

*Long Beach City College*

## **Culinary Arts**

*Desire, Discipline, Dedication*

**CULAR 204 – Introduction to Baking**

### **Course Syllabus**



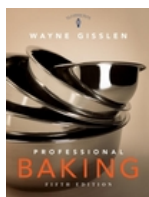
**Long Beach City College**  
CULAR 204 - Introduction to Baking  
Fall 2010

**Class Meets:** Tuesday 4:30 p.m. to 5:30 p.m. in Room E 131 LAC  
Tuesday 5:30 p.m. to 10:00 p.m. in Room F 134 LAC  
Thursday 4:30 p.m. to 5:30 p.m. in Room E 131 LAC  
Thursday 5:30 p.m. to 10:00 p.m. in Room F 134 LAC

**Instructor:** Chef Pierre Juès Office: M 122  
Telephone No. (562) 938-4627 E-Mail: pjues@lbcc.edu

**Office Hours:** Monday 2:00 P.M. to 4:00 P.M.  
Tuesday 12:30 P.M. to 1:30 P.M.  
Wednesday 12:30 P.M. to 1:30 P.M.  
Thursday 3:00 P.M. to 4:00 P.M.

**Required Books:** *Professional Baking, 5<sup>th</sup> Edition* - Wayne Gisslen. John Wiley & Sons, Inc.  
College Version Hardcover. ISBN: 978-0-471-78348-0



*Professional Baking, 5<sup>th</sup> Edition* - Wayne Gisslen. John Wiley & Sons, Inc.  
College Version Paperback. ISBN: 978-0-471-78350-3

**Student Package** – Available at LBCC Viking Bookstore

**Also Required:** **Skills:** Basic Arithmetic – Tutoring is available in the library.

**E-Mail:** A current and active E-Mail address **MUST** be entered in the Student Self Service / PeopleSoft database for Instructor communications.

**Uniform and Kitchen Tools:** (see list on page 2)

**Food Supplies:** Must be purchased by the student for the purpose of practicing in the Laboratory after the in-class demonstrations.

**Grading:**

Completion of Laboratory Projects	30 %
Attendance & Class Participation	15 %
Professional Hygiene & Dress Code	10 %
Class Assignments & Research Papers	10 %
Quizzes & Chapter Tests	15 %
Midterm, Final Exam & Competencies	20 %

*Please Note:* Final Exam must be taken on assigned date to receive a grade.

**Grading Scale:**

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

**A certificate will only be issued to students who maintain a minimum of a “C” average or above, and complete all assignments.**

If you have any questions or need assistance with assignments, please ask your instructor.

**Attendance:**

- 5 unexcused late arrivals or early departures per semester will result in a grade reduction.
- Absences in excess of 20% of the total class hours (**7 absences**) is grounds for being dropped.
- All students must sign in and sign out on the daily attendance sheet.
- Class starts at 4:30 pm, students arriving late will not be allowed to attend class
- **No student may sign in or out for another student.**

## Uniform and Kitchen Tool Requirements

<b>Uniform Requirements:</b>	<u>Quantity</u>	<u>Item</u>
	1	White Cloth Cook's Hat
	1	White Neckerchief
	2	White Cook's Jacket – Long Sleeve
	2	Checkered Slacks – Traditional Cut
	2	White Full Aprons with Ties
	2	White Towels
	10	Band Aids
	5	Pairs of Plastic Surgical Gloves
<b>Kitchen Tool Requirements:</b>	<u>Quantity</u>	<u>Item</u>
	1	Chef's Knife
	1	Paring Knife
	1	Serrated Edge Knife
	1	Vegetable Peeler
	1	6" to 8" Offset Pastry Spatula
	1	18" Pastry Bag
	2	Piping Tips ( <i>see Chef for more information</i> )
	1	1½" Pastry Brush
	1	Bench Scraper
	1	Rubber Scraper
	1	Apple Corer
	1	Pair of Scissors

