

**Community Culinary School
of
Northwestern Connecticut**

Student Handbook

Revision April 2016



**Community Culinary School of Northwestern Connecticut
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***For the purposes of this Student Handbook 2016
The Community Culinary School of Northwestern Connecticut
shall be referred to as the Culinary School**

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Peg Molina, Chair

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Justin Elander, Chef Instructor
Kaitlin Badolato, Development Assistant

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Welcome Statement

Dear Students,

Welcome to the Community Culinary School of Northwestern Connecticut. We look forward to an exciting and productive twelve weeks.

We have designed this handbook to provide you with information about the Culinary School. This includes training and behavioral expectations. Please take the time to read and discuss the information provided with your fellow students and Instructor. The Community School is tailored to meet an unique opportunity to develop your culinary skills.

After your training, you will graduate with knowledge of basic culinary skills and an understanding of culinary definitions. The Culinary School will prepare you for positions in the food service industry with the goal of moving into higher level positions as your career develops.

We strive to train you to reach your highest level. To do this requires a partnership based on communication and mutual respect. We encourage you to contact me or your instructors with any questions or concerns.

We are looking forward to a fruitful 12 weeks.

Sincerely,

**Dawn Hammacott
Executive Director**

Mission Statement

The Community Culinary School of Northwestern Connecticut seeks to empower participants, qualifying them for jobs that earn a living wage in the food service industry, and helping to feed the community while doing so.

Nondiscrimination Policy

The New Milford Community Culinary School of Northwestern Connecticut will not discriminate against any student or employee on the basis of race, color, religion, age, sex, ancestry, national origin, marital status, sexual orientation, veteran status, political affiliation and activity, disability which is unrelated to the ability of the

student or employee to perform a particular task or job or any other characteristic protected by applicable federal or state laws.

Community Culinary School Curriculum

The goal of the Community Culinary School job training program is to provide students with basic culinary skills and an understanding of culinary definitions, preparing them for positions in the food service industry with the goal of moving into higher level positions.

Week 1

Kitchen Safety, Equipment Identification, Mise en Place, Sanitation & Hygiene, Workplace Priorities
Knife Skills

Week 2

ServSafe Sanitation Class & Exam
Spices and Seasonings
Your Professional Self; Work history; Life vision mapping; Goal setting

Week 3

Stocks, Sauces, Soups & Stews, Seasonings and Flavorings
Personal Values & Our Work Life

Week 4

Meat, Poultry & Seafood Cookery
Preparing for Internships
Interview Skills

Week 5

Vegetable & Starch Cookery
Overcoming Obstacles; Attitude

Week 6

Salads, Sandwiches
Mid-point: Revisit goals, Progress, Challenges
Midterm Evaluation
Résumé Writing

Week 7

Breakfast Cookery, Dairy & Cheeses
Nutrition Class

Week 8

Basic Principles of Baking, Recipe Conversion

Interview Skills

Week 9

Garde Manger, Garnishes, Food Presentation
Job Search – applications, cover letters, follow-up

Week 10

Brigade System, Station Management, Inventory Control
Financial Education – making your paycheck meet your expenses
Mock Interviews

Week 11

Nutrition Review, Menu Planning, Portion Control
Job Search – fine tuning the process

Week 12

Skill Review; Final Evaluation
Workplace Readiness; Being the best employee; Keeping the job!
Graduation

Included in the training is an on-the-job internship one day a week for 6 weeks and demonstrations and lectures by guest chefs and food service professionals. Food prepared in our classes is distributed to clients of the New Milford Food Bank.

Job Skills and Workplace Readiness Training

Job Skills and Workplace Readiness Training are ongoing throughout the program. Overcoming the barriers to employment that students may face is an important key to their success. Classes on the following topics help students improve their level of workplace readiness and deal with life issues:

- Hygiene/Dressing for Success
- Work Ethics
- Time Management
- Interviewing Skills
- Résumé Writing

Text books:

Professional Cooking, Gisslen

ServSafe Essentials, NRAEF

All trainees are evaluated throughout the training program. Graduation from the training program is contingent upon meeting the goals established by the staff of the Culinary School as well as maintaining a 75% average. Trainees will be evaluated on the following

criteria:

Weekly exams (including ServSafe Sanitation Exam) 50%

Daily Performance 50%

1. Attendance 10%
2. Attitude 10%
3. Teamwork 10%
4. Technical Ability 10%
5. Understanding of Theory 10%

Student Expectation

The training program will operate Monday through Friday, 9:00 A.M. to 3:30 P.M. The program runs for 12 weeks. The first two weeks are probationary. If, during the probation period, the Culinary School Staff feels that a trainee will not benefit from the remaining weeks, in accordance with the policies and agreement to follow, the trainee will be dismissed from the program.

