



2008 - 2009

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

**Instructors:**

**Chef James Aro, Chef Chip Cooper,  
Chef Ken Koenig & Chef Delphine Salai**



**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.

*charting new directions*

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[www.lakotech.org](http://www.lakotech.org)

# **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; working through the school job placement counselor, 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)**

The Florida Legislature requires that students without an associate's degree or higher be tested using the Test of Adult Basic Education (TABE) to determine levels of reading, math, and language skills. This test is given prior to entering the program and helps staff and student in determining the career fields in which each student can be successful.

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 at least 60 documented hours of remediation in the Vocational Preparatory Instruction (VPI) lab or 6 weeks, whichever is sooner. 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 State mandated minimum TABE exit scores for their program are considered to be enrolled under "Ability to Benefit" status (see catalog) and must begin attending remediation classes in the VPI lab, regularly attend VPI classes outside of their program hours and make acceptable progress as determined by the VPI instructor. Students who do not meet TABE scores may not receive a certificate of completion as per Florida Department of Education rules.

### **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 – dual-enrolled high school students and parents/guardians must meet with program instructor.

### **ESSENTIAL TASKS**

#### **Physical Requirements**

Ability to:

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| <ol style="list-style-type: none"> <li>1. Lift 50 pounds from floor level to chest high level for putting up stock and pulling it for use.</li> <li>2. Stand on one's feet for at least four (4) hours at a time while working.</li> <li>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.</li> </ol> | <ol style="list-style-type: none"> <li>4. Use hand/eye dexterity for the use of small hand tools for slicing, peeling, chopping, mixing, measuring, and cleaning.</li> <li>5. Stoop.</li> <li>6. Crouch and/or bend.</li> <li>7. See (near acuity).</li> <li>8. Communicate.</li> </ol> |
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#### **Mental and Emotional Requirements**

Ability to:

- |   |  |
|---|--|
| <ol style="list-style-type: none"> <li>1. Work with others.</li> <li>2. Make decisions.</li> <li>3. Cope with anger/hostility of others in a calm manner.</li> <li>4. Cope with moderate to high levels of stress.</li> <li>5. Cope with confrontation.</li> <li>6. Cope with frustration.</li> <li>7. Assist with problem resolution.</li> <li>8. Demonstrate a high degree of patience.</li> <li>9. Work in areas that are close and crowded.</li> <li>10. Plan and organize daily activities.</li> </ol> | <ol style="list-style-type: none"> <li>11. Apply common sense understanding to carry out instructions furnished in both written and oral form.</li> <li>12. Tolerate moderate noise level.</li> <li>13. Perform repetitive tasks.</li> <li>14. Measure accurately.</li> <li>15. Work without close, direct supervision.</li> <li>16. Work on multiple tasks and priorities.</li> <li>17. Perform and complete tasks of relative complexity.</li> <li>18. Perform basic mathematical operations.</li> <li>19. Resolve conflicts with patience.</li> </ol> |
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### **GENERAL PROGRAM INFORMATION**

#### **Program Schedule**

Full-time students attend class from 8:15 AM to 2:15 PM Monday through Friday with a 30 minute lunch period. This schedule provides 5-1/2 hours of instruction each day for a total of 27-1/2 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 8:15 a.m. to 2:15 p.m. school day. Special events are occasionally planned beyond the regular school day. When this occurs, schedule adjustments are made.

### **Fees**

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.

### **Supplies**

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

### **Textbooks**

- Supervision In The Hospitality Industry
- Essentials of Food Safety and Sanitation, 4<sup>th</sup> ed.
- Nutrition For The Food Service Professional
- Culinary Fundamentals, 5<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**

to ensure that these funds are spent in the most effective fashion, e.g., that students make good use of the available resources.

### **Absences**

To In Florida, public technical centers are on a clock-hour rather than a credit hour system and are thus required by federal financial aid guidelines to have and adhere to an attendance policy. In addition, students should understand that in-state tuition only pays for approximately 25% of the cost of education, with the state taxpayers contributing the other 75%. The burden is on the school develop appropriate work ethics, Lake Tech 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.

Lake Technical Center's *Student Responsibilities*, available in the current school catalog, states that, "The expectation of the Lake County School Board is that all students will be in attendance each day of the school year." The student attendance code for each postsecondary program is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Tech.

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.

If a student has missed 20% of scheduled classes by the middle of a first grading period, or at any cumulative time thereafter, the student will sign an acknowledgement that he/she has been notified by the instructor that continued absences may pose a threat to grades and program enrollment. School Intervention Team meetings will be held, as necessary, in attempts to alleviate issues resulting in excessive absences and to counsel the student of possible alternatives and consequences.

Students who are absent, excused or unexcused, for six (6) consecutive class sessions will be withdrawn from membership in their program. A withdrawn student must wait until the next enrollment period to re-register. A Student Intervention Team will review all applications for reenrollment.