### Don't Forget to Purchase and Bring:

- |  |  |
|--|--|
| <input type="checkbox"/> Scantron # 815 for quizzes                                | <input type="checkbox"/> Pencils/Pen       |
| <input type="checkbox"/> Scantron # 882 for midterm & final                        | <input type="checkbox"/> Permanent Markers |
| <input type="checkbox"/> Notebook  | <input type="checkbox"/> Calculator        |
| <input type="checkbox"/> Scantron # 886 for the safety & Sanitation Mandatory Quiz |  |

**Students must bring their tools to each and every class meeting, unless instructed otherwise.**

## Code of Ethics

Deal honestly and truthfully in all matters. Respect the property and resources of others, and do 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 off-site culinary events.

## Course Outline

During the course of the class there will be lectures and videos on the following topics: Baking Equipment; Ovens and Tools; Raw Materials and Semi-Finished Products; The Baking Process; Modern and Traditional Techniques; Baked Goods; Cookies; and Savories.

At the beginning of, and often throughout, the Lab sessions there will be demonstrations to illustrate the different procedures and techniques applied to create the different items we will be studying.

**Quietly Watching and Listening to the Demonstration is MANDATORY,**  
**any Students Failing to do so Will be Dismissed.**

Students will develop the Basic Skills of Commercial Baking, including Preparation of Specialty and Artisan Breads, Breakfast Pastries, Baked Goods, Cookies, and Savories such as Pizzas, Pissaladière, and Vol au Vent; develop knowledge of Supplies, Hygiene and Sanitation, Safety Practices, and Employer-Employee Relations.

Students may participate in field trips, and guest speakers may visit the program. Student participation in breakfast, lunch, and dinner events are a course requirement; these may occur during a weekend at an on-site or off-site facility.

Students will be asked to do comparison-shopping, pricing, and quality research in different grocery stores, food chains, and other markets.

At the end of the lab session, Clean-Up is required of all students.

All home work must be turned in on time. Late home work will not be accepted.

Quizzes and exams must be taken on the assigned date – there will be no make up quizzes or exams.

Food supplies must be purchased by the student for the purpose of practicing in the Laboratory. In-class practice items may be taken home and/or consumed at the end of class.

### **OUTCOMES:**

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

- Select the appropriate tools and equipment used in baking.
- Prepare lean and rich yeast doughs.
- Prepare quick breads.
- Prepare pies, tarts, and cookies.

### **OBJECTIVES:**

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

- Demonstrate operational proficiency with tools and equipment used in the bakery.
- Prepare a variety of lean yeast doughs such as French bread, whole wheat, and seven grain.
- Prepare a variety of rich yeast and non-yeast doughs such as croissant, Danish, and puff pastry.
- Accurately read and utilize recipes.
- Construct quick breads such as muffins, pound cakes, biscuits, and scones.
- Prepare cookies using the bagged, dropped, rolled, icebox, bar, and sheet cookie methods.

## Chef of the Day

While in the laboratory, one student will be *Chef of the Day*.

The *Chef of the Day* is **responsible** for making sure that:

- Every Student Signs In and Signs Out
- All Tables are Clean
- All Shelves Under the Tables are Clean
- All Sinks are Clean and Empty
- All LBCC Equipment is Clean, Dry and Put Away in its Proper Storage Place:
  - Frying Pans on the Bottom Shelf
  - Pots
  - Sheet Pans
  - Containers
  - Trays
  - Kitchen Aid Mixers and their Attachments (checked in according to the list)

## Food Allergies and Food Intolerance

Long Beach City College Culinary Arts Departments 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, but not limited to: **peanuts, nuts in general, sesame seeds, fish and shellfish, wheat, soy(a), milk, and eggs.**

*Students with known Food Allergies **must notify** their Chef Instructor of their specific Food Allergy.*

## Personal Hygiene / Uniform Code

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

### Jewelry:

- All jewelry (except a plain wedding band) including necklaces, rings, watches, bracelets, and body jewelry (for example: nose rings, facial piercings, body piercings, etc.) **are not** to be worn on campus or at worksites while in uniform.

