

Santa Rosa Junior College
Culinary Arts Certificate Program
Student Guidelines and Responsibilities

Introduction

Welcome to Santa Rosa Junior College's Culinary Arts Program. This Handbook will provide you with valuable information about the various Certificates that are offered as well as important information concerning student guidelines and responsibilities. Please read through this handbook carefully so that you have a thorough understanding of what this program is about and what your responsibilities are as you go through the program.

Overview

Santa Rosa Junior College's Culinary Arts Program provides an intensive course of study leading to certificates of completion in several exciting areas. Rigorous and comprehensive, these programs prepare students for entry into the professional food world. The curriculum integrates classical and modern culinary techniques with strong kitchen management skills. Classes are scheduled in 8-week blocks, allowing more frequent entry into the program. Many of the Culinary Arts faculty are professional chefs with extensive backgrounds in the food business. Several are graduates of professional culinary academies. Introductory Culinary Arts courses are held at Garcia Hall on the Santa Rosa campus, while production courses are offered at the SRJC Culinary Arts Center, 458 B Street in downtown Santa Rosa. This 5,500 square foot facility is also the location of the SRJC Culinary Café and Bakery where students receive practical, hands-on experience working in a commercial kitchen, retail bakery, and restaurant open to the public.

Culinary Arts Certificates

Five occupational certificates are currently available. For a complete listing of classes and prerequisites, see <http://www.santarosa.edu/certificates>. Classes may be taken individually or as part of a complete certificate. Instruction is provided in an intensive format (up to 5 days per week and 8 hours per day) with classes offered mostly during the daytime hours. Students wishing to complete a certificate quickly should expect to attend full time. Students are encouraged to complete multiple certificates to get the most well rounded Culinary education.

Culinary Arts This 24-unit certificate is designed to train individuals in all aspects of the culinary arts field. Successful students will be prepared to work as cooks in a wide range of food service settings, such as restaurants, hotels, catering operations, and institutional kitchens. Training options also prepare students to transfer to a professional chef program or four-year university. Students are instructed in the preparation of stocks, soups, sauces, side dishes, garde manger, entrees, breads, pastries, and desserts. While working in the Culinary Café, students rotate through kitchen stations to gain the proficiency required to perform at a professional level in a commercial kitchen. The full-time student can complete this program in two semesters.

Baking and Pastry This is an intensive 17.5 unit program designed for those interested in professional baking. It includes comprehensive study and fundamental baking techniques. Students learn introductory baking skills and then move on to production baking in SRJC's retail bakery at the Culinary Arts Center. Graduates are prepared for entry-level employment as

bread bakers, pastry cooks, cake decorators, or confectioners. Course study includes bread work, cakes, pastries and desserts, chocolates, confections, custards and soft desserts. Instruction is also provided in bakeshop management and retail bakery operations. The full-time student can complete this program in one semester.

Front House Operations This certificate is designed for individuals who are interested in learning professional dining room service skills. This 9.5 unit program prepares students for a variety of front house restaurant positions including wait staff, hosts, wine servers, and managers. Instruction is offered in table service techniques, food and beverage operations, restaurant maintenance, culinary supervision and leadership, wine appreciation, wine and food affinities, and wine service. The full-time student can complete this program in one semester.

Dining Room Service The Culinary Arts Dining Room Service Skills Certificate program was created in response to the Sonoma County restaurant industry's pressing need for properly trained guest service staff. This certificate will provide short-term intensive training to equip students with skills including table service, banquet service, wine service, food and wine pairing, host/hostess duties, point of sale system, and maintenance of front house operations.

Restaurant Management The Restaurant Management Certificate of Achievement program is designed to train individuals in all aspects of restaurant management. Successful students will be prepared to work in a variety of managerial roles in restaurants, hotels, catering companies and other similar food service businesses. Students will complete an internship at a local restaurant after successfully completing all coursework.

