SUMMER CULINARY CERTIFICATE PROGRAM FOR HIGH SCHOOL STUDENTS

GUIDELINES FOR STUDENTS

Uniform Requirements

All students enrolled in the Summer Culinary Certificate Program for High School Students must purchase, maintain, and wear the uniform attire described below to all class sessions. Students will not be permitted to enter the food laboratory/kitchen without the following uniform:

1. Hair covering, such as a net or sufficient spray-net or gel so as to contain long hair; and/or white overseas-type paper cap or white paper/fabric baseball or painter’s hat for shorter hair lengths
2. White t-shirt
3. A regulation apron
4. Non-skid leather street shoes, work shoes, medical or nurse’s shoes, or leather sneakers
   a. European leather chef’s clogs are permitted
   b. The following footwear is NOT PERMITTED: shoes made of plastic, cloth, or fabric including plastic or fabric sneakers; dress heels or platform shoes; open-toe or open-back shoes; sandals; any other shoe possessing poor protection capabilities

A uniform including apron, head covering, and Bergen Community College t-shirt will be available at the Bergen Community College bookstore for all registered students.

Hands and Fingernails

Hands must be thoroughly cleaned and washed upon EACH ENTRY to the food laboratory/kitchen, and before proceeding with preparation.

Fingernails must be neatly trimmed and clean, especially under exposed parts of the nail. Fingernails must not extend more than one-quarter inch (¼ inch) beyond the fingertip. Fingernails which exceed the ¼ inch length must be trimmed to this length or shorter.

Jewelry

No visible jewelry except watches is permitted. All neck chains are to be worn inside of uniforms. Dangling earrings and clip-on earrings are not allowed. It is to your advantage to leave your jewelry containing precious stones at home, as stones may become loose and fall out into the food.

Hair

Hair must be well covered. Long hair that extends 2 or more inches below the collar must be neatly tucked beneath a hair net. In addition, hair styles which encourage large, fly-away hair masses are unsanitary and should be contained within a hair net. Unusually long moustaches and beards should be contained with a moustache or beard net.
Cosmetics

It is recommended that cosmetics be used in moderation, especially during the warm months of summer. Strong perfumes should be avoided, as fragrances intensify in heated conditions.

Personal Hygiene

It is imperative that all students practice personal cleanliness. The heat of the kitchen intensifies body odors. Daily bathing or showering plus the use of deodorant are recommended.

Laboratory/Kitchen Guidelines

1. Each student will report to the laboratory/kitchen at the scheduled time, in full uniform, with the required textbook, notebook, and pencil. A calculator is also recommended.
2. Each student will store all personal belongings, other than required class materials, in designated locker areas. Lockers are provided for student use while in the food preparation laboratory/kitchen. Students must provide their own locks. Locks must be removed at the end of each class and cannot remain on the locker overnight. Bergen Community College is not responsible for loss of any personal property.
3. Each student will wash his/her hands before beginning any laboratory assignments.
4. Students will work in groups. Each group will be assigned a laboratory station for the class period. It is the responsibility of the group to see that the station is complete in every detail before leaving the laboratory.
5. When in doubt regarding any matter in the laboratory, ask an instructor.
6. Be attentive to the task at hand. Conversation should be related to the task. Each student should carry out responsibilities delegated to him/her. Students should be willing to help others whenever possible, if their own assigned tasks have been completed.
7. Follow recipes and verbal instructions carefully. Do not vary measurements, ingredients, or size of portions. If in doubt, ask an instructor.
8. Eating and gum chewing is prohibited in the laboratory/kitchen.
9. Wipe up all spills of liquids and foods IMMEDIATELY.
10. Refrain from touching your face or hair while working.

Additional guidelines are found in the Laboratory Manual used as a textbook for this program. Students are responsible for abiding by all guidelines listed above and in the Laboratory Manual.
STUDENT CODE OF CONDUCT

Students in the High School Summer Program are expected to abide by all college rules and regulations, as well as by the guidelines outlined in the Laboratory Manual.

Students are expected to demonstrate appropriate behavior at all times. Students will use respectful language when addressing teachers, staff, and other students. Appropriate dress is expected at all times.

Students who do not follow the direction of the instructors, staff and principal, who disrupt class activities, interfere with the learning of other students, or who are deemed in any way to create a dangerous situation for themselves or others will be subject to suspension or expulsion from the program.

Students expelled from the program will not receive a tuition refund.

The principal is the final arbiter of all disciplinary issues.