

# Culinary Arts & Hospitality Management

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[www.NEWTechSkillCenter.com](http://www.NEWTechSkillCenter.com)

[www.NEWTechCulinaryandHospitality.weebly.com](http://www.NEWTechCulinaryandHospitality.weebly.com)

## Class Description

This class is designed to introduce students to the elements of Culinary Arts, Restaurant Operations, and other aspects of the Hospitality and Tourism career cluster. The course requires real world application of math, reading, writing, and science skills where students will engage in both hands-on projects as well as academic assignments that will help prepare them for jobs, post-secondary plans, and future goals.



In this class, students will:

- 1) Identify career and job opportunities while engaging in positive Employability Skills.
- 2) Exhibit personal productivity, leadership, and teamwork skills.
- 3) Solve problems using critical thinking, creativity, and innovation.
- 4) Use oral and written communication skills in creating, expressing, and interpreting information and ideas.
- 5) Explore various aspects and career paths of the restaurant, hospitality industry.
- 6) Follow state/national guidelines for food safety.
- 7) Demonstrate and follow workplace health, safety, and sanitation procedures.
- 8) Use and care for commercial tools and equipment.
- 9) Identify, explain, and perform Front of House (FOH) and Back of House (BOH) duties.
- 10) Prepare and present food and beverage items that meet quality standards.
- 11) Practice proper customer service skills and dining room etiquette.
- 12) Receive possible credit from SCC Culinary/Hospitality program.

**AND MUCH MORE!**

## Mr. Beans & NEWTECH Bistro

Each student will have the opportunity to work in various FOH positions; however, placement in Mr. Beans will only be given to those students who show excellent employability skills, leadership, and commitment to our program. Working in either FOH area requires high levels of customer service and teamwork, basic math and problem solving skills. Students will need to be able to operate a cash register and Point of Sale (POS) system responsibly and honestly, have knowledge of ingredients, nutrition, and food items on our menus, as well as be able to multi-task, communicate effectively, and display positive work-ethic. Mr.



Beans will be open Tu. - Fr. from 8:45am - 10:15am and again from 11:45am - 1:15pm. The Bistro will serve both breakfast and lunch on Wednesdays and Thursdays.

Negativity, rudeness, dishonesty, unpreparedness, and other examples displaying poor work ethic will NOT be tolerated and will result in immediate termination from the position working with possible further consequences given by Ms. Proud or Chef Bob. Students may order from Mr. Beans, but will only receive their items at the end of the class so as not to take away from class time.

*\*While unlikely, the syllabus is subject to change depending on circumstance and teacher discretion*



## Class Policies

- 1) You will arrive to class on time and prepared to work with your proper uniform clean, and other supplies ready.
- 2) You will not operate equipment without proper training. A signed document by you stating you will abide by safety standards and proper use of the equipment will be required and failure to adhere to this contract could result in dismissal of the program. If you need help - ASK FOR IT.
- 3) Taking or giving away food without permission is considered STEALING and we have a ZERO tolerance policy with theft and disciplinary action will be taken if caught.
- 4) No rough-housing. Safety, health, and well-being of others is our FIRST priority. Anyone who compromises these things will be subject to class and possible administrative consequences.
- 5) Cell phones are NOT permitted in the kitchen, Mr. Beans, Bistro, or lecture time unless authorized. Violation of this will result in no employability points for the day for both the violator and their classmates.
- 6) RESPECT. For yourself, your teachers, your peers, your guests, and our facility. We are here to learn, so listen for instruction and refrain from talking during demonstration.
- 7) Act as if you would on a job. You are getting paid in valuable skills that many people pay to learn.

## Uniforms

Your notebook, pen/pencil, Sharpie, and thermometer are required daily.

### Kitchen

Chef Coat - Clean & unwrinkled will be worn in the kitchen and Mr. Beans daily and will be your responsibility to maintain.

Pants - Black and loose for protection. Wear a belt if necessary.

Shoes - Black, solid, closed-toe, and non-slip shoes are required with socks.

Hair/Jewelry - Hair must be neat, pulled back and covered. Jewelry must be hidden.

Apron - white aprons provided.

### Bistro/Hospitality

Black Shirt - Button down or Polo for Bistro service. Must be clean and unwrinkled.

Pants/Skirt - must be solid black in bistro and skirts must be at fingertip length or longer. No shorts.

Shoes - closed toe and no high heels.

Hair/Jewelry - hair must be pulled back and off the face. Jewelry shouldn't be distracting.

Apron - black aprons are provided.

**YOU MUST BE READY TO GO INTO THE KITCHEN AT ANY TIME!**

## Fees

Please see Ms. Proud or Chef Bob to determine how much you owe, if the financial obligation is going to be challenging for you, or any other questions you may have.

