

Long Beach City College
Culinary Arts

CULAR 213B – Food Preparation 2
Desire, Dedication, Discipline

Student Packet



Long Beach City College
Culinary Arts Department
CULAR 213B - Food Preparation 2

Class meets: Monday 8:00 a.m. to 1:00 p.m. LAC Room TBA
Tuesday 8:00 a.m. to 1:00 p.m. TBA
Wednesday 8:00 a.m. to 1:00 p.m. TBA
Thursday 8:00 a.m. to 1:00 p.m. TBA
Friday 8:00 a.m. to 1:00 p.m. LAC Room F109/Lab E134

Instructor: Chef Stephen Caballero
Office M-122
Office Hours Monday– Friday 7:a.m. – 8:00a.m.
Office Telephone (562) 938-4132
Please do not leave personal messages; see me during office hours.
Fax No. (562) 938- 9599
E-mail scaballero@lbcc.edu

Required: “The Professional Chef” The Culinary Institute of America,
Wiley 8th Edition 2006
“The Professional Chef, Study Guide” Wiley 8th Edition 2006
“The Prentice Hall Dictionary of Culinary Arts” Second Edition
Labensky, Ingram

Grading:

Class Participation & Banquets	50%
Class Assignments & Media Project	10%
Menu Project	10%
Chapter Tests	10%
Professional Hygiene & dress code	10%
Midterm and Final	10%

Textbook and homework assignments are due **on time**, unless prior arrangements are made, **NO LATE ASSIGNMENTS WILL BE ACCEPTED, NO EXCUSES, NO EXCEPTIONS!**

- Final must be taken on assigned date to receive a grade.
- Five unexcused late attendances or early departures per semester will result in a grade reduction. Absences’ totaling more than 10% of the total number of classroom days per semester will result in one full grade reduction.
- Any class meeting is considered an academic day, if not brought to class, makes sure your books, tool bags and classroom materials are available. (Car-trunk, locker, etc)
- Breaks given **on** or **off** campus are to be taken in a timely fashion, when 10 minutes are given; 10 minutes are to be taken.
- All students must sign in and sign out on the daily attendance sheet. **No other student may sign in or out for another student.**
- **Food supplies must be purchased by the student for the purpose of practicing after demonstrations. Food items may be consumed afterwards.**

A certificate will be issued only to students who maintain a “C” or above average; complete all textbook and class assigned projects.

Grading Scale;

A	90-100%
B	80-89%
C	70-79%
D	60-69%
F	59-below

Grading Definitions;

- A- Performance of the student has been at the highest level, demonstrating sustained and consistent excellence in meeting all course requirements and standards.
- B- Performance of the student has been at a high level, showing consistent and effective achievement in meeting course requirements and standards.
- C- Performance of the student has been at an adequate level, meeting the basic requirements of the course.
- D- Performance of the student has been less than adequate, meeting only the minimum course requirements.
- F- Performance of the student has been such that minimum course requirements have not been met.

Uniform Requirements:

<u>Quantity</u>	<u>Item</u>
1	Cloth Cook’s Hat
1	White Neckerchief
2	White Cook’s Jacket – Long Sleeve
2	Checker Slacks – Traditional Cut
2	White Full Aprons with Ties
2	White Side Towels
10	Band Aids
5	Pairs of Plastic Surgical Gloves
1	Clean Chefs Coat w/ LBCC logo
1	3”x5” Writing Pad + 3 ring binder

Kitchen Tool Requirements:

<u>Quantity</u>	<u>Item</u>
1	6” to 8” metal tongs
1	French Knife
1	Serrated Slicer or Bread Knife
1	Paring Knife
1	Vegetable Peeler
1	6” to 8” Offset Pastry Spatula
1	1 ½” Pastry Brush
1	Bench Scraper
1	Rubber Scraper
1	Instant Read Thermometer
-	Advanced garnishing tools
	2 – Flash Drives 2gig. Minimum

Course Outline

As a second semester Culinarian, the demands on your time, patience and professional attitude will be tested to the limit on a daily basis. As you may well know, the commercial food service industry is a fast paced and highly competitive work environment. This final phase of your culinary education is designed to prepare you for the real world food service and hospitality industry. The information you have acquired in the past semester will be put you to the test both in the classroom and in various professional kitchens. You will be expected to have a thorough as well as practical working knowledge of all classic cooking techniques and culinary terminology. ***In order to familiarize yourself with various consumer goods you will be required to “price compare” various seasonal foods, food related products at local markets, specialty stores, and farmers markets.***

In an attempt to address the constant evolution in the skills required of students entering the job market, students will be introduced to a new block of instruction utilizing “The Book of Yields” culinary software on days to be announced in the computer technology building M. No formal computer training is required.

