



Student Handbook
Culinary Arts Program
Wor-Wic Community College

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Introduction

Welcome to Wor-Wic Community College's Culinary Arts program!

This Student Handbook provides information that you will find useful for learning about Wor-Wic's student services, navigating the campus, and being successful in your culinary arts laboratory courses.

The **Program Information and Student Services** section includes descriptions and QR codes for the culinary program's website and the many services available to Wor-Wic students.

The **Uniform Policy and Required Equipment List** includes the items that you will need to work effectively in the laboratory.

The **Laboratory Evaluation Form** outlines how you will be graded on practical exercises in your laboratory courses. The **Equipment Safety Checklist** that you will complete to ensure that you've been instructed in the proper use of equipment. Finally, the **Daily Cleaning Checklist** will be completed at the end of every laboratory session to ensure safe and sanitary working conditions in the laboratory.

The **Emergency Procedures** describes what to do in case of emergencies. You can also find it posted in your classrooms and laboratories. The **Campus Map** can help you find your way around the campus.

If you have questions or need additional information, don't hesitate to contact us.

Welcome!

Matthew D. Geel

Business and Hospitality Management Department Head
410-334-2833
mgeel@worwic.edu
Fulton-Owen Hall, Room 205D

Steven Skinner

Instructor of Culinary Arts
Hospitality Management
410-334-2830
sskinner@worwic.edu
Fulton-Owen Hall, Room 205L

Program Information and Student Services

Culinary Arts Program Webpage

- Find more information about the culinary arts program.



<https://www.worwic.edu/programs-courses/credit-programs/culinary-arts/>

Academic Support

- Learn about academic support services to help you succeed in the classroom.



<https://www.worwic.edu/services-support/academic-support/>

Academic Advising

- Finalize your academic plan and register for classes with your academic advisor.



<https://www.worwic.edu/apply-register/academic-advising/>

Bookstore

- Visit our bookstore in the Hazel Center to purchase your textbooks, supplies and the latest Wor-Wic gear or make your purchase online.



<https://worwic.bncollege.com/?storeId=44063&catalogId=10001>

Honors Program

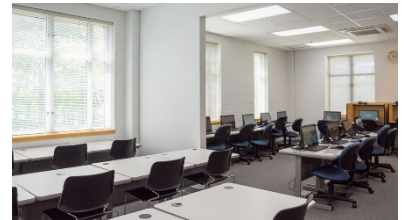
- Challenge yourself academically. Become part of our General Education Honors Program.



<https://www.worwic.edu/services-support/honors-program/>

Testing Services

- Take our placement test or take a proctored course test.



<https://www.worwic.edu/services-support/testing-services/>

Career Services

- We can help you choose the right career, develop your career plan and assist with your employment search.



<https://www.worwic.edu/services-support/career-services/>

Financial Aid

- You can go to college. We can help you pay for it!



<https://www.worwic.edu/pay-for-college/paying-for-credit-programs/financial-aid-scholarships/>

Veterans Services

- Find out about VA benefits, Military Tuition Assistance and programs to help support veterans.



<https://www.worwic.edu/services-support/veterans-services/>

Disability Services

- Request disability accommodations and get an overview of the types of services we provide.



<https://www.worwic.edu/services-support/disability-services/>

Mental Health Services

- We have personal counseling services and community resources to help you in your life outside the classroom.



<https://www.worwic.edu/services-support/mental-health-services/>

Student Activities

- Get involved! Join a student club, participate in student government, or volunteer to work in our food pantry and community garden.



<https://www.worwic.edu/services-support/student-activities/>

**WOR-WIC COMMUNITY COLLEGE
CULINARY ARTS LABORATORY UNIFORM POLICY
AND REQUIRED EQUIPMENT LIST**

Uniforms, knives and other required tools are available at the Wor-Wic Bookstore (shoes are NOT available at the bookstore). In many cases the uniforms and tools may be paid for with financial aid funds. If you are purchasing your uniform from outside sources, they must adhere to the uniform policy and be approved by the Chef Instructor before the beginning of classes.

Uniform and Appearance Requirements

- HAT** White professional chef skull cap available at the campus bookstore.
Hairnets will be provided by the Chef Instructor.
No other headgear is permitted.
- PANTS** Houndstooth chef pants available at the campus bookstore. If you have personal houndstooth pants you must ask the chef instructor for permission to wear them before attending class in uniform.
- SHOES** Black, non-slip or oil/water resistant foot wear. There are no exceptions as we must comply with OSHA and MOSHA workplace regulations.
- APRON** White bib-style aprons available for purchase at the campus bookstore.
- JACKET** White, double-breasted chef jackets available at the campus bookstore. If you have personal chef jackets you must ask the chef instructor for permission to wear them before attending class in uniform. No embroidery, patches, business names or titles permitted.

