

Parkway West
Career & Technology Center



Culinary Arts
Handbook
2024-2025

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1 **Welcome/Introduction/Program Overview**

The Culinary Arts Program provides the students with practical instruction in the preparation of banquet, buffet, and a la carte styles of food preparation. Training is provided utilizing a full-service Restaurant and Food Store. First year students will spend one school year in Culinary Arts Level I. Second and third year students will advance to Culinary Arts Level II.

Students entering as freshman will have training for two years in each of the Culinary Levels.

2 **Regulatory Agencies**

Program Advisory Committee

3 **Articulation Agreements**

Listed below are some options available, if there are any questions about the schools please contact the instructor for further information.

Students Occupationally and Academically Ready

CCAC – Admission to the Food Service Lodging and Recreation Management Program

High School graduate and completed the Culinary Arts Program.

FLR102 – Food Service 1 – 3- Credits

FLR108- Food Safety and Sanitation 3-Credits

Indiana University of Pennsylvania Academy of Culinary Arts

Opportunity for advanced placement if all criteria is met.

Advanced Placement

American Culinary Federation Certified Junior Culinarian

Culinary Institute of America (CIA)

Must successfully complete two full years at Parkway West Career Technology

Course Credit earned for passing ServSafe

Can qualify for CIA Merit Scholarship of \$4000.00 if enrolled within one year of graduation

Application fee can be waived

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Pittsburgh Technical College

Student must meet admission criteria for Pittsburgh Technical Institute and are able to earn up to 9 credits.

HMA130 Hospitality Supervision

CUL110 Fundamental of Cooking, Sanitation, and Safety

CUL 113 – Fundamental Concepts of Cooking

CUL 114 – Sanitation

CUL 115 – Basic Knife Skills

CUL 145 – Culinary, Hospitality, and Supervision

Sullivan University

Students must meet the admission criteria for Sullivan and are able to earn up to 14 credits.

CAM 134 – Sanitation

BFS106 – Basic Culinary Skills

BFS10 – Basic Culinary Theory

Westmoreland County Community College

Students need to meet the requirements from WCCC but are eligible to earn up to 11 credits.

BKP 141 – Baking I

FSM 103 – Introduction to the Hospitality Industry

FSM 105 – Foods I

FSM 235 – Supervision and Training

CUL 104 – Foundations of Cooking and Baking

4 Student Requirements

Students in the Culinary Arts Program are required to follow the rules outlined in the Parkway West CTC Student Handbook and the Culinary Arts Program handbook. All students and their parents/guardians are required to return a signed copy listing these rules.

5 Professional Standards/Dress Code

ALL Culinary Arts students will be required to order a uniform package from our Parkway West CTC uniform web store. You can access the Parkway West uniform web store by searching the Parkway West website at www.parkwaywest.org. Once logged onto our website, please access the Parkway West CTC uniform web store by clicking on the web store

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icon under links and portals. After accessing the web store, select the Culinary Arts Program to begin your order.

Listed are the **Minimal** Clothing requirements for an ACFEF Secondary Certified program and the reasons for set requirement.

1. **You must follow all local and state food service handler health regulations.**
2. **Chef Coat-** Must be worn and must be Clean and pressed
Reason- Safety (Protect the student) Sanitation- (protect from food contamination)
3. **Work Shoes-** Must be worn at all times. They must be closed-toed and cleanable with a non-slip sole
Reason- Safety (Protect the student from slips, spills and falls)
4. **Hair Covering-** All hair must be covered, if hair extends beyond shoulder length both hat and a hairnet must be used (Chef Hat, Cap, or Hairnet), this includes bangs which must be secured off the face or under a hairnet
Reason- (Sanitation- pieces of hair falling into food)
5. **Jewelry-** No jewelry of any kind is to be worn in the kitchen except for plain wedding band.
Reason- (Safety and sanitation- earrings and earring backs which can fall into food products, piercing jewelry can be caught on pieces of equipment and can harbor food and germs causing unsanitary and unsafe conditions)
6. **Nails and Nail Polish-** No nail polish of any kind or false nails are permitted. All nails must be trimmed to finger length.
Reason- (Sanitation)
7. **Piercings-** No Piercings of any kind are permitted in the kitchen.
Reason- (Sanitation and physical hazards)
8. **Pants- Long** Pants must be worn in the kitchen at all times. Pants should be worn at the waist and pants length should be ankle length but not touch the ground.
Reason- Safety (Protect the student from spills and burns)

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6 Required Supplies/Shop Equipment

The required items for all students in the Culinary Arts are:

1. Uniform Package – Chef’s Hat, Chef’s Pants, Chef’s Jacket, and Apron
2. Work Shoes Black Oil & Grease Resistant
3. Digital Thermometer

Students are also required to provide basic school supplies including, but not limited to, pencils, pens, hi-liters, markers, pocket folders, notebooks, ring binders, notebook paper, etc. In most cases the total cost of these items will not exceed \$20.00 for the entire school year. Students who enroll in an academic class at Parkway West CTC may need to purchase additional school supplies for those classes.