In addition to textbook chapters, lectures will cover various culinary topics, such as food trends, food production and technology, food history, regional preparation, classic culinary terms, terminology and the art of “Plate Presentation”. As an individual or in teams you will be required to compete in static as well as degustation competitions through out the semester, these competitions will be judged by myself as well as other college faculty . I encourage you to team-up with a friend or work alone if you wish. (Try something you have always wanted to learn to cook.) In addition, as part of your final grade you will be required to produce a media generated presentation, cooking demonstration video, web page or cookbook etc. and “Menu Project” (Details to be announced). You will be required to research, read and produce a 500 word book report on a culinary or hospitality topic of your choice. (Famous Chef, cuisine, trend, etc.)

As an incentive, changes in location to various industry related venues such as the Redondo Beach Pier Fish Market, various Farmers Markets, Professional Seminars, Culinary Competitions, Food Shows, and Expositions will be scheduled throughout the semester. **Be reminded, transportation is not provided.** If you plan to attend, you will be required to provide your own transportation.

As a reminder, semester team teaching sessions will be incorporated to facilitate and utilize classroom accommodations. Dates and time TBA.

Finally, as 2nd semester culinary students you will be required to participate in department sponsored culinary events as they arise. (Banquets, High School Field Trip Demonstrations, etc.) **Remember, they are mandatory, and will be counted as part of your overall semester grade.**

In closing, as your Chef, I hope to make this semester a fun, fruitful and productive experience during your long culinary odyssey, GOOD LUCK!

Chef Steve

Lab Materials;

Students must purchase food supplies for the purpose of participating after demonstrations. Food items may be consumed after class is dismissed. No eating or drink (excluding water) in the Lab/Kitchen at any time. Taste testing is permitted. **NO student** is permitted to bring any type of alcoholic beverage to class for personal consumption or cooking purposes. If a recipe calls for an alcoholic beverage or liquor, the student **must** notify the instructor so arrangements can be made.

Withdrawal from Class Statement;

If you are enrolled in this class at the start of the semester but never attend class by the first census date of the class (see the deadlines at <http://admissions>), you will be considered a "No Show" and I will drop you from the class. **In all other circumstances, if you must withdraw for any reason, you are responsible for dropping the class through Admissions and Records or online.** If for some reason you decide to drop the class early in the semester and do not wish to receive a "W" grade on your transcript, you must go to the Admissions and Records Office and drop the class by the date indicated as the last day to drop and receive a "W" (Again see <http://admissions.lbcc.edu>) If you have not dropped the class as of this date, you will be assigned a letter grade (A,B,C,D,F) for the semester, whether or not you attended class.

Personal Hygiene/Uniform Code

A personal hygiene code is in effect in all institutional kitchens with the following requirements.

- Remember that a clean and neat appearance is a must at all times.
- While on campus or while participating at off campus venues, students are **not** to unbutton, remove or otherwise alter their uniform in any way. A violation of this requirement will be grounds for suspension and or possible dismissal.
- The wearing of baseball caps, team hats or other head gear while in uniform will not be permitted.
- Ear or any facial piercings will not be allowed during class.
- Uniform **pants** are to be worn by all students and must be clean and properly **hemmed** at all times.
- Student must be cleaned shaven daily. A mustache must be trimmed and neat, no goatees are permitted. (You can go without one for one semester!) Sideburns must be trimmed and neat.
- No perfume or aftershave is to be worn during lecture or lab activities.

PPD Test:

It is required that every student participating in Culinary Arts submit a current Tuberculin Skin Test reading within the second week of the semester. The test is free; however an appointment must be made with the school nurse at LAC/PCC office.

Hair:

- Hair must be neatly maintained, clean, and properly restrained at all times.
- All hair must be worn above your collar (hairnets).
- Ponytails should not be visible and must be restrained.
- If you wear a mustache, it must be kept neatly trimmed and must not extend below the corners of your lips.
- No goatees or beards are allowed for this semester, this will eliminate the need for the use of a beard snoot during banquets or lab exercises’.
- Male students must be cleaned shaven on a daily basis.

Fingernails:

- Hands and fingernails must be clean at all times, moderate length, with no fingernail polish.

Shoes:

- Shoes worn during food preparation must be of firm **BLACK** leather. Sneakers, high heels, slippers and open-toed shoes are not permitted. **BLACK** steel-toed shoes are recommended.

Smoking:

If you smoke on campus, smoke in approved areas only, prior to returning to class you are required to wash your hands thoroughly.

Jewelry:

- The only jewelry allowed is a single plain wedding ring and one watch.
- In order to comply with County, State and Federal Health Code Laws and in the interest of accepted industry standards, no visible body piercings will be allowed during classroom or lab sessions. This will only apply while in uniform.