Only regularly scheduled class hours will be reported for attendance. Make-up time will not be accepted.

### **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 Test**

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 one and a half years (18 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.

## **DRESS POLICY**

As stated in the Student Responsibilities and set forth in the current school catalog, students who attend Lake Technical Center shall dress in a manner appropriate for the job in which they are receiving training, including any special protective gear and professional uniforms. The postsecondary program student dress code is consistent with industry standards as recommended by the program advisory committee and approved by the administration of Lake Technical Center.

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. High school students may leave campus by checking out in the Admissions Office with parental permission and an instructor referral.

### **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
Short-Order Cook	Cafeteria Cook
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

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## **BAKER'S HELPER**

### **Duties**

Assists the "head baker" in scaling of ingredients, baking bread, rolls, biscuits, and muffins; prepares baker's sheets, muffin tins, and bread pans; keeps bread cloths and bread boxes clean - for French and Vienna bread; cleans work area and equipment and performs miscellaneous tasks; keeps the shop in a sanitary condition.

### **Requirements for Entering**

This position is usually a beginning job. Although a complete high school education is not required, employment and advancement prospects in general are much brighter for high school graduates.

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## **SHORT ORDER COOK AND LINE COOK**

### **Duties**

Cooks to order from guest check and serves to waiter/waitress or guests over the counter such foods as waffles, hot cereals, sandwiches, meats, eggs, potatoes, and other quickly-prepared foods; serves roasts, stews, soups, sauces, or vegetables from the steam table; works in club cafeterias, grills, or coffee shops.

### **Requirements for Entering**

This is generally a beginning position for employees hired as trainees with no previous experience or promoted from lower level food preparation positions. Although a complete high school education is not always required, employment and advancement prospects are much brighter for high school graduates. Helpful high school courses would include two to three years of high school English and two years of general mathematics. Short vocational or technical school courses in food preparation are desirable. The applicant must have the ability to cook a number of separate orders at one time, without confusion and be able to cook all kinds of foods rapidly. Mastery of this position requires one year of on-the-job training and experience.

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## **RESTAURANT COOK - HEAD COOK**

### **Duties**

Sees that all food is prepared according to the menus presented by the management; is able to prepare soup, vegetables, meat, fish, and poultry in volume necessary to the particular operation, as well as simple desserts in some cases since most middle-sized restaurants use frozen, ready-prepared items ready to serve for dessert. Portion control is a most important part of this job - to control the food cost necessary to insure a profitable operation.

### **Requirements for Entering**

Considered to be the head cook in a medium to large-sized restaurant, he/she will, of necessity, have one or more helpers described as kitchen aides or second cooks. The head cook usually has complete control of all movement and preparations, as well as cooking in the kitchen and answers only to the management. This person must have a broad knowledge of the complete movement of all food products, fresh and cooked, and also must deal with receipts, menus, and portion control. The ability to figure cost is helpful, but not a necessity since this is a management job.

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## **INSTITUTIONAL COOK AND CAFETERIA COOK**

### **Duties**

In many cases, there will be several persons doing this job in the kitchen. Their duties will be divided by the head cook according to the need of the operation. These are the real working hands between the sink and the waitress; preparing, cleaning, and cooking.

### **Requirements for Entering**

This person should have a broad knowledge of food preparation techniques. These techniques should include, but not be limited to, portion control, broiling, baking, stewing, roasting, sandwich preparation, egg preparation, sauté work, etc. Although no previous experience is usually necessary, it is sometimes required due to special menus or diet requirements of the customers. A high school education is not usually required but employment and advancement prospects are much brighter for high school graduates.

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## **PREP COOK**

### **Duties**

This position involves many aspects of food care and preparation. A prep cook works in many different types of operations: restaurant, hotel, country club, family restaurant, etc.; prepares various types of menu items, vegetables, sauces, meats, starches, etc.; maintains a clean and sanitary work station.

### **Requirements for Entering**

This is generally a beginning position requiring no previous experience. Although a complete high school education is not always required, employment and advancement prospects are much brighter for high school graduates. Helpful high school courses would include two to three years of high school English and two years of general mathematics. The applicant must have the ability to prepare various types of food efficiently and to plate them attractively. General knowledge of kitchen operations, proper food storage, and sanitation principles is advisable.

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## **SALAD MAKER**

### **Duties**

Prepares salads, sandwiches, cocktails, canapés, and other cold dishes usually before lunch or dinner time and supplies them to the waiter/waitress during meals; prepares tea and coffee and other beverages; may serve hot food portions to the waiter/waitress from the steam table.

### **Requirements for Entering**

This is generally a beginning position requiring no previous experience. Although a complete high school education is not always required, employment and advancement prospects are much brighter for high school graduates. Helpful high school courses would include two to three years of high school English and two years of general mathematics.