Attendance:

- **Class Hours:** Class begins at 9:00 A.M. and ends at 3:30 P.M. You must be at your seat and in uniform at 9:00 A.M. Attendance is taken at 9:00 A.M. and if you are not in your seat you are considered late.
- **Lateness:** If you come in late you will need to meet with the Program Director and then be docked a day. Being late is any time after 9:00 A.M.
- **Absences:** A 95% attendance rate is required to be eligible to graduate from the program. You must have a valid excuse for any absences such as an illness or court date. These are not vacation days. Less than a 95% attendance rate will result in termination from the training program. You must call the Program Director if you will be absent.
- **Leaving Early:** Personal appointments, etc must be scheduled outside of training hours. However, if a situation arises and you must leave class early, you must notify the Program Director in advance. You must also return to class after your appointment to get full credit for the day.
- **Internships:** You must complete your internship in order to receive your Culinary School Certificate. That means attending every day that you are scheduled to be there; if you must miss a day due to illness, it is your responsibility to notify the Culinary School and the job training site before your scheduled time. You must also make up the missed day on the weekend, or another time agreed upon by the employer outside of class hours. An absence from your internship training site counts towards your total absences.

- Graduates are required to participate in program follow up sessions for a period of 6 months after graduating.

Eating:

- NEVER remove food from the kitchen for personal consumption unless given permission by the Chef Instructor. Any violation of this rule can result in termination from the training program.
- Do not eat food in the kitchen unless instructed to do so by the Chef Instructor. When tasting food for correct seasoning use a tasting spoon only.
- There will be a half hour lunch break daily. Plan ahead by bringing your lunch to school. There will be some days when food prepared in the Culinary School kitchen will be made available to students for lunch. You will be notified of these lunches ahead of time

Uniforms:

- Proper attire is required. Your uniform will consist of a shirt, hat and apron provided by the Culinary School. With these uniform items you must wear long pants that do not drag on the ground, non-slip closed toe shoes with socks and proper under garments. All items must be neat and clean.

Behavioral Expectations

Hygiene:

- **Always wash hands thoroughly upon arriving, after using the restroom, after touching any body part, after tasting food, smoking and when changing work tasks.**
- **Aprons must be removed before using the rest room, removing trash or exiting the building for any reason.**
- 1 **Shower, brush your teeth and use deodorant daily. Keep fingernails clean, free of nail polish, and trimmed short. Artificial nails are not allowed.**
- **Jewelry cannot be worn in the kitchen. Wedding bands or medical alert bracelets are the only exception.**

Attitude:

- **Proper attitude is required to learn. Be prepared to listen. Be prepared to do whatever it takes to make a success of yourself.**
- **The Chef Instructor is in charge. Follow his directions and learn from his**

experiences. Participation in all activities is required.

- **Take initiative, keep a good attitude and help your fellow trainees when needed. If any conflicts arise the Culinary School staff will resolve the situation.**
- **Physical violence, verbal and/or gesture abuse will not be tolerated and will be cause for immediate dismissal from the program and possible arrest.**
- **Inappropriate, obscene or abusive language is not allowed.**
- **Money is not to be borrowed from students or staff.**

Phone Calls:

- **No phone calls are to be received or made except in the case of an emergency. You must receive permission from the Culinary School staff to use the phone.**
- **Cell phone use, including texting, is not allowed during class hours. Ringers must be turned off during class hours.**

Personal Conduct:

- 2 **You are expected to conduct yourself in an appropriate manner.**

Drugs and Alcohol:

- **Possession of drugs or alcohol is not allowed in the training facility. Any violation will result in immediate termination from the program and possible arrest.**
- **Trainees who arrive showing signs of alcohol or drug abuse will be terminated from the program.**
- **You are required to inform instructors if you are taking any prescription drugs that might impair your ability to work in the kitchen.**
- **St. John's Church is a smoke free zone and smoking is not allowed anywhere in the building or on the church grounds. Smoking is discouraged not only for health issues but because it deadens the sense of taste and smell. Trainees will not be excused for smoke breaks. Lunchtime is the only time for this purpose and you must leave the church grounds to do so.**

Dismissals/Drop- Outs:

- **You must notify the Program Director 2 weeks prior to the class start date if you will be unable to attend the session to which you have been accepted. If you do not give 2 weeks notice you will be responsible for uniform and**

training supply costs totaling \$175.00.