Other Considerations:

- You may only use the breast pocket of the chef’s jacket for one clip-on pen or pencil and one clip-on thermometer.
- On the last day of class, students must remove their locks and personal property from lockers. Security will cut and store all personal items in storage if lockers are not vacated.
- In the interest of sanitation, you are not to wear aprons and side towels in the following situations: when you go to the restroom, discard garbage, enter or leave the academic building, and when eating meals.
- Pagers and cell phones must be set on silent buzz or turned off during class hours.
- On the last day of class, students must remove their locks and personal property from lockers. Security will cut locks and store all personal items in storage if lockers are not vacated.

Code of Ethics:

Deal honestly and truthfully in all matters. Respect the property and resources of others, and not use such property or resources for personal gain.

Consider the interest of the college and carry out their established policies. Avoid activities that might bring discredit to oneself, the college, colleagues or the profession. There will be no consuming of alcoholic beverages either on the campus or at offsite culinary events.



Long Beach City College
Culinary Arts Department
Responsibilities for
Chef of the Day

Chef of the Day: _____

Date:

Sous Chef of the Day: _____

Date:

Chef Instructor: _____

Date:

IMPORTANT:

Prior to beginning any culinary project, the student Chef and Sous Chef of the day will conduct a thorough walk through of all kitchen areas and walk-ins. A notation of all kitchen safety, or sanitation violation(s) should be outlined and reported to the Chef Instructor present. At the end of the day an additional walk through will be conducted by the student Chefs and followed up by a final walk through by the Chef Instructor. Accidents, illness, or injuries sustained while in the lab area or classroom must be reported to the Chef Instructor immediately! **NO EXCEPTIONS!**

TOOLS and KITCHEN EQUIPMENT

Student's responsibilities: Prior to using any electrical, mechanical or static kitchen equipment or surface, check for frayed cords, plugs, sharp edges and any loose or missing parts. If any of these conditions are observed, **stop** and report it to the Chef Instructor of the day **immediately**.

RESPONSIBILITIES:

- Chef of the day is responsible for the daily sign-in sheet.
- Once class time starts, the Chef of the day is responsible to highlight or underline under the last person who arrived on time. Any student who arrives late will remain after class for instructions from the Chef of the day.
- Chef of the day will check each student to verify they are in the appropriate LBCC Culinary ARTS Uniform.
 - Cloth Cook's Hat
 - White Neckerchief
 - White Cook's Jacket – Long Sleeve
 - Checker Slacks – Traditional Cut and Hemmed
 - White Full Aprons with Ties (Lab only)
 - White Towel (Lab only)
 - Short nails with no nail polish
 - Face hair trimmed
 - Hair tied up and/or put in a hair net
 - Black slip and spill resistant shoes

Uniform Code:

- A clean and neat appearance is a must at all times.
- All students are required to be dressed in complete uniforms when attending class and offsite locations (such as field trips and worksites).
- Uniforms and aprons **must** be clean and stainless.
- Ball caps, scarves, and other hats are not to be worn while in uniform.
- All students must wear their uniforms with proper identification, for example, the stitched emblem on campus and on offsite locations. **NO EXCEPTIONS!!**

Building Evacuation Procedures

1) When evacuation is determined to be necessary by the Emergency Operations Manager, and approved by the College President, students will leave their buildings immediately by the nearest plan-designated "Staging Area" or as advised. In each building, a chart is posted identifying the appropriate evacuation route from the building.

2) If total evacuation from the campus is necessary, specific instructions for a safe evacuation procedure will be given by the institution at that time.

On-Campus Areas on campus have been designated as "Staging **Evacuation** Areas" for on campus evacuation **areas** these include:

Parking Lots

Baseball Fields

Tennis courts

Stadium Parking lots (All persons should assemble in the middle of Lots)

If on-campus evacuation is necessary (i.e., the emergency is confined to a specific area and people are not required to leave campus), evacuated persons will remain at location(s) until an "all clear" signal is given by the Emergency Operations Manager.

Personal Safety and Security

You can take steps to improve your personal security on campus. Lock your car, check to make sure your lights are off, and **don't leave any valuable property visible in your car**. Anti-theft devices and alarms are good deterrents. Report any suspicious persons in the parking lots or elsewhere on campus to the Long Beach Police Department (562-938-4910)

An Omni cipher lock has been placed on all buildings at the college and after normal working hours and the exterior access door is the only point of entry into the building. Please know that police escorts are available and easily obtained. LBPB officers patrol both campuses 24/7. If you are in need of police services call 562 938-4910. The dispatcher will obtain your information and dispatch

Do not leave any purses, briefcases, equipment or other valuable property unattended or in an unlocked office. Lost and found is also handled at the College Center at LAC and by the Associate Vice President's Office at PCC. Report all instances of stolen or lost property to the Long Beach Police Department.