The ServSafe Personal Hygiene Code of the National Restaurant Association's Education Foundation ServSafe Coursebook, 2<sup>nd</sup> Edition states:

**Remove jewelry prior to preparing or serving food or while around food preparation areas. Jewelry can harbor microorganisms, often tempts foodhandlers to touch it, and may pose a safety hazard around equipment. Remove rings (except for a plain band), bracelets (including medical information jewelry), watches, earrings, necklaces, and facial jewelry (such as nose rings, etc.).** (reference pages 4-8)

In order to provide a safe and sanitary learning experience, the ServSafe Personal Hygiene Code is strictly enforced.

- Long Beach City College is not responsible for lost or stolen articles, so it is suggested that you leave your jewelry at home.

## Personal Hygiene / Uniform Code (cont'd.)

### Uniform Code:

- ❑ All students are **required** to be dressed in **complete** uniforms, with proper identification (*LBCC Culinary Arts stitched emblem or equivalent button/badge/pin*) **when attending class and off-site locations** (*such as field trips and worksites*).
- ❑ A **clean** and neat appearance is a must at all times.
- ❑ Uniforms and aprons must be clean and without stains.
- ❑ Ball caps, scarves, and other hats are not to be worn while in uniform.
- ❑ At the beginning of the semester, students who come to class **not wearing** their complete uniform **after the grace period will not be allowed to attend** class.
- ❑ A **Complete Uniform** is:
  - Hat (*see page 2 above*)
  - Neckerchief (*see page 2 above*)
  - Jacket (*see page 2 above*)
  - Slacks (*see page 2 above*) – **properly hemmed & belted at the waist, NOT** dragging on the floor
  - Apron (*see page 2 above*)
  - Work Shoes (*see below*)

### Hair:

- ❑ Hair must be neatly maintained, cleaned, 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.
- ❑ Beard snoods must be worn over beards.
- ❑ The rest of your face must be clean-shaven daily.

### Fingernails:

- ❑ Fingernails must be clean at all times, and should be of a moderate length with no fingernail polish.

### Shoes:

- ❑ Shoes should be slip-resistant (non-skid), spill-resistant, flat, black sturdy work shoes, made of non-porous manmade materials or leather. Steel-toed shoes are recommended.  
**Any other shoes, such as high heels, open-toed shoes, and sneakers are not permitted.**

### Tuberculosis (TB) Test (PPD Skin Test):

It is required that every student participating in Culinary Arts submit a current PPD (Tuberculin) Skin Test Reading within the second week of the semester. The test costs **\$10**, and an appointment **must** be made with the school nurse. LAC Nurse's Office: **562-938-4210**.

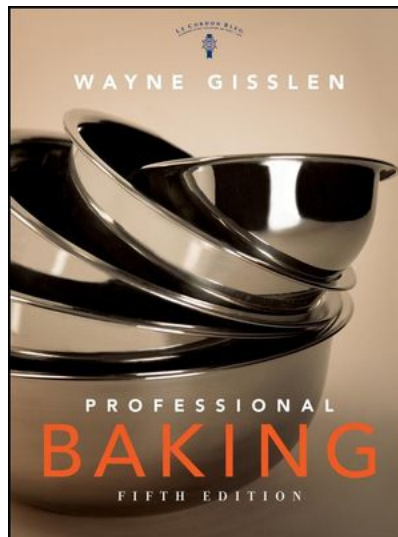
### Other Considerations:

- ❑ Remember that a clean and neat appearance is a must at all times.
- ❑ You may only use the breast pocket of the chef's jacket for one clip-on pen or pencil and one clip-on thermometer.
- ❑ 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 while eating meals.
- ❑ Pagers and phones must be set to a silent ring or completely turned off during class hours.
- ❑ On the last day of class, students must remove their locks and personal property from lockers. (*Campus Security will cut the locks and store all personal items in storage if lockers are not vacated.*)

## Textbook Assignments

Students will be responsible for reading the following chapters in the *Textbook* and completing the corresponding chapters in the *Student Study Guide*.