Jewelry and other accessories should be limited to the following:

- No watches.
- No bracelets.
- Plain wedding band only.
- No visible piercings whatsoever. This includes flesh-colored jewelry or retainers.
- Necklaces may be worn beneath the chef's jacket if they will not fall out with movement.
- Fingernails must not protrude beyond the tip of the finger. No nail polish or fake nails.
- Hair must be tucked under the hat or tightly pulled back and secured at the nape.

All uniforms are to be clean, neat and in good repair. No holes, frayed seams, large stains, missing buttons, burn marks, etc. Aprons, jackets and hats should be pressed, ironed or steamed of excess wrinkles presenting a professional appearance.

Students must be in complete uniform before beginning culinary labs.

Required Equipment List

THERMOMETER All students are required to have a digital thermometer on their person at all times while handling food. The preferred thermometer is available in the campus bookstore and should be brought to class daily. Students are responsible for the cleanliness and maintenance of their own thermometers.

KNIFE KIT All students are required to purchase their own knife kits from the campus bookstore and bring it to class daily. Students are responsible for the cleanliness and maintenance of their own knife kits. Students are responsible for verifying they are buying the correct knife kit for their Culinary or Hospitality Class.

DESSERT KIT All students taking a Dessert and/or Pastry Class will be required to buy a decorating kit available at the campus bookstore and bring it to class daily. Students are responsible for the cleanliness and maintenance of their own dessert kit.

Students are responsible for their own purchased equipment and should verify that they are in possession of their own equipment before leaving class. Wor-Wic Community College is not responsible for lost, stolen or misplaced items.

Students must be in possession of the required equipment list before beginning culinary labs.

I have read, understand and acknowledge the content, requirements, and expectations of the dress code policy and required equipment list for Wor-Wic Community College Culinary students. I have received a copy of the policy and agree to abide by the policy guidelines. I understand that if I have questions, at any time, regarding the dress code policy or required equipment list, I will consult with the Chef Instructor, Department Head, Dean or Student Services to come to a resolution. Please read the dress code policy carefully to ensure that you understand the policy before signing this document.

Signature: _____

Printed Name: _____

Date: _____

Laboratory Evaluation Form

| Criteria | Competency Met | Approaching Competency | Need Improvement | Competency Not Met | |
|-----------------|--|--|--|--|-------------|
| Sanitation | 5 Points. The student demonstrates good hygiene and sanitation while working in the kitchen. All perishable products are handled appropriately. Prep area is kept clean. | 4 Points. The student mostly demonstrates good hygiene and sanitation while working in the kitchen. Almost all perishable products are handled appropriately. Prep area is mostly kept clean. | 3 Points. The student needs to demonstrate better hygiene and sanitation while working in the kitchen. Some of the perishable products were not handled appropriately. Prep area should be kept cleaner. | 0 Points. The student does not demonstrate good hygiene and sanitation while working in the kitchen. None of the perishable products are handled appropriately. Prep area is not kept clean. | / 5 |
| Professionalism | 5 Points. The student came to class on time and prepared with proper uniform, books, and tools. The student is respectful of the class structure, chef, and kitchen. | 4 Points. The student came to class on time and prepared with almost all of the proper uniform, books, and tools. The student is primarily respectful of the class structure, chef, and kitchen. | 3 Points. The student struggles to come to class on time and/or prepared with proper uniform, books, and tools. The student needs to work on respect for the class structure, chef, and kitchen. | 0 Points. The student did not come to class on time and/or prepared with proper uniform, books, and tools. The student is not respectful of the class structure, chef, and kitchen. | / 5 |
| Teamwork | 5 Points. The student worked with their assigned group in a supportive and organized manner. The student completed all assigned group tasks without being prompted. | 4 Points. The student mostly worked with their assigned group in a supportive and organized manner. The student completed almost all assigned group tasks without being prompted. | 3 Points. The student struggled to work with their assigned group in a supportive and organized manner. The student completed a few of the assigned group tasks without being prompted. | 0 Points. The student did not work with their assigned group in a supportive and organized manner. The student did not complete all assigned group tasks without being prompted. | / 5 |
| Organization | 5 Points. The student keeps work area organized while working in the kitchen. Tools, equipment, and products are returned to the correct location after they are used. | 4 Points. The student keeps work area mostly organized while working in the kitchen. Almost all tools, equipment, and products are returned to the correct location after they are used. | 3 Points. The student struggled to keep work area organized while working in the kitchen. A few tools, equipment, and products are not returned to the correct location after they are used. | 0 Points. The student did not keep work area organized while working in the kitchen. Tools, equipment, and products are not returned to the correct location after they are used. | / 5 |
| Technique | 5 Points. The student selects proper ingredients, tools, and equipment for production. The student follows directions and preparation methods. | 4 Points. The student mostly selects proper ingredients, tools, and equipment for production. The student follows almost all directions and preparation methods. | 2 Points. The student selects some of the proper ingredients, tools, and equipment for production. The student needs help with following directions and preparation methods. | 0 Points. The student did not select proper ingredients, tools, and equipment for production. The student did not follow directions and preparation methods. | / 5 |
| Final Product | 5 Points. The flavor and aroma of the final product are correct. The appearance and presentation are appealing. | 4 Points. The flavor and aroma of the final product are mostly correct. The appearance and presentation were not ideal. | 2 Points. The flavor and aroma of the final product are somewhat correct. The appearance and presentation need improvement. | 0 Points. The flavor and aroma of the final product were not correct. The appearance and presentation are not appealing. | / 5 |
| Total | | | | | / 30 |