Room Lockdown Guidelines

1. If a "Lockdown" notification is received a lockdown announcement will be given to the student.
2. Remain calm and stay with your instructor.
3. Students are to move people away from doors and windows so they cannot be seen.
4. Shut off lights
5. Remain quiet (silence cell phones but do not shut them off)
6. Ignore Fire Alarm (contact 911 if you believe there is a fire danger)
7. Notify law enforcement (911) of the type of disturbance, its location, the number of people causing it, who is involved, any weapon presence, and your name. Provide as much information as possible.
8. If a gunshot is heard, keep people down near the floor and shielded under/behind room furniture as much as possible.
9. Maintain a calming influence over your group. Reassure students, faculty, staff, and visitors that everything possible is being done to return the situation to a normal condition.
10. Notify law enforcement (911) as soon as possible of any medical emergencies.
11. Remain in the secure room until released by law enforcement.
12. If gunshots are fired and fleeing is necessary, run away in a zigzag manner, not a straight line.

Student Health Services

LAC x4210 or PCC x3992. Student Health Services offers health assessment, counseling, and referrals, tuberculosis testing, glucose and cholesterol screening, pregnancy tests, vision screening, blood pressure checks, over-the-counter medications for colds, flu and headache in addition to first aid.

LBDP officers are also available to provide **EMERGENCY** first aid on campus.

IN ALL EMERGENCIES Immediately call 9-911 from campus phones or (562) 938-4910 (LBDP College Unit Dispatch) from a cell phone.

Procedures for Reporting Employee Accident/Illness and Students/Official Visitors Accidents
The *Accident/Illness Response Flow Chart* outlines the appropriate procedures for students/visitor, as well as, District employees.

Food Allergy and Food Intolerance Statement

Long Beach City College Culinary Arts Department recognizes that a relatively small number of students suffer severe allergic reactions and intolerance to one or more commonly eaten foods. The Culinary Arts Department uses foods most commonly associated with allergic reactions such as peanuts, nuts in general, sesame seeds, fish and shellfish, wheat, soya, milk and eggs. Students with known food allergies must notify their Chef Instructor of their specific food allergy, however ultimately it is the student's responsibility to monitor what he/she consumes.

Accidental injury while in class/lab

In case of accidental injury while in the classroom or lab, students are required to immediately stop working and notify the instructor. The student must wash the injury in a hand washing approved sink and then apply pressure to the wound. The student is required to seek medical attention immediately through the Long Beach City College Student Health Services. Under no circumstances is a student allowed to leave the class/lab without approval of the instructor and accompanied by another student for safety reasons. If the injury is severe, life threatening or considered an emergency call 911 immediately and await the arrival of campus security. Students must complete an accident report returning to class from Student Health Services.

Student Health Services is located on both campuses.

Hours: Monday – Thursday 8:00am to 4:30pm Friday 8:00am – 12:00pm

LAC- Bldg. Q124

PCC- Bldg. AA101

Textbook and Study Guide

Each student will be responsible for the following chapters and the completion of the corresponding end of chapter questions for discussion, terms, terminology, and Student Study Guide. Due dates and deadlines will be discussed during the first week of class.

Outcomes:

Upon completion of the course the student should be able to:

1. Express the proper use of culinary terminology according to industry standards.
2. Observe, analyze, and complete an industry standard restaurant menu.
3. Demonstrate knife skills according to industry standards in the Garde-Manger Section, and fish and Shellfish station.
4. Show photos, describe and analyze typical meals in a number of Asian countries according to geographical location, ethnicity, and tradition.

Chapter 2, Menus and Recipes pg. 11

Students should acquire the following competencies;

- List several types of menus and describe them.
- Explain what is meant by a standardized recipe.
- Increase and decrease (also known as “scale”) recipes to suit production needs using appropriate formulas and calculations.
- Use basic recipe yield calculations to determine food and recipe costs.

Chapter 3, The Basics of Nutrition and Food Science pg. 19

Students should acquire the following competencies;

- Identify categories of nutrients and explain their importance in a balanced diet.
- Understand the effects of storage and preparation techniques have on various foods’ nutritional values.
- Appreciate the use of ingredient substitutes and alternatives.
- Understand product nutrition labels.

Chapter 6, Asia pg.57

After reading and studying this chapter, you will be able to;

- Explain the impact of beliefs and traditions on Asian cuisine.
- Describe the regional cuisine of each of the countries.
- Describe specific food items indigenous to each country.
- Describe the geography and climate for each country.