1. *The Baking Profession*
2. *Basic Professional Skills: Bakeshop Math and Sanitation*
3. *Baking and Pastry Equipment*
4. *Ingredients*
5. *Basic Baking Principles*
6. *Understanding Yeast Dough*
7. *Understanding Artisan Breads*
8. *Lean Yeast Dough*
9. *Rich Yeast Dough*
10. *Quick Breads*
11. *Doughnuts, Fritters, Pancakes, and Waffles*
13. *Pies*
19. *Cookies*



CULAR 204: Introduction to Baking  
Weekly Course Outline  
Fall 2010 — Tuesdays & Thursdays

Week	Dates	Topic	Reading & Homework
1	08/17/2010 08/19/2010	Course Introduction Safety & Sanitation Quiz Baking and Pastry Equipment, Basic Principles	Syllabus Acknowledgment Forms Safety & Sanitation Quiz TB Test
2	08/24/2010 08/26/2010	Measurements & Decoration Bread Soft Rolls	Textbook Chapter 2 Workbook Chapter 2
3	08/31/2010 09/02/2010	Foccacia Pizza	Textbook Chapter 5 Workbook Chapter 5
4	09/07/2010 09/09/2010	Baguette with Sponge and Old Dough Brioche, Ciabatta	Textbook Chapter 6 Workbook Chapter 6
5	09/14/2010 09/16/2010	Seven Grain Bread Onion Bread	Textbook Chapter 8 Workbook Chapter 8
6	09/21/2010 09/23/2010	Savory Bread (Tomato, Bacon, Cheese, Garlic...) <b>Quiz 1: Bread and the Bread Making Process</b> Chocolate Chip Cookies / Peanut Butter Cookies	Textbook Chapter 7 Workbook Chapter 7
7	09/28/2010 09/30/2010	Checkerboard Cookies / Spritz Cookies Biscotti / Coconut Macaroon	Textbook Chapter 19 Workbook Chapter 19
8	10/05/2010 10/07/2010	Magic Bar Cookies <b>Quiz 2: Cookies</b> Muffins	Textbook Chapter 10 Workbook Chapter 10
9	10/12/2010 10/14/2010	<b>Midterm Exam</b> <b>Midterm Competency</b>	
10	10/19/2010 10/21/2010	Savory Pound Cakes Biscuits/Scones	Textbook Chapter 3 Workbook Chapter 3
11	<b>10/26/2010</b> 10/28/2010	<b>Flex Day – No Classes</b> <b>Quiz 3: Quick Bread, Biscuit &amp; Doughnuts</b> Fritters, Doughnuts, and Beignets	Textbook Chapter 11 Workbook Chapter 11
12	11/02/2010 11/04/2010	Croissant (at 2 folds), Simple Syrup, Pastry Cream Roll the Croissant, Chocolate, Sweet and Savory	Textbook Chapter 9 Workbook Chapter 9
13	11/09/2010 11/11/2010	Danish (at 2 folds), Danish Filling Roll the Danish, and Icing	Textbook Chapter 4 Workbook Chapter 4
14	11/16/2010 11/18/2010	Puff Pastry (folding) Puff Pastry: Sweets and Savories	Textbook Chapter 1 Workbook Chapter 1
15	11/23/2010 <b>11/25/2010</b>	<b>Quiz 4: Folded Dough &amp; Rich Yeast Dough</b> Baklava Apple Strudel <b>Thanksgiving No Class</b>	
16	11/30/2010 12/02/2010	Apple Pie Quiche	Textbook Chapter 13 Workbook Chapter 13
17	12/07/2010 12/09/2010	<b>Quiz 5: Pies &amp; Tarts</b> Gingerbread Cookies and Gingerbread House	
18	12/14/2010 12/16/2010	<b>Final Exam</b> <b>Final Competency</b>	

## **Kitchen Safety and Sanitation**

### **Preventing Food Contamination and Accidents in the Workplace**

It is vitally important to introduce student culinarians 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 & 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-through of all kitchen areas and walk-in refrigerators. Any observation of kitchen safety or sanitation violations should be outlined and reported to the Chef. At the end of the day, a final walk-through will be conducted by the student chefs, and Chef Instructor. These walk-through procedures are to be conducted at school, work experience locations, and off-site locations (Queen Mary Hotel 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 violations or potential hazards. If none are observed, that too will be noted and signed by the inspecting Chef. The *Kitchen Log Book* will be reviewed weekly at the staff meeting.