Registration

It is the student's responsibility to register for classes. Students not registered for a class will not be allowed to attend that class until they show the instructor proof of registration. Please keep in mind that with all classes a maximum of 8 weeks in duration, the student should register early for both 8-week sessions to ensure enrollment.

Prerequisites/Concurrent Enrollments

Many of the Culinary courses have prerequisite and/or concurrent enrollment requirements. These courses must be completed **prior** to taking the next level classes. On occasion, these requirements can be challenged with instructor and program coordinator approval. If you have not successfully completed the prerequisite course, you will not be allowed to take the next level course.

Attendance and Grading

Due to the intensive course of study in this program, attendance is a critical factor. The Culinary Arts Programs are considered job-training programs and as such, you are expected to arrive on time, just as you will in the industry. Each course syllabi will outline how many absences and tardies are allowed before your grade will be affected. In addition to arriving on time, you are expected to remain in class until excused by your instructor. It is the students' responsibility to make certain that their work schedules, childcare schedules, or other outside commitments do not interfere with their class schedules.

Each class in this program has specific requirements relating to the grade that you will receive. Be sure to carefully read the course syllabus and understand what is required of you

to pass each class. Ask your instructor as soon as possible if you have trouble understanding these requirements. In order to receive a Certificate of completion, you must pass each class with a grade of “C” or better.

Completion of Certificates

During the final semester that you are completing classes in a certificate, you must complete a Completion of Certificate form. This form is available in the offices at Garcia Hall and at the Culinary Arts Center and can also be picked up at the Admissions and

Records office in Bailey Hall on the main campus. If there are any substitutions or waivers that are required, you must discuss these with the program coordinator. All classes must be completed with a “C grade” or better to achieve a certificate.

Standards of Conduct and Behavior:

Attitude and Behavior

During the course of the semester, you will be working closely with many individuals in a situation that is intended to prepare you for the professional workplace. In order for this goal to be attained, it is imperative that you adhere to the highest standards of timeliness, cleanliness, respectful cooperation, personal initiative, and preparedness. In a smoothly running, mutually supportive, and hard-working environment where each student respects his/her own education and that of all the other students in the class, learning accelerates, productivity rises, and the fun of cooking really well together can be experienced. As students in this program, you are assumed to have accepted this responsibility of professional standards.

Respect

As you go through this program, you are expected to show respect not only for your fellow students, but also for your instructors and other support staff within the program.

Professionalism

The following standards of conduct are expected of anyone who aspires to be regarded as a professional in the hospitality industry. Professionals... Refrain from abusive and foul language. Speak and act without prejudice to age, disability, gender, race, religion, ethnic origin, sexual orientation or veteran status. Demonstrate and adhere to ethical business practices, with due respect for customers and colleagues. Promote understanding and respect for those beverages used in the hospitality industry; don't abuse drugs or alcohol. Handle all equipment and property with care. Extend a polite and courteous manner to all visitors and colleagues. Stay open-minded to the opinions of others.

Work with a positive attitude.

Dedicate themselves to learning. Share knowledge with others. Are reliable and dependable.

Act with honesty -and integrity in their interactions with all people.

Sexual Harassment

Santa Rosa Junior College is committed to an environment in which all employees and students are treated with respect and dignity. Sexual harassment is a form of unlawful discrimination on the basis of sex and is a violation of Federal and State laws as well as Santa Rosa Junior College policy. If there are any questions regarding Student Conduct Standards of Due Process/Discipline these should be referred to the Vice-President of Student Services at Santa Rosa Junior College.

Smoking

Smoking is not allowed in any of the SRJC buildings. Smoking is only allowed 50 feet from College buildings. When you are taking classes at the Culinary Arts Center, smoking is only allowed across the street from the Center. The preferred location is near the Plaza parking garage. Please be kind and clean up after yourself. We encourage all efforts to quit smoking.

Alcohol and Substance Abuse

Alcohol is used extensively for cooking purposes and educational purposes within this program. Students are not allowed to consume any alcohol unless it is part of a wine tasting class. Failure to adhere to this requirement will be cause for immediate removal from the program.