Chapter 9, Meats, Poultry and Game Identification pg. 171

Students should acquire the following competencies;

- Explain such basic meat concepts as inspection, grading, and storage of beef, veal, pork, lamb, venison and poultry.
- Explain the difference between inspection and quality grading.
- Identify a variety of cuts for each type of meat and game.
- Identify a variety of types of poultry and game birds.
- Pair specific cuts of meat or poultry with the appropriate cooking method(s)

Chapter 10, Fish and Shellfish Identification pg. 199

Students should acquire the following competencies;

- ❑ Name the basic market forms for flat and round fish and shellfish.
- ❑ Pair specific fish with appropriate cooking methods.
- ❑ Handle fish and shellfish safely during storage and preparation.
- ❑ Identify a number of shellfish and categorize them (mollusk, crustacean, cephalopod).
- ❑ Pair specific shellfish with the appropriate cooking method.

Chapter 12, Dairy and Egg Purchasing and Identification pg. 129

Students should acquire the following competencies;

- ❑ List the general guidelines for purchasing and storing dairy and eggs.
- ❑ Identify and describe a variety of dairy products.
- ❑ Identify the parts of an egg and list several uses and functions for whole eggs, egg yolks, and egg whites.
- ❑ Name the grades, sizes, and processed forms of eggs.

Chapter 13, Dry Goods Identification pg. 142

Students should acquire the following competencies;

- ❑ Describe general purchasing and storage guidelines for dry goods.
- ❑ Identify a number of nuts and seeds, together with their culinary uses and common purchasing forms.
- ❑ Discuss the importance of salt and pepper; describe a number of forms and the common culinary uses for each.
- ❑ Describe the appropriate methods of purchasing, storing, and preparing dried legumes and identify a variety of dried legumes along with their common culinary uses.

Chapter 19, Fabricating Meats, Poultry, and Fish pg. 469

Students should acquire the following competencies;

- ❑ Trim fat and silver skin from meats and explain the reasons for doing so.
- ❑ Cut meats into even portions and shape them so that they will cook evenly.
- ❑ Truss poultry for roasting or poaching.
- ❑ Cut chicken into halves and quarters.
- ❑ Scale, trim and gut fish prior to cutting into desired portion.
- ❑ Clean and shuck oysters, clams, and mussels.
- ❑ Clean and cut octopus and squid.

Chapter 23 Braising and Stewing pg. 248

The student should acquire the following contingencies;

- ❑ Name the similarities and differences between braising and stewing.
- ❑ Prepare a braise or a stew using the basic method.
- ❑ Finish a stew with a liaison.
- ❑ Evaluate the quality of stews and braises.

Chapter 24, *Mise en Place for Vegetables and Fresh Herbs* pg. 679

Students should acquire the following competencies;

- ❑ Explain the importance of proper vegetable cuts to all dishes including vegetables.
- ❑ Perform the basic tasks of vegetable preparation using appropriate tools and techniques.
- ❑ Name the standard cuts and their appropriate dimensions.
- ❑ Work with dried fruits and vegetables.
- ❑ Describe the general guidelines for vegetable and herb mise en place.

Chapter 26, *Cooking Potatoes* pg. 767

Students should acquire the following competencies;

- ❑ Name the three basic categories of potatoes and explain how moisture and starch content affects the characteristics of the potato after cooking
- ❑ Determine proper doneness in potatoes and evaluate potato dishes for quality according to the appropriate standards

Chapter 27, *Cooking Grains and Legumes* pg. 805

Students should acquire the following competencies;

- ❑ Select the proper advanced preparation method for a variety of grains and legumes.
- ❑ Name a variety of familiar grain and legume dishes and the cooking method used to prepare them.
- ❑ Determine proper doneness in grains and legumes and evaluate dishes for quality according to the appropriate standards.

Chapter 28, *Cooking Pasta and Dumplings* pg. 843

Students should acquire the following competencies;

- ❑ Identify the key similarities and differences between fresh and dried pastas.
- ❑ Select and prepare ingredients and equipment for preparing fresh pasta.
- ❑ Roll and cut fresh pasta by hand and using a machine.



Please complete this form and return to instructor.

Please print name: I, _____ have downloaded ***CULAR 213B – Food Preparation 2 Student Packet from the website***, and I understand that the instructor explained the entire syllabus to me. In addition, I am aware of the importance of complying with the uniform code as specified in the syllabus. I am aware of the tools required for this class. I accept and will abide by the course requirements.

Signature: _____

Date: _____

Witness: _____

Long Beach City College
Culinary Arts Department
Kitchen Safety and Sanitation
Preventing Food Contamination and Accidents in the Workplace

It is vitally important to introduce the student culinarian to the principles of kitchen safety, sanitation, and proper food storage techniques prior to actual work in a kitchen laboratory environment.

In order to project a proper professional image throughout this program, it is essential that students arrive to class daily, in full uniform (suited and booted), well groomed, and in possession of all materials necessary for the days activities. (Books, tools and equipment, etc.)

It is the responsibility of the Chef Instructor to identify and demonstrate the safe and proper use of all potentially dangerous equipment in the kitchen. Following this instruction, each student must take and pass a practical and written test, scoring no less than 100% prior to proceeding with his/her lab duties.