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## **BROILER COOK**

### **Duties**

Broils all meats as ordered (steak, chops, chicken, fish, lobster, bacon, ham, liver, sweetbreads, pigs feet, mixed grill, veal kidneys, chicken liver in brochette or on the spear, tomatoes, and mushrooms); garnishes broiled foods for serving.

### **Requirements for Entering**

A high school education is not always required but employment and advancement prospects in general are much brighter for high school graduates.

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## **SAUCIER**

### **Duties**

Makes all soup stocks; brown stocks, soups, bouillons, jellied consumes, and sauces. He/she makes all combination creamed dishes such as creamed chipped beef, ham, mushrooms, etc.; cooks all special a-la-carte and chafing dish orders such as breast of chicken, filet mignon, sweetbreads, and mushrooms under bell, chicken a-la-king, and lobster Newberg.

### **Requirements for Entering**

A high school education is not always required but employment and advancement prospects in general are much brighter for high school graduates.

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## **ROUNDSMAN a.k.a. TOURNANT**

### **Duties**

This individual works as needed throughout the kitchen.

### **Requirements for Entering**

A high school education is not usually required but employment and advancement prospects in general are much brighter for high school graduates. This person must have a broad general knowledge of the complete movement of all food products, fresh and cooked.

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## **BUTCHER**

### **Duties**

Responsible for butchering meats, fish, and poultry; may also do some breeding of fish and meat items.

### **Requirements for Entering**

A high school education is not always required but employment and advancement prospects in general are much brighter for high school graduates. Applicants must have the ability to carve and butcher all meats, poultry, and fish.

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## **ENTREMETIER**

### **Duties**

Cleans and prepares vegetables for cooking; directs cook's helper in the cleaning and preparation of various vegetables; cooks various vegetables by baking, boiling, frying, or steaming, etc., to serve guests or for use by other cooks.

### **Requirements for Entering**

Employment and advancement prospects are much brighter for high school graduates. Knowledge of how to cook all usual vegetables by baking, boiling, frying, or steaming is required.

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## **GARDE-MANGER**

### **Duties**

Oversees the breeding of meats, fish, croquettes, and seafood such as oysters, scallops, and frog legs; makes salad dressings, cocktail sauce, and all other cold sauces; makes meat, fish, and seafood salads; parboils sweetbreads and boils shrimp; prepares and decorates all cold food for buffet service; makes appetizers, canapes, and sandwiches.

### **Requirements for Entering**

A high school education is not usually required but employment and advancement prospects in general are much brighter for high school graduates.

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## **PATISSIER**

### **Duties**

Prepares desserts, pastries, or frozen desserts; mixes batter and prepares and bakes cakes, cookies, pies, compotes, and other confections, pastries, and desserts.

### **Requirements for Entering**

A complete high school education is not required for this position, although employment and advancement prospects are much brighter for high school graduates. Experience as a pastry or dessert cook's helper may be required. The applicant should possess the ability to prepare and bake pies, cakes, pastries, and desserts of all kinds in quantity. Ability to make simple decorative designs on cakes with a cream bag and tube is usually required.

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## **POISSONIER**

### **Duties**

Cleans, prepares, and cooks various kinds of seafood and fish for service.

### **Requirements for Entering**

A high school education is not generally required but employment and advancement prospects are much brighter for high school graduates. The applicant should possess some knowledge of cleaning, preparing (for example, breading), and cooking seafood and fish.

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## **POTAGER**

### **Duties**

Prepares all soup stocks, soup consommés, and bouillons; boils hens for chicken broth; makes fish stock for chowder.

### **Requirements for Entering**

Employment and advancement prospects in general are much brighter for persons with at least a high school diploma. Helpful high school courses would include as much English as possible and one or two years of general mathematics.

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## **ROTISSEUR**

### **Duties**

Roasts, bakes, and carves meats, fish, and poultry as well as smoked and pickled hams; makes stuffing for poultry and meats; makes gravies for roasts with their natural flavor; makes au jus (natural juice) gravy for standing rib roast; makes Yorkshire pudding if served with rib roast.

### **Requirements for Entering**

A high school education is not always required but employment and advancement prospects in general are much brighter for high school graduates. The applicant must have the ability to carve various types of meats and roast meat to desired doneness.

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## **BUFFETIER**

### **Duties**

The beef carver must be trained thoroughly to be adept and will be observed until he/she becomes proficient at the job. All dishes presented on the table each day must be familiar to the buffetier.

### **Requirements for Entering**

This job offers a great opportunity for showmanship. An extroverted personality will best fill this job. The beef carver will dress in a yellow chef's jacket with a dotted yellow and blue kerchief folded neatly at the collar. Dark trousers, socks, and shoes will be worn. The beef carver should give the appearance of a chef.

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## **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 eleventh 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.

See the attached Florida State Department of Education frameworks for detailed program objectives and desired competencies.