Overall Score

| Competency Met | Approaching Competency | Need Improvement | Competency Not Met |
|-------------------|------------------------|-------------------|--------------------|
| 30 points minimum | 24 points minimum | 16 points minimum | 0 points minimum |

**Wor-Wic Community College
32000 Campus Drive
Salisbury, MD 21804**

**Culinary Arts Laboratory
Equipment Safety Checklist**

| |
|----------------|
| Student: |
| Semester/Year: |

Each student will be instructed in the proper use, safety issues, and cleaning schedule of each of the following equipment located in the Culinary Arts Kitchen Laboratory (as needed or required).

| Equipment | Date | Initial | Equipment | Date | Initial |
|-----------------------------------|------|---------|---------------------------------------|------|---------|
| Chef's Knife | | | Vulcan Convection Oven | | |
| Paring Knife | | | Vulcan Braising Pan | | |
| Boning Knife | | | Range Ovens (8 burners, 4 ovens) | | |
| Digital Scales | | | Vulcan Heavy Duty Gas Broiler | | |
| Portable Butane Stoves | | | Vulcan Char Broiler | | |
| Various Food Processors | | | Vulcan Tilting Jacketed Kettle | | |
| RoboCoupe | | | Vulcan Gas Griddle | | |
| MasterBilt Quick Chiller | | | Vulcan Gas Fryer | | |
| Hobart Commercial Slicer | | | Hobart Dishwasher | | |
| Immersion Blender | | | 3 Compartment Sinks | | |
| Sterno Torch | | | Prep. Sink | | |
| Various Blenders | | | Hoshizaki Ice Machine | | |
| Hobart Mixer | | | Angelopo Combi Oven | | |
| Kitchen Aid Commercial Mixers | | | Sharp Microwave Oven | | |
| Bevles Proofing Cabinet | | | Hand Sinks (4) | | |
| Walk-in Refrigerator | | | Cook Tec Magna Wave Induction Systems | | |
| Walk-in Freezer | | | Ice Cream Maker | | |
| Reach-In Refrigerator | | | MSDS Sheets | | |
| | | | Fire Extinguisher(s) | | |
| | | | Fire Suppression System | | |
| | | | | | |
| Additional Equipment Listed Below | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| | |
|----------------------------|-------|
| Student Sign & Print: | Date: |
| Chef/Instructor Signature: | Date: |

DAILY CLEANING LIST – Wor-Wic HMR Culinary Lab FOH

This checklist is to be completed by all instructors in Credit and CE for every class held in the lab

TODAY'S 'KITCHEN MANAGER'