Prior to beginning any culinary project, the Chef Instructor and students will conduct a thorough walk thorough of all kitchen areas and walk-in refrigerators. Any observance of kitchen safety or sanitation violations should be outlined and reported to the Chef responsible for the deficiencies. At the end of the day a final walk-through will be conducted by the student Chefs and Chef Instructor. These student Chef and Chef Instructor walk-through procedures are to be conducted at both school, work experience, (where applicable) and off-site locations, (Queen Mary, etc.)

It is the responsibility of all Chef Instructors to maintain the “Kitchen Log Book” located in the kitchen office. On a weekly basis a thorough check and cursory inventory will be done by each Chef Instructor on a rotating basis, noting any deficiencies or potential hazards, if none are observed that too should be noted and signed by the inspecting Chef. The “Log Book” will in turn, be brought to the weekly staff meeting for review.

It is extremely important that every student store and transport all sharp tools and equipment in a professional tool bag. Students are not to store or transport knives and other culinary equipment wrapped in towels, plastic wrap, paper, backpacks, boxes, or any other material that could pose a hazard to any individual or themselves.

As a rule, culinary students are required to review and test each semester, Chapter 4 “Food and Kitchen Safety” in their textbook “The Professional Chef”

Accidents, illness, or injuries sustained while in the lab area or classroom must be reported to the Chef Instructor immediately. For minor cuts, a student should wash the cut thoroughly and apply a band aid, followed by the filing accident report by the instructor. In the event of a severe cut or injury, the student must be sent to the Health Services nurse during regular school hours. If the injury requires they be seen by a doctor and the student does not have their own health coverage, the student must be sent to the Long Beach Memorial Hospital emergency Room. (A \$50.00 deductible payment is required) Following this procedure the student must return the following day to the Long Beach City College Health Services nurse in order to fill out an accident report.

The following are some recommendations to prevent food contamination and accidents in the workplace:

Personal Hygiene

- Do not work with food if you have any communicable disease, cuts, or infection.
- Bathe or shower daily.
- Wear clean and pressed uniforms and aprons.
- Keep hair neat and clean. Always wear a hat or hair net.
- Keep mustaches and beards trimmed and clean. Better yet, be clean shaven.
- Students are not to eat while in the lab, or with the approval of the Chef Instructor.
- Wash hands and exposed parts of arms before work and as often as necessary during work, including;
 - a. After eating, drinking, or smoking or discarding rubbish.
 - b. After using the toilet.
 - c. After touching or handling anything that may be contaminated with bacteria.
- Cover coughs and sneezes, and then wash hands.
- Keep your hands away from your face, eyes, hair, and arms.
- Keep fingernails clean and short. Do not wear nail polish.
- Do not smoke or chew gum while on duty.
- Cover cuts or sores with clean bandages. Wear a glove over bandage.
- Do not sit on worktables.
- Do not wear ear or facial piercings, a watch and wedding band are allowed.
- Uniform pants are to be pressed and properly hemmed, without exception, for both professional appearance, and health and safety requirements.
- Wallet chains, clasps or any other metal or leather belt accessories are not to be worn as part of the student's uniform.

The Safe Workplace

It is important to find ways in which students can prevent certain kinds of accidents, such as cuts, burns, and falls. However, it is much easier to develop and practice habits that prevent accidents if safety is built into the workplace.

- Adequate lighting in work areas and in corridors.
- Non-slip floors.
- Clearly marked exits.
- Equipment supplied with necessary safety devices.
- Heat-activated fire extinguishers over cooking equipment, especially deep fryers.
- Conveniently located emergency equipment, such as fire extinguishers, fire blanket, and first aid kit.
- Clearly posted emergency telephone numbers.
- Smooth traffic patterns to avoid collisions between workers.
- Equipment that is clean and in proper working order. (free of missing or loose parts)

Preventing Cuts

- Keep knives sharp. A sharp knife is safer than a dull one, because it requires less pressure and is less likely to slip.
- Use a cutting board. Do not cut against a metal surface. Place a damp paper towel under the board to keep it from slipping.
- Pay attention to your work when using a knife or cutting equipment
- Cut away from your self and other workers.
- Use knives only for cutting, not for such jobs as opening bottles.
- Don't try to catch a falling knife. Step back and let it fall!
- Don't put knives in a sink, under water, or any place where they can't be seen.
- Clean knives carefully, with the sharp edge away from you.
- Store knives in a safe place, such as in a rack, or knife bag when not in use.
- Carry a knife properly. Hold it beside you, point down, with the sharp edge back and away from you. Don't swing your arm. Whenever possible, carry knives in the knife guard. Warn people when you are walking past them with a knife in hand.
- Keep breakable items, such as dishes and glassware, out of the food production area.
- Don't put breakable items in the pot sink.
- Sweep up; don't pick up, broken glass.
- Discard chipped or cracked dishes and glasses.
- Use special containers for broken dishes and glasses. Don't throw them in with other garbage.
- If there is broken glass in the sink, drain it before trying to take out the glass.
- Remove all nails and staples when opening crates and cartons, and dispose of them.