Each student is responsible for a one time \$50 program fee each school year. This fee covers laundry and rental service for aprons, as well as the cost of your chef coat, hair covers, and your first thermometer (lost thermometers are \$5). Please note that there will be an additional charge for unusual damage to equipment, tools, or other materials due to student abuse.

Per Washington State law, each student must acquire a Food Handler's Permit. This needs to be on file and remain current throughout the year. We will be preparing for and taking the test in class - cost for the permit is \$10.

Bring **cash or check** made out to NEWTech Skill Center to the main office and return your receipt to Ms. Proud to keep on file by \_\_\_\_\_.

There may be other fees, but we will keep you updated with them should they arise.

## Other Info

Just like a job, each day you will clock in and out. We will give you five minutes from the start and end of your shift to change into your street clothes.

Each student will be assigned a locker; any items you will not be needing or using during class time will be stored in there for safety. Please keep in mind that you share the locker room with all other students, so not only are you responsible for your own belongings, you are also responsible for keeping the area clean, and respecting others that are using the space. No outside food or drink is allowed in the lab areas. Water bottles and other beverages may be kept on the shelves by the kitchen entrance.

Field Trips and Guest Speakers: Throughout the school year, we will be able to explore various businesses and interact with industry professionals. Please keep in mind that all class, school, AND district policies must be followed as not only are you representing yourself, but you are also representing our program and our school. If in the event a substitute is joining us, you will follow the same professional expectations.

## Academic Information & Expectations

### Curriculum

Due to the articulation agreement outlined below, as well as state standards; a certain level of rigor is expected. Students will be required to apply basic grammar and spelling conventions to their assignments. Since SCC has articulated a math credit with us, basic math skills will be practiced and assessed by working with conversions in the kitchen and business math in the front of the house. A career portfolio is required for each student that attends NEWTech. Standards vary between first year and second year students for this project, which we will discuss as a class. We also participate in Precision Exams for industry certification. All students will take practice exams throughout the year to prepare for the final exam in the spring. Receiving a certificate for passing this exam can be used on your resume and in your portfolio. Second-year students will also be eligible for the MAST (Mandatory Alcohol Server Training) Permit training at the end of the school year. Cost of the exam, should they choose to take it, is \$20.

### Attendance: Make-Up & Bonus Points, Etc.

Attendance and being on time is mandatory, unless excused by your school, parent or guardian. If in the event you are unable to be in attendance or on time, you must call the Attendance Office as well as contact Chef Bob or Ms. Proud to let us know - just as you would a job. *Contact information is on the front page of this syllabus.* Your attendance is important as much of the learning that happens is hands-on and employability points are given daily. If you happen to be absent, we do a few evening catering events throughout the year and participating in one of them is the best way to make up for lost employability points. If you can't make it to one, we will work with you on an individual basis for make-up work. It is YOUR responsibility to communicate with us if work is needed, and your absence must be excused. Field Trip forms or other school communication is required from your home high school should one of their events hinder your ability to come to class. Finals and other non-school/bus days are excused. Other extra-credit is given throughout the year, but presence is required to receive it.

### Grading

Employability Skills (as mentioned above) will be given daily and are worth 35% of your final grade. 50% of your grade will be for your lab competencies (kitchen and hospitality work), and 15% will be focused on assignments, tests, and other paperwork. It will be your responsibility to fill out a work journal every day where you will assess your employability using a 7-point scale. Chef Bob and Ms. Proud will review these journals regularly, take your reflection into account, and give you a final score. Your lab competencies will be assessed throughout each rotation, and you will be given a final grade based on your knowledge of that station. Please see the attached rubric and explanation of criteria for more information. Grades are reported in PowerSchool regularly. If you are not a regular Spokane School District student, information will be mailed home with directions how to access your grade. You are always welcome to discuss your grade with Ms. Proud if you have questions.

### Spokane Community College Credit

Completing this course with a "B" or better for each period during each semester, students are eligible to receive the following credits from Spokane Community College's Northwest Culinary Academy:

#### Year One:

Culinary I 10: Introduction to Culinary Arts - 5 credits

Hospitality Management I 12: Hospitality Math - 3 credits

#### Year Two:

Culinary I 15: Safety and Sanitation - 5 credits (*contingent on passing the national ServSafe exam*)

Hospitality Management I 10: Introduction to Hospitality - 5 credits

*By fulfilling the above requirements, taking this class could save you up to \$1300 in tuition and lab fees!*

## Class Syllabus\*

### Grading Details:

As mentioned previously, 35% of your grade will be given for Employability Skills, 50% of your grade will be based on kitchen or hospitality lab performance, and 15% will be based on paperwork (tests, quizzes, etc.). Below are explanations of the above mentioned sections:

#### Employability Skills:

- **Time Management/Clock In-Out** (Consistently begins and remains on task throughout the class, shows exemplary self-discipline related to punctuality, consistently displays dependability)
- **Appearance/Hygiene** (Always adheres to dress code and attire is consistently appropriate, neat, and clean. Hygiene and grooming are appropriate without reminders.)
- **Preparedness, Professionalism, & Leadership** (Consistently shows socially appropriate behavior for the work environment, is democratic and professional in diverse group settings, prioritizes tasks, and always willing to take initiative)
- **Safety/Sanitation** (Maintains a clean and safe work environment at all times, follows all safety rules & sanitation protocol)
- **Communication, Teamwork & Collaboration** (Ask clarifying questions, actively listens to instruction, works and uses respect with others, and uses appropriate language at all times.)
- **Craftsmanship & Quality of Work** (Consistently evaluates work of self and others by identifying industry standards in order to raise level of quality)
- **Problem Solving & Critical Thinking** (Consistently identifies and defines a problem accurately, uses appropriate tools and information to solve a problem)

#### Kitchen & Hospitality Labs:

- Formative Assessments - These are things that will be taken into consideration regularly to determine content mastery.
- Summative Assessments - These are larger projects or tests that will be completed to determine proficiency at the end of a unit.
  - \* Culinary Criteria - Knife Skills, Safety/Sanitation, Baking Methods, Cooking Methods, Conversions, Vocabulary, Equipment Identification
  - \* Hospitality Criteria - History of Hospitality, Types of Food Service, Dining/Food Etiquette and Trends, Employment Options & Career Pathways, Customer Service, Hospitality Operations, Vocabulary

#### Basic Rubric:

4 - Industry Level	3 - Developing Level	2- Guided Practice	1 - Not Proficient
Wow! No Errors Full Understanding Exceeds Criteria Exceeds Skill Level Can Teach the Task	On Target Complete Few Errors Meets Criteria Satisfactory Skills Can Do the Task Alone	Almost There Errors Distracting Meets Some Criteria Partial Understanding Not Yet Mastered Skill Supervision Needed	Keep Trying Not Accurate Doesn't Meet Criteria Incomplete Beginning Skill Level Supervision Required

*\*While unlikely, the syllabus is subject to change depending on circumstance and teacher discretion*

## Leadership & Accountability

A goal of ours in this program is to help find you jobs. As apprenticeship and job opportunities arise, we will work with those students who show leadership, work ethic, and other soft skills as well as progress and eagerness in what they're learning and doing in the classroom and kitchen.

In this class, just as in any restaurant - or work environment for that matter - we are a team, and as a team we need to hold each other accountable. Each student will be able to hold the position of classroom Manager on Duty (M.O.D.) where you will be required to make sure everyone has clocked in and out, and people are dressed appropriately for their tasks that day. Mr. Beans and the Bistro will each have a General Manager (GM) when they are in operation, and catering events will have a Banquet Captain (BC). Chef Bob will work with students to appoint various leadership roles in the kitchen such as Kitchen Manager, Sous Chef, and/or Station Captain.

We will also have weekly class meetings on Mondays where we will discuss upcoming events, and issues that may need to be addressed. Students will be able to

express their concerns as well as successes with us and their peers so we can problem solve in real time. It will be up to the current leaders to collaborate with Ms. Proud or Chef Bob on things they feel should be addressed.

As a reward for exceptional progress, teamwork, or other good behavior, "Beans Bucks" are rewarded to students. They work like gift cards and are worth up to \$2 toward anything in Mr. Beans. Chef Bob and Ms. Proud are not the only people who can identify positive work ethic and progress: Students can nominate each other if they see something we don't.

Students come to NEWTech not just to learn, but also because it's a safe and positive place to be. Let's work together to take pride in the work we do the products we create, and the school culture we are responsible for because we wouldn't be here without great students like you!

*\*Copies of this syllabus and grading information can be found on our class website.*

**PLEASE RETURN THIS SECTION BY \_\_\_\_\_!  
BONUS POINTS IF RETURNED BY TOMORROW.**

SEMESTER TWO

Student Name *(please print)*: \_\_\_\_\_

I HAVE READ AND UNDERSTAND THE MATERIALS PRESENTED IN THE CLASS SYLLABUS AND HAVE SHARED THEM WITH THOSE THAT CARE ABOUT ME.

BY SIGNING THIS DOCUMENT, I AM EXPRESSING MY EXCITEMENT AND WILLINGNESS TO PARTICIPATE AND ABIDE BY THE GUIDELINES, POLICIES, AND EXPECTATIONS SET BEFORE ME THIS SYLLABUS FOR THE CULINARY ARTS AND HOSPITALITY MANAGEMENT CLASS.

I UNDERSTAND BY NOT ADHERING TO THESE EXPECTATIONS, I WILL BE SUBJECT TO DISCIPLINARY ACTION AND MY BEHAVIOR WILL BE SHARED WITH MY FAMILY.

Student Signature

Parent/Guardian Signature

Date

\_\_\_\_\_

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