-

Report kitchen issues or equipment out of orders
 Please contact Mika Beck at 410-334-2830 or email to mbeck@worwic.edu
 or Marie Fontello at 410-334-2817 or email to mfontello@worwic.edu

| AREA | MATERIALS NEEDED | COMPLETED BY |
|--|--|---|
| Kitchen Appliances (convection ovens, proof boxes, smoker, commercial mixer, blast chiller, slicer, vacuum packer) | Hot water, manual detergent, appropriate cleaning solution, bar mop (Towel) | |
| Kitchen counters, baking tables, work stations, below work stations, ingredient bins | Hot water, detergent, sanitizer, bar mop | |
| Clean major appliances (line, wall behind line, tilt skillet, fryer, combi oven, broiler, griddle) | Hot water, appropriate cleaning solution, bar mop, scrubbers as needed | |
| Dishes, floor drains, 3-compartment sink, prep sinks | Scrubbers, rags, pot brush, green scrub pads, appropriate detergents, soaks, and sanitizer | |
| Walk-in, dry storage, sweep in kitchen | Hot water, detergent, sanitizer, rag, broom, dustpan, mop rig as needed | |
| Clean bar area, hand sinks in kitchen | Hot water, detergent, sanitizer, rag, broom, dustpan, mop rig as needed | |

Other Cleaning/Safety Items

- Put away all wet rags by placing them on the laundry rack.
- All heat sources turned off, including...
 - Fryer
 - Gas Burner
 - Ovens
 - Tilt Skillet
 - Steam Kettle
 - Smoker
 - Flat Top Grill

COMPLETED BY

All tasks are to be checked out by the TA, Daily Kitchen Manager, and the Chef-instructor.

There are no exceptions to this rule. ALL students continue to work until the last task is completed.

INSTRUCTOR SIGNATURE AND DATE

Emergency Procedures




Wor-Wic Community College has developed three basic protocols in response to emergencies for the preservation of life and the well-being of our college community.

In cases of emergency, call public safety at ext. **2937**, use [Blue Light Emergency Phones](#) or any classroom, office or laboratory campus phone with a red sticker affixed that identifies the public safety extension **2937**. If there is immediate or imminent threat call **911**.

- **Evacuation (Fire – Smoke – Bomb Threat)**
 - Notification will typically be via the fire alarm.
 - Assist in alerting others in the vicinity, but do not jeopardize your safety or the safety of others.
 - Leave buildings immediately using nearest exits/stairways; remain alert for emergency communications.
 - If applicable, assist the disabled on upper floors to designated wheelchair assembly areas. Wheelchair assembly areas are located in the stairwell landings of each building on campus.
 - In case of fire, do not use elevators; otherwise, elevators can be used to evacuate.
 - Proceed directly to the nearest exterior assembly area ([See Campus Map](#)).
 - Do not reenter buildings under any circumstance until informed that it is safe and the All-Clear announcement is given.
 - In case of bomb threat, evacuate the campus. Traffic should evacuate away from the campus by using the emergency exit routes located at Shortridge Road or Horsebridge Road ([See Campus Map](#)).

- **Shelter in Place (Tornado – Weather Events – Environmental Hazards)**
 - Notification will be via the [Omnilert](#) and InformaCast emergency alert systems, college public safety officers, facilities management personnel and/or outside emergency response personnel.
 - Assist in alerting others in the vicinity, but do not jeopardize your safety or the safety of others.
 - Close all doors and windows to the outside, if possible.
 - If in laboratories, cease operations, close fume hoods in anticipation of building ventilations systems being shut off.
 - In case of tornado, move to interior rooms, stairwells and hallways away from glass, preferably on the lower levels of the building.
 - If moving to safety or shelter areas, elevators can be used.
 - Remain alert for emergency communications or further instructions until the All-Clear announcement is given.

- **Lockdown (Active Threat/Active Shooter – Hostage – Criminal or Violent Acts)**

| RUN | HIDE | FIGHT |
|---|--|---|
| If you see an Active Threat on campus: | Seek shelter in a secure room: | If your life is in imminent danger: |
|  |  |  |
| Ensure your safety first. Warn or alert others of the danger as you escape. Call 911. | Lock the door, turn off the lights and move away from the windows. Silence electronic devices. Remain quiet. When you are safe and can do so: Call 911. | Use any item at your disposal as a weapon. Commit completely to your plan of defense. Incapacitate and eliminate the threat. Call 911. |

- Notification will be via the [Omnilert](#) and InformaCast emergency alert systems, college public safety officers, facilities management personnel and/or outside emergency response personnel.
- Remain alert for emergency communications, await instructions that can include staying, moving to another location or evacuating.
- If moving to another location or evacuating, elevators can be used.
- Stay in place until further instruction is given or an All-Clear announcement is made.

Campus Emergency 410-334-2937

Immediate / Imminent Threat 911

See Something, Say Something!

Text: 50911 Begin Message With: UTIPS

Campus Map



Indicates the location of the blue light emergency phones.



Indicates the location of the emergency assembly areas.



Indicates the location of the emergency evacuation route.