aid personnel are available daily to assist students with financial aid needs and requests. The Financial Aid Coordinator is also the liaison for all local agencies.

## **ATTENDANCE POLICY**

In an effort to develop appropriate work ethics, Lake Tech CTE students are expected to attend all class sessions. As is expected in the workplace, when it is necessary to be absent due to illness or emergency situations, all students are to notify the instructor on or before the date of absence. The student attendance policy for each postsecondary program is consistent with industry standards.

A student who is absent for six (6) consecutive class sessions will be withdrawn from enrollment in his/her program. A student withdrawn for absenteeism must petition administration to return. Students exhibiting a pattern of consecutive absences less than six days will be subject to dismissal as determined by a School Intervention Team.

Students in non-licensure programs must have achieved a minimum of 80% attendance at the end of each quarter. Students not having met this requirement will sign an acknowledgement that they have been notified that continued

absences will pose a threat to grades and program enrollment. School Intervention Team meetings will be held as necessary to attempt to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences. Students who miss more than 20% of their program will not be allowed to re-enroll the next semester and must wait until the following enrollment period to re-register. Only regularly scheduled class hours will be reported for attendance.

Licensure program attendance policies are more rigid due to licensure requirements. See the individual program Master Plan of Instruction for specifics.

Campus attendance is kept via a computerized system. It is the responsibility of the student to **log in and out** in order to receive credit for class time. This allows the school to keep accurate attendance records for the actual number of hours and minutes attended.

Students with excessive absences will be subject to penalties such as loss of financial aid, lower grades, withdrawal from the program, and prohibition from re-enrollment in the next grading period.

### **Tardiness**

Students are expected to be in their seats promptly in the morning, after break, and after lunch. Students must notify the instructor before the start of class of any anticipated tardiness and an expected arrival time. Students may inform instructors at least a day in advance or students must call the Culinary Arts Program at 589-2250, extension 152, and leave a message for the instructor.

## **GRADING PROCEDURES**

Lake Technical Center is a postsecondary institution designed to provide trained individuals to industry. The grading scale for this program reflects industry standards, as recommended by the advisory committee and approved by the administration of Lake Technical Center. Dual-enrolled students will follow the grading policy of the Lake County School Board for the purposes of graduation credit; however, all students must meet the program minimum grade requirements in order to receive a certificate.

The grading policy for Commercial Foods and Culinary Arts is as follows:

90-100	Outstanding Progress
77-89	Passing
< 77	Failing

The student performance will be evaluated through the following methods:

1. One-third of the weekly grade comes from the Work Habits Assessment Form, which includes:
  - a. Attendance: The number of days in attendance class each week
  - b. Appearance: Student must be in uniform each day and while on campus
  - c. Punctuality: Being on time to class in the morning, and after break and lunch; calling in when late
  - d. Cooperation: Working well with others, making decisions, coping with frustration, anger and hostility of others in a calm manner
  - e. Productivity: Following directions; coping with moderate to high levels of stress; staying on task and working without close, direct supervision; taking proper care of tools; following safety standards
  - f. Interpersonal Relations: Coping with confrontation, assisting in problem resolution; demonstrating self-control; accepting constructive criticism
2. One-third of the weekly grade comes from a written test. Extra credit or make-up work may be arranged with the instructor.
3. One-third of the week grade comes from skill mastery. The student must perform, under supervision, all tasks listed in the Department of Education Student Performance Standards. Along with this, all written evaluations must be completed with a minimum of 77% accuracy in the Commercial Foods and Culinary Arts Program.

### **Student Performance Objectives**

Student performance objectives are based on criteria that have been identified for each of the competencies. Students are then given an overall rating for the competency. The ratings are as follows:

- 5 The student can perform this skill without supervision and with initiative and adaptability to problem

- situations.
- 4 The student can perform this skill satisfactorily without assistance or supervision.
  - 3 The student can perform this skill satisfactorily but requires some assistance and/or supervision.
  - 2 The student can perform parts of this skill satisfactorily, but requires considerable assistance and/or supervision.
  - 1 The student cannot perform this skill even with constant supervision.

If a student scores below a three (3) on the Performance Test, he/she will have the opportunity to repeat the learning activities and practice the preparation again and take the Performance Test a second time or a third time, if necessary.

### **Knowledge Tests**

Knowledge tests will be given at the completion of a chapter or assignment by the instructor. The tests will be on the material covered. The average achieving student should complete one knowledge test a week to complete the program in approximately 14 months. Students must achieve a 77% or better on each test. Students earning less than 77% will be given the opportunity to re-study and re-take the knowledge test.

### **ACCEPTABLE DRESS**

Students who attend Lake Tech shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. All clothing must be neither distracting nor offensive and be clean, neat, modest, in good repair and appropriately sized. Please refer to the Master Plans of Instruction for individual program dress code policies.

The director or designee has the final authority for determining whether or not a student's apparel conforms to the dress code. When it is determined that it does not, students will be required to change into clothing which will conform to this code or leave campus. Students may return to campus when they have changed into appropriate clothing.

Because students at Lake Tech are preparing for employment in positions in which public relations may be a major factor in one's success, individual desires cannot always take precedence.