Abuse of alcohol or any controlled substances is not permitted on College property and will result in expulsion from the program.

Uniform Requirements/ Personal Appearance

- a. **Shoes:** Each student will wear sturdy, comfortable, closed toe shoes. **UNDER NO CIRCUMSTANCES** are students to be barefoot or in sandals or heels. Students who wear hazardous footwear will be asked to leave the kitchen, and that will count as an absence.
- b. **Hair:** Student's hair must be clean, well combed, restrained, and held back from the face before coming to lab. Loosely arranged, unconfined hair invites pushing or touching with the hands and the possibility of contaminating food.
- c. **Hands/Nails:** Students must keep hands and fingernails clean at all times. Nails must be kept short. Nail polish and false nails are not permitted.
- d. **Jewelry:** Jewelry other than a watch, plain band-type engagement or wedding ring is a hazard and a distraction and **must be removed** prior to handling food. Earrings other than tight-fitting ones are also hazardous and should be removed. Other types of facial rings may also be hazardous, unsanitary, and unprofessional and should be removed prior to class.
- e. **Clothing:** All students are required to wear long checkered chef pants, Plain white chef's jackets, white chef's aprons, and a white cloth skull cap. Uniforms must be clean at the start of each class. Students are responsible for their own laundry. **Students out of uniform do not cook and will have points deducted.** Please refrain from changing into uniforms in the public areas.
- f. **Packs, Purses and Books:** These items, other than those essential in the kitchen, are to be put in lockers (Garcia Hall) or metal shelving (Culinary Center). Lockers are provided on a first come, first served basis to culinary students in Garcia Hall. The lab manager (Joann Sendejas) in room 801 will assign the lockers.
- g. Failure to adhere to clothing and grooming requirements will affect your grade. It is your responsibility to follow these guidelines.

Textbooks and Course Materials

Several of the classes in this program have required textbooks and/or other printed course materials. These items are available in the SRJC Bookstore. It is your responsibility to come to class with the required materials.

Visitors

There are absolutely no visitors allowed in the kitchens at Garcia Hall and the Culinary Center. This includes children. The kitchens are unsafe for visitors and they become a liability concern. Please attend to visitors in areas outside of the kitchen.

Disabilities

If you require assistance due to a disability of any kind, it is your responsibility to notify the instructor during the first week of class.

College Services

Santa Rosa Junior College provides a wide variety of student services. These include reentry services, tutorial center, college skills, ESL, disability resources, health services, EOPS, job placement, student employment, and more. See the College catalog for more information about these valuable services.

Scholarships/Financial Aid

Santa Rosa Junior College maintains excellent scholarship and financial aid opportunities. Be sure and visit these offices and take advantage of their services.

Work Experience/Internships

Please be aware that you can receive credit for work experience and/or internships that you perform. At times, employers contact your instructors and/or program coordinator seeking qualified students to participate in Internship opportunities. Information on these opportunities will either be posted on one of the bulletin boards that the Program maintains or will be passed on by word of mouth.

Special Events/Fundraisers

The Culinary Arts Program regularly participates in a variety of special events and fundraisers. These events are set up primarily to provide the students in this program with additional experience. Several of these events also raise money for this program. Participation in these events is not required; instead, it is on a volunteer basis. You are encouraged to participate in these events. By participating, you will acquire additional skills, have the opportunity to prepare large volumes of food, network with local chefs, and perform valuable community service.

Students who participate in these events are not allowed to consume any alcohol before, during, or after the event. Students at these events are representing Santa Rosa Junior College and are expected to adhere to the highest level of professionalism and standards of conduct and behavior.

Jobs

Students enrolled in the Culinary Department are able to utilize the SRJC Center for Culinary, Wine, and Hospitality careers. To find out more, visit:

<http://www.santarosa.edu/instruction/culinary-arts/jobs/>