- If for any reason you do not complete the training course, you are responsible for returning all items such as training manuals, uniforms, books, etc. to the Culinary School.

Medical/Safety:

- Any injury that occurs on the training premises must be reported to a staff member immediately. You are required to fill out an accident report for every injury, even minor ones such as small cuts and burns.
- If you are injured in the program and it is determined that further medical attention is needed you must seek treatment in order to remain in the program.

Entering and Leaving the Training Facility:

- Do not enter the training facility before 8:30 A.M. or until a staff member is present.
- You must receive permission from a staff member to leave the training facility premises for any reason during class hours.

Etiquette:

- All work areas are to be left neat and clean at all times.
- Do not enter the office without first knocking or asking permission.
- When leaving or entering the premises, while in the training facility or when on the church grounds behave appropriately and responsibly. Others are using the building so please show them the proper respect.

Miscellaneous:

- English will be the only language used in the kitchen and classroom. The staff and students must be able to understand one another; therefore no other language should be used during the course of the day, as it excludes others from the happenings in the kitchen and classroom.
- All issues not mentioned above will be handled individually on a case-by-case basis.

Sexual Harassment

Sexual harassment is against state and federal laws. It is unwelcomed sexual attention and unsolicited sexual advances from peers, teachers, staff or anyone with whom the student may interact. Any person who believes that he or she has been subjected to sexual harassment should report the alleged misconduct immediately.

Please refer to www.cummunityculinaryschool.org Board Policy #101108A or the executive director's office for handouts of Board Policy #101108A

Conflict and Resolution

The Community Culinary School of Northwestern Connecticut recognizes the right of every student to have the opportunity to resolve complaints about problems relating to conditions of training in a fair and timely manner and without fear of reprisals. It is expected that most complaints will be handled informally by the student and the instructors/executive director. However, when this process is not successful, the Culinary School provides a formal procedure for the resolution of complaints.

Please refer to: www.cummunityculinaryschool.org Board Policy #101108B or the executive director's office for handouts of Board Policy #101108B

Retaliation

Retaliation against any individual in any manner for reporting harassment or assisting in providing information relevant to a claim of harassment is a serious violation of this policy and will be investigated and treated in the same manner as a claim of harassment. Retaliation includes any action taken in an effort to punish an individual or negatively impact on their employment conditions or opportunities as a result of his/her report of harassment. Any action an individual believes constitutes retaliation should be reported immediately in accordance with the procedure set forth above.

Acknowledgement
Student Copy

By signing below, I am acknowledging that I have received and read a copy of the Student Handbook. I agree that I will notify the Program Director 2 weeks prior to class start date if I am unable to attend the training session that I have been accepted for or I will be required to pay uniform and training material costs totaling \$175.00. I also agree that, if I do not complete the program, I will return all uniforms and training materials to the school or I will be required to pay uniform and training material costs totaling \$175.00.

I understand and agree to follow the Community Culinary School Training Program policies. I also understand that the Community Culinary School reserves the right to terminate my participation in the program for violation of ANY AND ALL rules stated in the Community Culinary School Policy Statement or for any other reason.

By signing below I agree that it is my intention to seek employment in the food service industry upon graduating from the program and that I will make every effort to do so.

Print Name

Signature

Date

Please sign your name and date below indicating that you give your permission for the Culinary School to use photos of yourself for educational and or promotional purposes.

Acknowledgement
Administration Copy

By signing below, I am acknowledging that I have received and read a copy of the Student Handbook. I agree that I will notify the Program Director 2 weeks prior to class start date if I am unable to attend the training session that I have been accepted for or I will be required to pay uniform and training material costs totaling \$175.00. I also agree that, if I do not complete the program, I will return all uniforms and training materials to the school or I will be required to pay uniform and training material costs totaling \$175.00.

I understand and agree to follow the Community Culinary School Training Program policies. I also understand that the Community Culinary School reserves the right to terminate my participation in the program for violation of ANY AND ALL rules stated in the Community Culinary School Policy Statement or for any other reason.

By signing below I agree that it is my intention to seek employment in the food service industry upon graduating from the program and that I will make every effort to do so.

Print Name

Signature

Date

Signature

Date

Please sign your name and date below indicating that you give your permission for the Culinary School to use photos of yourself for educational and or promotional purposes.

Signature

Date

The following will appear on our web site and on hand outs in Dawn's office if the Board approves. It will not appear in the manual

Board Policy #101108A

Sexual Harassment

It is the policy of the Community Culinary School of Northwestern CT to maintain a learning environment free from discrimination and harassment in accordance with federal and state law. Peer sexual harassment, sexual harassment of employees by students, as well as sexual harassment by school employees are strictly forbidden within the school, while attending or engaged in school activities, and while away from school grounds if the misconduct directly affects the good order, efficient management and welfare of the school.