7. Classroom Rules, Rewards and Consequences

Classroom/Kitchen Rules

1. Follow the teachers instructions the first time given.
2. Come to class on time, every day, prepared to work with pen, pencil, hat, pants, jacket, apron, and work shoes. (Textbook, notebook, & pen/pencil for theory days).
3. Remain in class and on task unless excused by the teacher.
4. Use appropriate language and vocal levels at all times.
5. Practice good personal hygiene: clean shaven, hair restraint, no nail polish, and no piercings are permitted
6. Use hall pass sign-out sheet during class time.
7. Students must report to the instructor upon starting the day
8. Student will be given ample time to get dressed for kitchen production, generally 8-10 minutes. Failure to do so will result in loss of daily performance points.

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9. Students will not be permitted to work in the food service lab if they don't have the required complete clean uniform. Failure to do so will result in an alternative assignment, and only ½ of the daily points will be received

10. Absentee excuses must be turned in within three days of an absence, failure to do so will result in loss of performance points

11. Cell Phones and Electronic Devices are only to be used for instructional purposes (resumes, portfolios).

12. *Parkway West recommends that ALL personal electronic devices be stored in the students' lockers. Parkway West is NOT responsible for any lost or stolen personal electronic devices.*

Classroom Consequences

1. Verbal warning.
2. Loss of Daily Points.
3. Unsatisfactory Report.
4. Below Average Grades.
5. Contact with Parent or Guardian.
6. Referral to Administration.

Classroom Rewards

1. Break Privileges.
2. Chef's Talk.
3. Work in School Restaurant, Banquet Functions.
4. Field Trips, Guest Speakers.
5. An Excellent Grade Average.

8. Grading Procedures and Policies

The school wide grading scale is as follows:

- A 90 to 100
- B 80 to 89
- C 70 to 79
- D 60 to 69
- F 0 to 59

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Culinary Grading Policy

Knowledge/Skills – 80%

Work Ethic – 20%

Make up Procedures

Tests and theory assignment make up are the responsibility of the student upon the returning day of absence. Students are to ask the instructor for course work, tests, quizzes, and projects that were taught during the student's absence.

Projects, reports, and notebooks are to be turned in by the due date assigned.

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Work Ethics Evaluation Form

Student: _____ Date: _____

<i>Work Ethic characteristic</i>	<i>M</i>	<i>T</i>	<i>W</i>	<i>Th</i>	<i>F</i>
<i>Attendance/Punctuality (AP)</i> Attends class on time					
<i>Behavior/Language/Safety (B)</i> Displays behavior & work ethic as would be expected in professional field Uses appropriate language Follows rules regarding cell phones, electronics, horseplay, etc. Follows individual program handbook rules Wears proper safety gear (safety glasses, boots, etc.) Demonstrates safety in classroom and shop areas.					
<i>Cleanup/Tools/Prepared for Class (C)</i> Keeps work area neat, uses lockers provided Returns clean tools to appropriate area Returns supplies to appropriate area Brings necessary materials and supplies to class (pencil, notebook, etc.)					
<i>Dress Code (D)</i> Dresses in appropriate uniform for program area Uses proper grooming and personal hygiene Follows school dress code policy					
<i>Participation (P)</i> Participates in class discussion and exercises Completes required projects Demonstrates a positive attitude					

Meets Expectations (2) All work ethics standards are met.

The quality of student's work ethics performance is that of a good employee in the normal work environment.

Needs Improvement (1) Some work ethics standards were not met.

Additional training in employability skills is recommended.

Unacceptable (0) Work ethics performance was below average.

Additional training in employability skills is a must if the student is to survive in the work environment.

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9. Safety

Safety

Safety Data Sheets: The SDS manual is kept in the Instructors office/storeroom.

Fire Drill: As per Administration.

Shop Safety: Posters displaying safety procedures and equipment operation procedures are displayed throughout the kitchen facility.