Preventing Burns

- Always assume pot handles and hotel pans are hot. Don't just grab them with your bare hands.
- Use dry pads, towels or oven mitts to handle hot pans. Wet cloth or other materials will create steam, which can burn you.
- Keep pan handles out of the aisle, so people won't bump into them. Also, keep handles away from open flames of gas burners.
- Don't fill pans so full that they are likely to spill hot foods.
- Get help when moving heavy containers of hot food.
- Open lids away from you to let steam escape safely.
- Use care when opening compartment steamers.
- Make sure gas is well vented before trying to light ovens or pilot lights. Strike matches *before* turning on the gas. Also, strike matches away from your self.
- Wear long sleeves and double-breasted jackets to protect you from spilled or splattered hot foods or fat. Also, wear sturdy leather shoes with closed toes.
- Dry foods before putting them in frying fat or it may splatter on you.
- When placing foods in hot fat, let them fall away from you, so that fat will not splash on you.
- Keep liquids away from the deep fryer. If a liquid were spilled into the fryer, the suddenly created steam could spray hot fat on anyone nearby or cause a fire.
- Always warn people when you are walking behind them with hot pans or when you are walking behind someone who is walking with hot items. Always make clear that you are behind someone who is using a knife. **(BEHIND YOU!)**
- Warn service people about hot plates or spills.

Preventing Fires

- Know where fire extinguishers are located and how to use them
- Use the right kind of fire extinguisher. There are three classes of fires, and fire extinguishers should be labeled according to the kind of fire for which they can be used.
 - a. Class A fires: wood, paper, cloth, ordinary combustible.
 - b. Class B fires: burning liquids, such as grease, oil, gasoline, solvents.
 - c. Class C fires: switches, motors, electrical equipment, and so forth.

Never use water or a Class A fire extinguisher on a grease or electrical fire. Water should not be used to fight a Class B fire (fuel, grease) that is pooled. If used on an electrical fire make sure the electricity is turned off.

- Keep a supply of salt or baking soda handy to put out fires on range tops.
- Keep hoods and other equipment free from grease buildup.
- Don't leave hot fat unattended on the range.
- Smoke only in designated areas. Do not leave burning cigarettes unattended.
- If a fire alarm sounds and if you have time, turn off all gas and electric appliances before leaving the building.
- Keep fire doors closed.
- Keep exits free from obstacles.

Preventing Injuries from Machines and Equipment

- Do not use any equipment unless you understand its safe operation.
- Use all guards and safety devices on equipment. Keep slicing machine set at zero (blade closed) when not in use.
- Don't touch or remove food from any kind of equipment while it is running, not even with a spoon or spatula.
- Unplug electric equipment before disassembling or cleaning.
- Make sure the switch is off before plugging in equipment.
- Do not touch or handle electric equipment, including switches, if your hands are wet or if you are standing in water.
- Wear properly fitting clothing and tuck in apron strings to avoid getting them caught in machinery.
- Use equipment only for the purpose intended.
- Stack pots and other equipment properly on pot racks, so that they are stable and not likely to fall.

Preventing Falls

- Clean up spills immediately.
- Throw salt on a slippery spot to make it less slippery, while a mop is being fetched.
- Keep aisles and stairs clear and unobstructed.
- Walk, don't run.
- Use a safe ladder, not chairs or piles of boxes, to reach high shelves or to clean high equipment.

Preventing Strains and Injuries from Lifting

- Lift with the leg muscles, not the back.
- Don't turn or twist the back while lifting, and make sure your footing is secure.
- Use a cart to move heavy objects long distances, or get help.

Kitchen Area: Hazards and Lockers

Students are prohibited from placing books, backpacks, tool bags, tool boxes, luggage, or personal food stuff, and clothing on kitchen lab surfaces or floors. These conditions are a violation of industry safety and sanitation practices.

- **No backpacks are allowed in the kitchen.**
- All students must legibly indicate their name, class, and semester on their pad locks using brown tape.
- Lockers are to be distributed at the beginning of the semester.
- Students must remove their pad lock, and remove all personal items prior to the end of the semester.
- If locks and personal items are not removed at the end of the semester, locks will be cut and all personal items will be sent to lost and found.

REMEMBER: LOST AND FOUND PERSONNEL WILL NOT ACCEPT RESPONSIBILITY FOR KNIFES, KNIFE BAGS, OR FOOD ITEMS. It is the sole responsibility of each student to safely maintain and store their tools, books and equipment.

