

**Independence
Community College
Student Success
Handbook**



**Culinary Arts &
Hospitality Management**

PROFESSIONALISM, UNIFORM, AND HYGIENE POLICY

PROFESSIONALISM

As professionals at Independence Community College Culinary Arts Center, we are constantly working to enhance the status of the hospitality industry. Students at Independence Community College, faculty, staff, and alumni all share a common pride in their work, workplace, and appearance. We have all chosen the hospitality industry as our vocation. It only takes a few moments to dress, act, and think like a professional. The following standards of conduct are expected of anyone who aspires to be regarded as a professional in the hospitality industry.

PROFESSIONALISM

- Refrain from abusive and foul language;
- Speak and act without prejudice to race, color, creed, religion, age, gender, disability, ethnicity, veteran status, marital status, or sexual orientation
- Demonstrate and adhere to ethical business practices, with due respect for customers and colleagues
- Refrain from the abuse of drugs and alcohol
- Treat all equipment and property with respect as if personal property
- Are polite and courteous to all visitors, peers, and colleagues
- Work with a positive attitude
- Dedicate themselves to learning
- Stay open-minded to the opinions of others
- Share knowledge with others
- Act reliably and dependably
- Act with honesty and integrity in their interactions with all people

GENERAL

All codes must be observed when you are in class in the Culinary Arts Center. All students at the ICC Culinary Arts Center are expected to dress professionally. The uniform code set forth for each particular learning atmosphere takes into consideration hygiene, sanitation, and professionalism. The following are standards that are required when attending any class:

- You must be clean-shaven, with sideburns not exceeding the middle of the ear for men.
- Beards are permitted, but you must wear a beard snood if requested by the chef.
- Mustaches must be neatly trimmed and may not extend below the corner of the lips.
- Facial jewelry, including jewelry in eyebrows, eyelids, lips, tongue, or nose, is not permitted.
- Leather or denim clothing is not permitted in the culinary lab.
- Wallet chains, visible key rings, and straps are not permitted.
- Hats, other than the chef's toques, are not to be worn.

PERSONAL HYGIENE

Every professional in the culinary field should be acutely aware of the necessity to maintain the highest standards of personal hygiene and to present a businesslike appearance at all times. In Safety and Sanitation, you are issued a Food Sanitation Manual, which discusses personal hygiene in detail. It is the responsibility of all foodservice professionals to bathe or shower, practice oral hygiene, and use deodorant daily.

TECHNICAL STANDARDS

The mission of ICC Culinary Arts Center is to teach students the general knowledge and specific skills necessary to grow into positions of influence in the foodservice and hospitality industry. Contemporary culinary, baking and pastry, and hospitality education requires that the acquisition and utilization of professional

knowledge be accompanied by necessary sets of skills and professional attitudes. The ICC Culinary Arts Center requires that all students safely and effectively meet certain functions/ technical standards that are essential for successful completion of all phases of our education programs, and that reflect industry requirements and standards.

To participate in and successfully complete our degree's, certificate, and/or non-credit programs, each student—with or without reasonable accommodations—must be able to do the following:

1. You have the ability to sufficiently perform kitchen, practicum, and classroom activities and procedures. Examples of relevant activities include, but are not limited to:
 - Successfully pass the National Restaurant Association's Serve-Safe® sanitation standards for safe food handling, and continue to maintain and follow the guidelines.
 - Working in a cold or hot classroom.
 - Lift and transport food up to 25 pounds, that may be hot, and other culinary or baking product, equipment, small wares, and utensils.
 - Lift and transport trays with plated foods, small wares, and other items, and serve and clear tables where guests are seated.
 - Safely pour and serve liquids and beverages, including hot liquids, coffee and tea.
 - Safely handle hot foods, such as boiling soup or other items coming from a heat source.
 - Safely use knives for food preparation and other commercial cooking, baking, or serving utensils.
 - Perform repetitive motion skills required in the kitchen and food industry, such as whisking, dicing, or piping.
 - Safely and effectively operate standard commercial cooking and foodservice equipment.
 - Participate and/or work in an environment where commercial convection ovens are being used continuously.
 - Test and evaluate food and beverage products.
 - Produce food products within the time parameters designated by a course objective within a class or for a hands-on cooking or baking practical
 - Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other such meats, vegetables and fruit products when applicable.
 - Handle and bake/cook with different flours including all grains, as well as chocolate, and nuts.
 - Communicate effectively with faculty, staff, and fellow peers.
 - Handle and utilize commercial cleaning products for all equipment located within the Culinary Arts Center
2. You can attend and actively participate in all classroom courses.
3. You can attend and actively participate in production kitchen classes, instructional kitchen classes, and laboratory classes for the practicum for a minimum of four consecutive hours per session, in sessions that may start at different hours of the day.