Students in the Culinary Program are trained at the beginning of each year in shop safety, which includes hand tool, commercial equipment operation, and safe kitchen maintenance.

Safety Instruction: The following are posted in the kitchen and classroom facilities;

Kitchen Safety Rules.

Fire Safety Rules.

Food Preparation Safety Rules.

Hand Tool Safety Rules.

Stationary Equipment Safety Rules.

Clothing Safety Rules.

China and Glassware Safety Rules.

Floor Safety Rules.

Evacuation Route – Students are trained to follow the evacuation route.

Fire Safety Rules:

Always use the proper fire extinguisher for the type of fire. Never use water on a grease fire.

Know the location of all fire extinguishers and fire exits. Keep areas around fire extinguishers and fire exits clear.

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Ventilate gas ovens for a few minutes before lighting by leaving the oven door hang open to remove residual gas. Place a lighted match to gas jets before turning on the gas.

Keep the cooking area clean.

Remove all trash and other combustibles promptly.

Keep towels away from the range. A dangling towel could catch on fire.

Food Preparation Safety Rules

Use dry towels when handling hot skillets, pots, and roasting pans.

Remove the lids of pots slowly, lifting the side away from the hands and face to prevent steam burns.

Always give notice of "HOT STUFF" to other students when moving a hot container from one place to another.

Avoid overfilling hot food containers.

Never let the handles of saucepans and skillets extend into aisles. If hit or bumped, the pot may fall off the range.

Never turn the handle of any pot toward the heat.

When lifting is required, lift so the strain is absorbed in the legs and arms. Lift with the legs, not the back.

Get help in lifting or moving heavy pots or containers.

When placing food in hot grease, always let the item slide away from the body so the grease will not splash and cause a serious burn.

Keep workstation organized and free of excess food.

Pay attention to the job at hand.

Never throw objects in the kitchen. Always pass them from hand to hand.

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Treat all injuries immediately. Seek medical assistance if necessary and always notify the instructor.

Hand Tool Safety Rules

Use the right knife for the job.

Do not grab for falling knives. When a knife starts to fall, get out of the way.

Always carry a knife with the tip pointing downward and with the cutting edge turned away from the body.

When cutting with a knife, always cut away from the body.

Never reach into soapy water in search of a knife.

Use a cutting board at all times. Never cut on metal.

Knives should always be placed in a knife rack for proper storage.

When cleaning or wiping a knife, keep the sharp edge turned away from the body.

Always use a sharp knife. A sharp knife is safer than a dull knife because less pressure is required.

Pick up knives by the handle only.

Always have a firm grip on the knife handle. Keep the handle free of grease or other slippery substances.

When slicing round objects such as an onion or a carrot, cut a flat base so the object sets firmly and does not shift when being cut.

When grating foods, never work the foods close to the cutting surface.

Stationary Equipment Safety Rules

Use a wooden stomper (plunger) when feeding meat or other items into a grinder.

Before cleaning or adjusting any machine, be sure all electrical parts are in the OFF position and pull the plug.

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Do not wear rings or wristwatches when operating electrical power equipment.

Never operate any machine unless trained to use it properly. Be familiar with the safety features and the operation of the emergency stop button.

When using electrical power equipment, always follow the safe operation instructions.

Clothing Safety Rules

Wear shoes that prevent slipping and provide support, comfort and safety. Tie shoe laces neatly.

Wear a chef jacket that clings tightly to the arms, which may prevent burns when frying food.

Never wear loose-fitting clothing as it may get caught in a piece of equipment.

Wear aprons at knee length.

Tuck in all apron strings.

Wear program required hair covers.

China and Glassware Safety Rules

Notify instructor first, then discard chipped or cracked china and glassware.

Never use glassware in forming or preparing food (such as for cutting biscuits or ladling liquids).

Never force a towel inside a glass to dry it.

Never place glassware in soapy water. Wash in a dishwasher using a compound recommended for glasses.

When carrying china and glassware from one place to another, be alert and move cautiously, Keep complete control of the load at all times.

Floor Safety

Make sure the floor is dry before turning on any electrical equipment.

If anything is spilled on the floor, clean it up immediately.

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Never leave any pots, pans, or utensils on the floor.

Always walk in the kitchen; never run.

When mopping kitchen floors, you should mop only a small area at a time.

10. Cleanup

Kitchen Maintenance and Organization of Student Instruction:

All Culinary Arts Students are assigned to a task station that rotates on a six week schedule.