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, illnesses, or injuries sustained in the lab areas, classrooms, or offsite locations must be reported to the Chef Instructor immediately. For minor cuts, a student should wash the cut thoroughly and apply a band aid; the instructor will complete an *Accident Report*. 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 emergency medical attention, you may either use your primary insurance first or student medical insurance at Long Beach Memorial Hospital Emergency Room (\$50.00 deductible payable by the student). Following this procedure the student must return the following day to the Long Beach City College Health Services nurse in order to complete 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, only tasting approved by the Chef Instructor.

- Wash hands and exposed parts of arms before work, and as often as necessary during work, including:
  - ⇒ After eating, drinking, smoking, or discarding rubbish.
  - ⇒ After using the toilet.
  - ⇒ 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 the bandage.
- Do not sit on worktables.
- Do not wear ear or facial piercings; only 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 students can prevent certain kinds of accidents (i.e. 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.
- Clean as you go to keep slip hazards off the floor.
- 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).

### **Cleaning and Sanitizing**

The key to cleaning and sanitizing is that it is impossible to sanitize a dirty surface. The only way is to clean a surface and *then* sanitize it – two independent steps that cannot be accomplished in a two-in-one type of application or process.

- Cleaning and Sanitizing is a two-step process.
- Cleaning removes soil or food particles from the surface.
- Sanitizing involves using moist heat or chemical agents to reduce the number of microorganisms on the surface.
- Cleaning is very different from sanitizing.
- Clean equipment such as knives and cutting boards during food preparation – use a wiping cloth, soaked in a double-strength sanitizing solution.
- Small equipment (tools, pots and tableware) should be run through a ware-washing machine or washed manually in a three-compartment sink.
- After sanitizing, equipment and tableware should be allowed to air-dry completely, because using paper or cloth toweling could result in cross contamination.

## **Cross-Contamination Elimination**

Cross-contamination occurs when microorganisms are transferred from one contaminated surface to another surface. Many food-borne illnesses are a result of unsanitary handling procedures in the kitchen. According to the National Restaurant Association's Education Foundation ServSafe Course book (2<sup>nd</sup> Edition), cross-contamination results when:

- Contaminated ingredients are added to food that is not later cooked.
- Contaminated food is allowed to touch or drip fluid onto cooked or ready to eat food.
- A food handler touches contaminated food and then touches cooked or ready-to-eat food.
- Cooked or ready-to-eat food touches a contaminated surface.
- Contaminated cleaning cloths are not cleaned and sanitized before use on another food-contact surface.
- Prevent cross-contamination by not handling ready-to-eat foods with bare hands. Instead, use the proper utensils or single use food-handling gloves.
- Use separate work areas and cutting boards for raw and cooked foods.
- Store food carefully to prevent contact between raw and cooked items. Place drip pans beneath raw food.

## **Time-Temperature Control**

Temperature control is critical during all food production stages. To help prevent the growth of microorganisms, food must be kept under the temperature danger zone.

- The temperature danger zone is between 41°F/5°C and 135°F/57°C.
- Most pathogens are either destroyed or will not reproduce at temperatures above 135°F/57°C.
- Storing food at temperatures below 41°F/5°C will slow or interrupt the cycle of reproduction.
- Food left in the danger zone for a period longer than four hours are considered adulterated. Once the four-hour period has been exceeded, heating, cooling, and any other cooking method cannot recover foods.
- Keep hot food hot and cold food cold.
- Use hot-holding equipment (steam tables, double boilers, bain-maries, chafing dishes, etc.) to keep food at or above 135°F/57°C.
- Use cold-holding equipment (ice or refrigeration) to keep cold food at or below a temperature of 41°F/5°C.