ALLERGEN INFORMATION

If you have a life-threatening allergy, please alert your instructor immediately so provisions can be made for you to work and learn safely free of allergens.

ATTENDANCE IN CLASS

Many of your classes in the ICC Culinary and Hospitality programs are laboratory classes. **Attendance is 50% or more of your grade in all lab classes.** Please commit to good attendance in the beginning of your program and you will be setting yourself up for success not only in the program but for work as well. The ICC school of Culinary Arts has a strict attendance policy for all hands on culinary lab classes. *Missing 3 lab classes without proper documentation will result in a failing grade for the semester.*

If you are absent for the midterm or final without prior approval from the instructor-**NO MAKE UP EXAM WILL BE GIVEN.**

CELL PHONE POLICY

Cell phone use is prohibited in both lecture and laboratory classrooms. If you need to make or receive a phone call, please excuse yourself from the classroom and make your call. Texting is prohibited and is dangerous to yourself and others in lab classes.

FOOD SAFETY AND KITCHEN SANITATION

The ICC Culinary Arts Center has developed comprehensive food safety and sanitation programs. You are responsible for food safety and food preparation area sanitation as an integral part of your learning experience and are expected to abide by the guidelines set forth in each food production area. You are expected to taste food in kitchens using tasting spoons. Eating is allowed only in designated dining areas. Drinking liquid from a closed container and away from the work station is the only acceptable way to consume liquids in kitchens and classrooms.

REMOVAL OF LEFTOVERS

There will be very limited removal of production leftovers and students must bring in their own containers if they want to take leftovers home.

EQUIPMENT REQUIREMENTS

Each student will be required to purchase uniforms (2 jackets, pants, hats) from the ICC bookstore. Students are not required to purchase knife kits from the bookstore, however they are available.

UNIFORMS

Students are required to wear a prescribed uniform for every lab class.

STUDENT REQUIRED UNIFORM

- Checkered Chefs pants
- Cleaned and pressed white chef's jacket
- Bakers cap or toque
- Cleaned white apron.
- Black or white socks only.
- Fingernails should be short, trimmed, clean, neat, and **free of nail polish.**
- For sanitation reasons, gloves, aprons, side towels, and hats are not worn when: going to the restroom, taking out the garbage, entering or leaving academic buildings, or eating.
- All students in culinary and baking classes must wear black, sturdy work shoes that provide support to stand and work for long hours.
- Shoes must have a closed back, non-slip soles, and black laces (when applicable).
- Hair must be professionally restrained, with solid white or black hair restraints, barrettes, hairbands, etc.
- Anything not specified in this section may not be worn with the uniform.
- Uniforms must be complete and worn as designed.

UNIFORM CARE

The professional chef's uniform represents a long and proud tradition. You are expected to wear your uniform with pride and make sure it is neat and clean at the start of each class. The maintenance of your appearance is a professional matter; therefore, you are responsible for laundering and ironing your own uniform.

The example of a proper uniform can be seen in the photo below:



STANDARD REQUIRED STUDENT UNIFORM:

Bakers cap or toque, White chef's coat, checkered pants, apron, nonskid shoes, black or white socks, and a **good attitude**.

CAMPUS SAFETY

It's important to remember campus safety is everyone's responsibility. If every person who sets foot on the ICC Culinary Arts campus observes the policies and procedures described in this section, we'll continue to enjoy a safe, pleasant educational environment. If you see a safety issue that concerns you, please alert an instructor or security office immediately.