Sexual harassment is any unwelcome physical or verbal conduct of a sexual nature when:

- Submission to that unwanted conduct is made, either explicitly or implicitly, as a condition for obtaining an education; or
- That unwanted conduct is sufficiently severe, persistent or pervasive that it affects a student's ability to participate in or benefit from a training program or activity or creates an intimidating, threatening or abusive educational environment.

Sexual harassment may occur even if the harasser and the person being harassed are of the same sex. However, this policy does not preclude legitimate, nonsexual physical contact, for example, the use of necessary restraints to avoid physical harm to persons or property. In determining whether alleged conduct constitutes a violation of this policy, the Culinary School will consider the surrounding circumstances, the nature of the behavior, the relationships between the parties involved and the context in which the alleged incidents occurred. Whether a particular action or incident constitutes a violation of this policy will require a determination based on all the facts and circumstances.

Students are expected to treat their fellow students and all employees with dignity and respect at all times on school property and in school programs

and activities, and to refrain from unwelcome physical or verbal conduct of a sexual nature.

Disciplinary action may result from violations of this policy. Violations of this policy shall be reported to the executive director.

If the student feels uncomfortable reporting the harassment to the aforementioned person, the student should contact any instructor or supervisor. Students are encouraged to report sexual harassment immediately. School personnel will take prompt and fair action to investigate any report promptly and to take the appropriate measures to end the sexual harassment.

Retaliation against parties who report sexual harassment, who object to sexual harassment or assist in a sexual harassment investigation, is prohibited by law and by the Community Culinary School of Northwestern Connecticut.

Consequences of Acts of Harassment

If it is determined that harassment has occurred, the possible consequences to the offending student should include but not be limited to:

- educational conferences with the executive director
- reprimanding conferences with the executive director
- apology to the victim
- suspension
- recommendation to the board for termination
- referral to the police

Grievance Procedures for Sexual Harassment

Once the complaint is made, it must be resolved within thirty (30) calendar days of the alleged occurrence or as soon thereafter as possible. Every complaint is considered serious, and the process is confidential.

- 1 If any student feels he/she has been the victim of harassment by any one associated with the school, he/she should seek the help of an Instructor, or the executive director.
- 2 If the complaint involves the executive director, the complainant may submit in writing his/her complaint to the board appointed Grievance Committee of the Community Culinary School of Northwestern Connecticut.

If the complainant is not satisfied with the action of the Instructor, within twenty

(20) days of the decision, the complainant may appeal the decision in writing to The executive director. The executive director will hold a hearing within twenty (20) days, or as soon thereafter as possible, and will notify the complainant of his/her decision in writing within five (5) days of the hearing.

If the complainant is not satisfied with the action of the executive director, within twenty (20) days after the date on which the executive director wrote his/her decision, the complainant may appeal in writing to the board appointed Grievance Committee of the Community Culinary School of Northwestern Connecticut.

The Grievance Committee of the Community Culinary School of Northwestern Connecticut will hold a hearing within twenty (20) days of receipt of this written appeal, or as soon thereafter as possible, and will decide what, if any, remedies are necessary to eliminate the practices the board deems discriminatory. The president of the board will notify the complainant in writing of the Grievance Committee's decision within five (5) days after such hearing or as soon thereafter as possible.

The executive director keeps a confidential file of reports. Notices of decisions would go into the student's file.

Board Policy #101108B

Conflict and Resolution

The Community Culinary School of Northwestern Connecticut recognizes the right of every student to have the opportunity to resolve complaints about problems relating to conditions of training in a fair and timely manner and without fear of reprisals. It is expected that most complaints will be handled informally by the student and the instructors/executive director. However, when this process is not successful, the Culinary School provides a formal procedure for the resolution of complaints.

CONFLICT AND RESOLUTION PROCEDURE

Training related conflicts or grievances should, to the extent possible, be discussed initially between the student and the Instructor/supervisor. If such discussion does not resolve the problem, or such discussion is not appropriate in the opinion of the student, the student may take the issue to the executive director.

If the student is not satisfied with the solution offered by the executive director,

the student should outline the issue in writing for the Grievance Committee of the board of directors.

- 1 The Grievance Committee of the board of directors will investigate the matter.**
- 2 The Grievance Committee will review the matter and make a final determination. The executive director will communicate that determination to the employee.**