Remember: Be healthy and safe by practicing proper safety and sanitation procedures.

Kitchen Safety and Sanitation Test Preventing Food Contamination and Accidents in the Workplace

True/False

1. Personal hygiene is not important while preparing food as long as food is prepared on time.
2. It is not necessary to introduce students to the field of sanitation and safety at the beginning of the semester because they will learn as the semester progresses.
3. The Chef Instructor is responsible to conduct an orientation and identify all dangerous equipment, and verify that all students understand how to work safely with kitchen equipment.
4. It is extremely important to report to the instructor any accident, illness, or injury sustained while in the lab area, classroom or related off site work locations.
5. It is acceptable to store knives in backpacks in order to transport them safely.
6. To wear complete, clean, pressed uniforms is not necessary at all times. It is necessary only while working in the kitchen.
7. Keep mustaches and beards trimmed and clean. Better yet, be clean shaven.
8. While preparing food, it is ok to wear finger nail polish and have long finger nails. Finger nails look better like that anyway.
9. When work tables in the kitchen are empty, it is permitted to sit on them during break time.
10. You must wash your hands after smoking, eating, visiting the toilet, touching any contaminated surface, before returning to your work station.

Multiple Choice- Choose one correct answer.

11. It is everyone's responsibility to follow sanitation procedures when preparing food. Which of the following statements apply to this?
 - (a) Keep fingernails short. Do not wear nail polish.
 - (b) If no cutting boards are handy, it is acceptable to cut an onion on the metal table.
 - (c) You don't need to clean and sanitize a knife when switching cutting chicken and fish.
 - (d) Apply sanitation and safety procedures are the responsibility of the Chef Instructor only.
12. A food cutter (or buffalo chopper) with its attachments can be used to ----- food.
 - (a) Grind
 - (b) Chop or dice
 - (c) Shred
 - (d) all of the above
13. If Chef Robert told you to put the fish in the "box," then you should put it in the -----.
 - (a) oven
 - (b) Freezer
 - (c) Refrigerator

(d) None of the above

14. A sharp knife is safer than a dull one, because it requires less pressure and is less likely to slip. Which of the following apply to this rule?

- (a) Keep all knives sharp at all times.
- (b) Knives should be sharpened only once a month.
- (c) Knives remain sharp forever. You don't need to sharpen them anytime.
- (d) All of the above
- (e) None of the above

15. Backpacks are not allowed in the ----- at all. They should be kept in lockers always.

- (a) Lockers
- (b) Your car
- (c) Kitchen
- (d) Your house

16. Pay attention to your -----when using a knife or cutting equipment.

- (a) Work areas
- (b) Work
- (c) Friend's safety
- (d) All of the above

17. Rather than attempting to catch a falling knife, you should;

- (a) Remain where you are.
- (b) Run away very fast.
- (c) Step back and let it fall.
- (d) Call 911 and ask for help.

18. When removing a hot pot from the stove you should remove it by the handle using

- (a) Wet towels to prevent getting burn
- (b) Your bare hands
- (c) Your apron
- (d) Dry pads or towels

19. Which of the following applies when carrying a knife properly?

- (a) Hold the knife besides you.
- (b) Knife's point down.
- (c) With sharp edge back and away from you.

- (d) All of the above
- (e) None of the above.

20. Don't put knives in a sink, under water, or any place where they

- (a) Can be borrowed.
- (b) Can't be seen.
- (c) Can be purchased.
- (d) Can be seen.

Fill in the blank or blanks to complete the sentence.

21. Always assume a pot ----- is hot. Don't just grab it with your -----.

22. Make sure gas is well vented before trying to light ----- or -----lights. Strike matches ----- turning on the gas. Also, strike matches----- from your self.

23. Know where fire extinguishers are ----- and how to ----- them.

24. There are three classes of fire. Fire extinguishers should be labeled according to the kind of----- for which they can be used.

25. Keep a supply of ----- or ----- handy to put out fires on range tops.

26. Don't leave hot fat ----- on the range.

27. Don't use any equipment unless you ----- its operation.

28. Use equipment only for the ----- intended.

29. Don't touch or remove food from any equipment while it is ----- not even with a spoon.

30. Stack pots and other equipment properly on pot racks, so that they are----- and not likely to fall.

**Long Beach City College
Culinary Arts Department**

**Kitchen Safety and Sanitation
Preventing Food Contamination and Accidents in the Workplace**

Semester term: ----- Date: -----

Please print first and last name

I,-----, have received instruction and demonstration with written test on Kitchen Safety and Sanitation from my instructor. I understand this test is mandatory and I must pass with 100% accuracy. I also understand that I may not participate in any kitchen activities until I pass. In the event that I fail, I must retake this test until this requirement is satisfactorily completed.

Sign-----

Witness, Print name and sign