In the event of a campus emergency, you will likely receive instructions from your instructor for your safety. The nearest secure shelter is important and it requires you to secure yourself and others in the room you're occupying when the alarm is sounded. Locking doors, pulling shades, and barricading entryways are all strategies for limiting access by an assailant. The Safety Department seeks to assist all students and provide a safe environment for the entire campus community. Students must have college ID with them at all times. Your cooperation is appreciated.

STATEMENT OF STUDENT RESPONSIBILITY

The ICC Culinary Arts Center provides a practical learning environment for each of its students. You'll be required to participate in a variety of hands-on experiences on or off campus, consistent with training in the culinary field. As an ICC Culinary Arts student, you assume the responsibilities inherent in the educational process.

Observation and application experiences may at times involve dangers and hazards to which professionals in the foodservice industry are exposed, along with the normal risks of functioning in American society. However, we are not immune to injury in the course of our daily lives, work, or field of study, so you should conduct yourself with due and reasonable care in your actions. If a particular educational experience is either a course or degree requirement or a voluntary extracurricular activity, you must decide whether or not to participate and expose yourself to its possible hazards. If you choose not to participate in a required activity, however, you may fail to satisfy the course or degree requirements. If you have any questions regarding this, please ask your instructor or the Culinary Director.

ACCIDENTS

Any accident involving injury to any person should be reported immediately to both the instructor and to Public Safety.

FIRE SAFETY

In accordance with Kansas State law, all campus buildings are equipped with fire alarms, fire extinguishers, smoke and heat detectors, pull boxes, fire doors, fire sprinklers, carbon monoxide detectors, emergency power, exit signs, and building floor plans. Tampering with any of these devices will result in automatic disciplinary action and, in some cases, criminal prosecution. Your cooperation is appreciated and is a condition for continued enrollment. These regulations are subject to revision in order to comply with state and local law. Fire alarms are installed for the protection of all staff and students. Drills are scheduled in each hall to acquaint you with building evacuation procedures and practice your escape plan. Should an alarm sound, everyone must leave the building immediately. If you do not leave your room immediately when the fire alarm sounds, you will be subject to disciplinary action. False fire alarms can cause inconvenience and waste productive time, create hazards from unnecessary building evacuation, and create traffic hazards for responding emergency personnel.

Excessive false fire alarms can cause building occupants to become complacent and noncompliant with emergency evacuation procedures. Vandalism of fire detection or fire suppression equipment may render it inoperative, thus creating a serious fire safety hazard. Maliciously causing a fire alarm to activate by pulling a fire alarm box is considered among the gravest violations of ICC regulations and may result in arrest.

- If a fire alarm goes off, evacuate the building immediately via the nearest safe exit.
- Close doors and windows as you leave if it is safe to do so.
- Fire alarms will produce visual strobe lights and sound audible horns.
- Don't open the door if the door handle is hot. Instead stay in your room, and seal the bottom of your door with wet towels.
- If the door handle is not hot, open the door cautiously.
- Check the hallway for smoke or fire before leaving your room.
- If it is safe to do so, help notify and evacuate others.
- A quick, orderly evacuation is the priority.
- Remain calm and encourage others to remain calm.
- Once you are outside, move to your assigned safe meeting place so you can be accounted for.
- Notify the Culinary Director if you know of any absences.
- Stay out of the roadways. Be patient, and stay quiet in case there are announcements.
- Alarm silencing is not an automatic signal to return to the building.
- Wait until a fire department member, campus safety officer, or residence director tells you it is safe to re-enter.

- Remember, when the alarm sounds, get out fast and stay alive!

TORNADO SAFETY

- Immediately shut down the classroom-turn off all gas, lights, running water.
- Listen to instructor for information.
- DO NOT EVACUATE THE BUILDING UNTIL TOLD TO DO SO.

POWER FAILURES

If the power goes out, turn off all equipment, and follow the directions of the class instructor.

ACKNOWLEDGEMENT

By signing this page, the student understands, agrees and accepts the policies and procedures contained in this document.

Please sign below and return to instructor to be kept on file until student has completed their education at the ICC Culinary Arts Center.

Student Signature

Date

Instructor Signature

Date