## **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 smooth, easily cleanable cutting board mat (such as the "board-mate") under the board to keep it from slipping. A damp paper towel may also be used if a "board-mate" is unavailable.
- Pay attention to your surroundings when using a knife or cutting equipment.
- Cut away from yourself 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 that will 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 yourself.
- 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 it 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.
  - Class A fires: wood, paper, cloth, ordinary combustible.
  - Class B fires: burning liquids, such as grease, oil, gasoline, solvents.
  - 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. A food cutter (buffalo chopper) which grinds, chops, and shreds should not be used to puree.
- 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.
- Pay attention to the walk-in refrigerator and freezer. The walk-in refrigerator ("box") is level to the kitchen floor and the walk-in freezer requires one to step up to prevent tripping.

### **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.
- Store the heaviest items at the most accessible shelf heights.

### **Kitchen Area: Hazards and Lockers**

Students are prohibited from placing books, backpacks, tool bags, tool boxes, luggage, personal food stuff, or 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 padlocks using brown tape.
- Lockers are to be distributed at the beginning of the semester.
- Students must remove their padlock, 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 KNIVES, KNIFE BAGS, OR FOOD ITEMS. It is the sole responsibility of each student to safely maintain and store their tools, books, and equipment.**

# Kitchen Safety and Sanitation Test

## Preventing Food Contamination and Accidents in the Workplace

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

### *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 for conducting an orientation and identifying all dangerous equipment, and verifying that all students understand how to work safely with kitchen equipment.
4. It is extremely important to report to the Chef 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 fingernails. Fingernails 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, and 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) Applying 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

## **Kitchen Safety and Sanitation Test (cont'd.)**

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 beside you.
  - (b) Knife 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, underwater, or any place where they:
- (a) Can be borrowed.
  - (b) Can't be seen.
  - (c) Can be purchased.
  - (d) Can be seen.

## Kitchen Safety and Sanitation Test (*cont'd.*)

*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 yourself.
23. Know where fire extinguishers are \_\_\_\_\_ and how to \_\_\_\_\_ them.
24. There are three classes of fires. 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.
31. Cleaning and Sanitizing is a \_\_\_\_\_ process.
32. After sanitizing, equipment and tableware should be allowed to \_\_\_\_\_ completely, because using paper or cloth toweling could result in cross contamination.
33. Prevent \_\_\_\_\_ by not handling ready-to-eat foods with bare hands. Instead, use the proper utensils or single use food-handling gloves.
34. \_\_\_\_\_ is between 41°F/5°C and 135°F/57°C.
35. Food left in the danger zone for a period longer than \_\_\_\_\_ are considered \_\_\_\_\_.

**Long Beach City College**  
**Culinary Arts Department**  
**CULAR 204 – Introduction to Baking**  
*Course Syllabus Acknowledgment Form*

**Please complete this form and return to instructor.**

Semester Term: \_\_\_\_\_

Date: \_\_\_\_\_

*Please print first and last name.*

I, \_\_\_\_\_,  
have downloaded the **CULAR 204 – Introduction to Baking Syllabus** from the LBCC website, and I  
acknowledge that the instructor explained the entire syllabus to me. I am aware of:

- ≈ The importance of complying with the uniform code as specified in the syllabus;
- ≈ The books and tools required for the class;
- ≈ My responsibility to clean-up after myself and to actively participate in making the lab clean and orderly;
- ≈ My responsibilities when I am *Chef of the Day*; and
- ≈ The importance of having a current and active E-Mail address in the Student Self Service / PeopleSoft database.

I accept and will abide by the course requirements

Student Signature: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_

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

Semester Term: \_\_\_\_\_

Date: \_\_\_\_\_

*Please print first and last name.*

I, \_\_\_\_\_,  
have received instruction (demonstration & 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.

Student Signature: \_\_\_\_\_

Witness Name: \_\_\_\_\_

Witness Signature: \_\_\_\_\_