### **Uniform Requirements**

Uniforms, which are a mark of the trade or profession, should be worn with dignity and pride. Students are required to wear a chef's coat and cook's pants. Clean socks (white, black, or neutral) and comfortable leather shoes with low rubber heels are also required. Shoes must be clean and in good repair. No street shoes, canvas shoes, or thongs will be allowed.

Students will be required to wear their uniforms while working in food preparation areas and while on campus. Approved head cover is required in all culinary program areas.

### **Personal Hygiene**

1. Bathe and shower daily (men will be clean shaven or wear beard nets).
2. Wear clean uniforms and aprons.
3. Always wear a hat or hair net.
4. Wash hands as often as necessary during work, including:
  - a. After eating, drinking, or smoking.
  - b. After using the toilet.
  - c. After touching or handling anything that may be contaminated with bacteria.
5. Keep hands away from face, eyes, hair, and arms.
6. Fingernails will be neat, scrubbed, and free of contamination (no fingernail polish).
7. Wearing jewelry other than a wristwatch or a plain wedding band is prohibited.

## GENERAL SCHOOL INFORMATION

### Campus Safety

Basic safety standards, which will include fire drills, weather drills, lockdowns, equipment usage, and traffic regulations, will be covered in the program orientation and within the program as applicable. These basic safety standards will be reinforced throughout the program enrollment. Students should immediately report any safety concerns to an instructor or administrator. Please refer to the school catalog for more campus safety information.

### Competency-based Instruction

Any student who enters a LTC program with previous experience or educational background that would enable the student to successfully complete a test of competence in any area may, with the permission of the instructor, complete a test to measure that competence.

### Leaving Campus During School Hours

All students who leave campus due to sickness or personal reasons during the scheduled class time are required to inform their program instructor.

### Lunch

Adult students may leave the LTC campus during the scheduled 30-minute lunch break as long as they return to the program on time. High school students may not leave the LTC campus during the lunch break.

### Parking Regulations

Students may park only in the south parking lot in spaces not designated as staff or customer service parking. For safety, loitering in or around vehicles once the vehicle is parked is not allowed and a 10 mph speed limit is enforced. In consideration of the neighbors and classes in session, loud music in vehicles on campus is prohibited.

### Smoking

Smoking is only allowed in the designated smoking area. Please dispose of smoking materials in the designated containers.

## JOB TITLES AND DESCRIPTIONS

### Commercial Foods and Culinary Arts

Training in this program could gain a student initial employment as a:

Baker's Helper	Institutional Cook	Chef/Head Cook
Short-Order Cook	Cafeteria Cook	Food Service Management
Line Cook	Prep Cook	
Restaurant Cook	Salad Maker	

### Apprentice Cook

Training in this program could gain students employment as:

Line Cook	Butcher	Poissonier
Broiler Cook	Entremetier	Potager
Saucier	Garde-Manger	Rotisseur
Roundsman	Patissier	Buffetier

## ALTERNATIVE METHOD OF DELIVERY

### APPRENTICE COOK

This program is offered to students and sanctioned by the Gulf to Lakes Chefs and Cooks Association and accredited by the American Culinary Federation. Students interested in this area of study should contact the Culinary Arts Program for information and interview.

## PLAN OF INSTRUCTIONAL PRACTICES

All students in the Commercial Foods and Culinary Arts Program are expected to complete all competencies in the Department of Education's Curriculum Frameworks. To obtain this goal, instruction will be given in the form of lectures, learning guides, demonstrations, audio-visual material, hands-on computer activities, discussions, field trips, guest speakers, and laboratory experiences.

The laboratory is divided into six stations. Students will be assigned to each of the six stations and progress through these stations according to ability.

Specific lectures, learning guides, demonstrations, audio-visual material, hands-on computer activities, and discussions coincide with each station.

### **Cooperative Education**

Cooperative training is available for students and coordinated by the program instructor. Cooperative training is for students who have shown competence in program training which indicates readiness for placement in an on-the-job program. High school students participating in the cooperative job placement program must be in at least the 12<sup>th</sup> grade.

Students who do not function satisfactorily on the job may be returned to the program for additional training, or when the cooperative agreement is terminated at the request of the student, the parent, the employer, or the program instructor.

Veterans will be accepted into the program in accordance with the Department of Veterans Affairs approved program.

Additional information regarding co-op opportunities may be obtained from the program instructor.

### **Job Shadowing**

Job shadowing experiences, or volunteer experiences, are available to students who may benefit from the experience. These experiences are designed to give the student actual hands-on experience doing a variety of related tasks. Length and type of experiences will vary. The program instructor determines appropriateness of the experience. Additional information regarding job shadowing experiences may be obtained from the program instructor.

## PROGRAM OBJECTIVES

The objectives of this program are to provide the basic skills and understanding, which will prepare the student for entry-level employment in the food service industry.

It is our aim to:

1. Convey information.
2. Develop manipulative skills.
3. Stimulate through discussion.
4. Solve problems.
5. Promote good morale.
6. Facilitate job satisfaction.
7. Help reduce job turnover.
8. Help insure a more efficient work force.

Skills will be taught to allow the students to:

1. Be competent in all areas related to food service occupations upon completion of the student learning guides. These areas address such things as first aid, human communications, basic science, and entrepreneurship.
2. Demonstrate the ability to acquire and retain employment through post graduation job placement and follow-up.