Kitchen Organization and Daily Operations:

First year Culinary Arts Students will comply with the tasks rotation schedule.

Second and third year Culinary Arts Students will also be given the following supervisory tasks.

1. Sous Chef
2. Sanitation Supervisor
3. Assistant Dining Room Manager
4. Dry Provision Store Room Supervisor
5. Head Pantry Cook
6. Group Leader

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11. Criteria For Program Completion

Certificates of Completion are issued only at the end of each school year. All students who successfully complete the requirements outlined below will receive a Certificate of Completion.

CRITERIA FOR COMPLETERS

	NON-COMPLETERS	BASIC COMPLETERS	ADVANCE COMPLETERS
PROGRAMS OF STUDY (POS)	Student has not completed at least 74% of program competencies.	Student has completed at least 75% of program competencies.	Student has completed at least 90% of program competencies. Student must attain a final course grade of 85% or better
END OF PROJECT ASSESSMENT	Earned Basic on NOCTI or did not make an attempt to pass.	Earned Competent score on NOCTI.	Earned Advanced score on NOCTI.
ATTENDANCE	Student is absent 30 days or more in any one school year.	N/A	Student must meet No Child Left Behind target of 90% cumulative attendance.
HIGH SCHOOL DIPLOMA OR EQUIVALENT	Student has not attained a high school diploma or equivalent.	Earned high school diploma or equivalent.	Earned high school diploma or equivalent.
PORTFOLIO	Incomplete Portfolio.	Completed Portfolio	Completed Portfolio.

Any student identified as a non-completer will not be eligible to obtain a certificate of completion. Students with excessive disciplinary infractions may not be permitted to participate in the senior recognition ceremony.

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12. Certified Fundamentals Cook Certificate

Senior Students are eligible to receive a CFC certificate from the ACF (American Culinary Federation) upon graduating from Parkway West CTC.

Parkway West Culinary Arts Requirements to receive the CFC certification:

1. Students must be a program completer.
2. Must have advance standing on their NOCTI score
3. Students must not miss more than 15 days of school in their senior year.

12. Miscellaneous Information

Electronic Documents and Parental/Guardian Electronic Signature Policy

Whenever possible, Parkway West CTC will make every effort to be environmentally friendly and lessen its carbon footprint by utilizing documents electronically. In the event a document is electronic and requires a parent/guardian signature, the following policy will take effect:

Parent/Guardian Signature

I affirm that I am the parent/legal guardian of the student identified on this form and that the information on this form is true and correct. I understand that by typing my name below, I am electronically signing this form. Submitting my typed name constitutes a legal signature. Submission of false information is subject to penalties for unsworn falsification to authorities. 18 Pa.C.S 49011

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Public Notice of Non-Discrimination

It is the policy of the Parkway West Career and Technology Center not to discriminate on the basis of race, sex, religion, color, national origin, handicap, or limited English proficiency in its educational programs, activities, or employment policies as required by Title IX of the 1971 Educational Amendments, Title VI of the Civil Rights Act of 1964, Section 504 Regulations of the Rehabilitation Act of 1973, and the Americans with Disabilities Act. For information regarding services, activities, programs, and facilities that are accessible to and usable by handicapped persons, or for inquirers regarding compliance with the above nondiscriminatory policies, contact the Director, Parkway West Career and Technology Center, 7101 Steubenville Pike, Oakdale, PA 15071, 412.923.1772; or write to the Director of the Office of Civil Rights, Department of Health, Education, and Welfare, Washington, D.C. Parkway West CTC does not discriminate on the basis of sex and further prohibits discrimination in its all education programs and activities operated by the CTC, including its admission and employment practices as required by Title IX.

Inquiries regarding the application of Title IX and its implementing regulations may be made to the CTC's Title IX Coordinator, or the Office of Civil Rights, or both.

The Title IX Coordinator is: Dr. Darby Copeland, Executive Director. He may be contacted at:

7101 Steubenville Pike
 Oakdale, PA 15071
copeland@parkwaywest.org
 412/923-1772 ext. *112

A copy of the Nondiscrimination Policy and Grievance procedures may be found on the District's Publicly Accessible website at: www.parkwaywest.org.

Any information regarding conduct that may constitute sex discrimination under Title IX, as well as complaints of sex discrimination under Title IX may be reported to Dr. Darby Copeland, via the contact information provided above.

The Quality Policy of Parkway West School is to deliver Quality instruction to students in career, academic and technical programs and to continually improve the Quality of the service.