

MCHENRY COUNTY COLLEGE

CULINARY PROGRAM

STUDENT CODE OF CONDUCT

All students are required to follow MCC's student code of conduct as well as these expectations

ATTENDANCE POLICY

Attendance is an important employability trait in the hospitality industry and is a mandatory expectation of this program. Students are expected to be on-time, in uniform when class begins. Students not in uniform when class begins are late. If a student will be late or absent, they are expected to contact the instructor just as they would a job. Please note that make-up days are not available. A student may be withdrawn at ANY time, at the discretion of the instructor for excessive tardiness or absences. Excessive is defined as:

2 tardies = 1 absence

3 non-consecutive absences = drop of one full letter grade

3 consecutive or 5 non-consecutive absences = student may be withdrawn

COMMUNICABLE & OTHER ILLNESS

Students are required to notify the college of any forms of communicable illness such as Hepatitis or HIV/AIDS. Students must notify their instructor. The instructor should notify the department chair and the department chair will arrange for class clearance with the school nurse. Students must advise of any epileptic or seizure disorders as well.

IS THIS PROGRAM RIGHT FOR ME?

- Are you able to maintain a professional level attendance record?
- Are you able to perform repetitive tasks for an extended amount of time?
- Are you physically able to work in situations with time limits?
- Are you mentally able to work in situations with time limits?
- Are you able to lift up to 50# boxes or bags of product?
- Are you able to efficiently and safely handle and grip a knife?
- Are you able to read and write clearly and concentrate effectively?
- Are you able to perform basic math skills WITHOUT the aid of a calculator?

KITCHEN ETIQUETTE

- Gum chewing is not allowed
- All drinks must be covered and placed below the table work area
- No outside food should be open in the table work area during class time
- Use tasting spoons/forks during class time
- No personal electronic devices and/or headphones are allowed in the kitchen at any time
- Cell phones must be on silent and put away from the table work area
- DO NOT USE CELL PHONES DURING CLASS TIME
- If you have an emergency and need to take a call, inform your Chef and step outside to take the call
- Refrain from abusive and/or foul language

LOCKERS

Students may only use the lockers to the left of the cafeteria doors. The medium and large lockers to the right of the doors are for instructors and employees only. Students may bring their own locks, however neither the college nor the instructors are responsible for any personal items in any lockers. Please use the bathrooms in the hallway by the lockers to change clothes.

Students may NOT EVER change their clothes in the kitchen area or culinary lab.

PERSONAL APPEARANCE

This is a professional program and students are expected to maintain personal hygiene and health department standards. Lab classes have the following requirements:

Uniforms: A clean uniform must be worn daily. Maintenance of the uniform is the responsibility of each student.

Hair: Must be pulled back and if needed, in a hair restraint- this applies to male or female students. Mustaches or beards must be covered if they are longer than surface hair.

Hands: Students are required to wash their hands before starting class, after using the bathroom, after smoking, and as necessary to maintain sanitary conditions during food preparation.

Fingernails: Fingernails must be neatly trimmed and clean, especially under exposed parts of the nail. Fingernails must not extend more than one-quarter inch (1/4 inch) beyond the fingertip. No nail polish (clear is still a polish) or decoration of any kind is allowed.

Jewelry: No visible jewelry is permitted other than a wedding band or medical ID bracelet. No visible piercings are allowed, at all of any kind. **IF YOU WERE NOT BORN WITH IT, IT IS NOT PERMANENT.**

UNIFORMS & TOOL-KITS

This is a professional program and all students in lab classes are required to have the approved MCC student uniform, hat and tool kit. Students are expected to wear clean uniforms and kitchen safe, non-slip shoes. Open-toe, exposed skin, gym shoes or tennis shoes are NOT acceptable. Uniforms, hats, aprons with outside logos are not allowed. Students may be sent home to change if their uniform is not acceptable or their shoes are not safe. Uniforms and tool kits are ordered via an outside vendor. Please be aware that the vendor is NOT able to accept financial aid as a form of payment.

WORKING IN THE KITCHEN

- Any injuries of any kind should be reported to your Chef immediately
- If you don't know how to use a piece of equipment- ASK
- Always return equipment to the proper storage spot. If you don't know- ASK
- Cleaning is a part of cooking and a part of student's grade
- Never wash hands in dish sinks, only hand-sinks
- Use the dish machine for large items, cambros, sheet trays, etc.
- DO NOT PUT MEASURING SPOONS & VERY SMALL ITEMS IN DISH MACHINE AREA
- Keep the cover on the garbage disposal during use, it's there for a reason
- ALL dishes must be cleaned and PUT AWAY at the end of EVERY class
- All food in the lab is the property of MCC
- Do not throw food away unless you have checked with your Chef
- Do not take food from the lab kitchen without permission from your Chef
- Clean up must be done before students start wrapping food to take home

WNHS (PCCS) STUDENT INFORMATION

Lockers are issued by the instructor in the beginning (CLM 101) class. Students must wear the designated PCCS high school uniform. All other rules noted above apply to all PCCS high school students as well.

Students may NOT EVER change their clothes in the kitchen area or culinary lab.

*****E-Portfolio note: AAS degrees do NOT require an E-portfolio for graduation.***