

New Student Orientation

Baking and Pastry Arts

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First day of school: Tuesday, August 24th

Summer Check-List:

- ✓ Get a job in a kitchen
- ✓ Buy a cookbook
- ✓ Bake/cook for your family once a week



Uniform & Grooming Policy

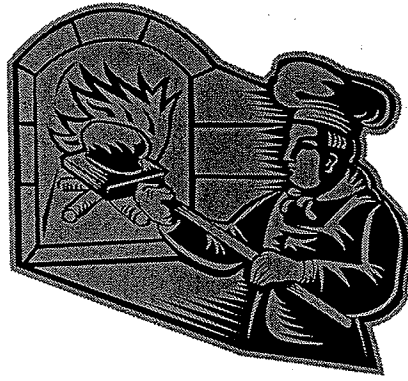
Due to the nature of the program, both safety and personal hygiene are critical. It is necessary for students to be in full uniform at all times when working in the kitchen. Because the food the students prepare is sold to the public, our kitchen is regulated by the Cuyahoga County Board of Health, and the guidelines adopted from the State of Ohio Uniform Code are enforced. Students without uniforms will not be allowed in the kitchen; he/she will receive a "0" for the day. Full uniform consists of:

- Hat
- Chef jacket
- Chef pants
- Black, non skid, work shoes

Uniforms will be purchased by student through Chefware. Shoes must be purchased separately. Shoes may be purchase at any shoe store, department store, discount store etc. No sneakers, no clogs, no crocs. Shoes need to be a "work shoe" designed for a kitchen type environment. There are many affordable brands and styles to choose from.

In addition to a clean and complete uniform, students are expected to comply with the following grooming standards:

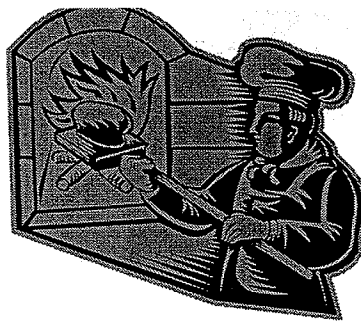
- Nails must be trimmed and clean
- No nail polish
- No fake nails
- No bracelets (especially braided friendship bracelets) or rings
- No hoop earrings or dangling earrings or other dangling necklaces
- Hair must be clean and tucked inside hat
- No eating, gum chewing, drinking, snacking etc.



Baking & Pastry Arts Classroom/Kitchen Behavior Policy

- All Polaris Career Center rules are in effect at all times.
- The Baking & Pastry Arts Program is designed to recreate a professional work experience: come to class with a professional attitude; act like you are coming to work.
- Uniform and Grooming:
 - Complete, clean uniform
 - Hair inside hat
 - No nail polish/fake nails
 - No bracelets or rings
 - No dangling earrings
 - Appropriate footwear
- Classroom:
 - No electronic devices: mp3, game systems, phones
 - No food or beverage (water is okay)
 - No gum or candy
- Kitchen
 - No horseplay
 - No running
 - No throwing
 - No yelling/shouting
 - No drama
- Locker rooms
 - No food or beverage
 - Vandalism, theft, hazing will be dealt with severely

Learn, have fun, be professional.



Homework Policy

The year will begin with a considerable amount of homework. In order to prepare for the kitchen, students need to digest a lot of info:

- Ingredients
- Mixing methods
- Equipment usage
- Safety practices
- Metric measurement
- Culinary vocabulary
- Tools
- Basic kitchen procedures

It is critical that students complete assignments as a means of mastering the material. Students who don't master the material reduce their performance in the kitchen and slow down the whole team.

Once we get rolling the homework will taper off; that doesn't mean it will go away. We will be working out of two different text books:

- About Professional Baking
- Foundations of Restaurant Management and Culinary Arts

In order to stay on pace, we need to cover about a chapter a week. The second text leads to certifications and certification exams. There will be quizzes, tests and projects throughout the year. My Homework Policy is as follows:

- Acceptable homework is **complete, on time, and legible.**
- Late homework will be penalized.
- If you are absent – see the student handbook for Polaris Career Center's policy.
- Students with IEPs will be accommodated in accordance with their contract.
- Sometimes things happen – we're all human. It is up to you to contact me if there are special circumstances we need to work out.
- Keep your graded assignments for studying purposes – you will be tested on this material.
- If you are having difficulty, don't hesitate to contact me:
ecallaha@polaris.edu or 440-891-7712



Baking & Pastry Arts

Mission Statement

Our mission is to provide an opportunity for students to learn, practice, study, and explore, the skills, techniques, concepts and knowledge required to become a pastry chef.

We believe in a well rounded culinary education, designed to prepare students for a long and successful career in an industry that is constantly growing and changing, and seeking the chefs of tomorrow.

By serving the public and recreating industry standards, The Baking & Pastry Arts program at Polaris Career Center challenges students to find the discipline and the passion necessary to become *the* Chef!



Junior Year: Synopsis

- My goal is to get the students out of the class room and into the kitchen as quickly as possible. Before we suit up and dive in we need to nail down some basic knowledge, skills, and policies. Remember:
 1. A kitchen is a potentially dangerous environment
 2. Ingredients are expensive
 3. Time is shortStudents need the basic skills to work safely, efficiently, and productively.
- The first 4-5 weeks will be devoted to preparing ourselves for the kitchen. The learning curve at this point is steep and students need to make a special effort to master all the material. There will be daily homework assignments and frequent quizzes.
- Once we move into the kitchen students will begin producing bakery and pastry items for sale in our café. This past year we developed a devoted clientele and they will be eagerly anticipating our return. Their patronage helps make our program possible financially, as well as generating the real-life experience that gives the program its integrity. Once we hit the kitchens there's no turning back: students, be prepared.
- At this point we will settle into our usual routine: Monday is theory day. We use this time to study the theory behind the baking and pastry, and also the nuts and bolts of the food and beverage industry. Tuesday through Friday we spend in the kitchen learning to become culinary professionals. The level of difficulty will gradually increase throughout the year as new skills and techniques are introduced. At the same time, students will be practicing the basics over and over.
- The first half of the year is very busy with special events taking place at school after hours and featuring the delicious offerings of the Culinary Academy students. These events raise money for the program, raise awareness in the community, and provide students with the opportunity to put their skills to the test. Participation is mandatory.
- The top students will have the opportunity to compete in the various culinary competitions that are sponsored during the year. Competition is intense but the rewards are great.
- Throughout the year there will be opportunities to learn, investigate, and explore the world of food. There will be at least one field trip and one guest chef demonstration. The work is hard, but for those who are passionate, it will be a rewarding year.



ProStart...What is it all about?

The ProStart program was developed to increase the quality and employability of today's high school graduates by providing them with training related to important job skills as well as opportunities for career exploration and higher education. The ProStart program includes the industry-driven curriculum designed by the National Restaurant Association Educational Foundation to teach, test and award industry-recognized certificates to students meeting high standards in hospitality education.

National Certificate of Achievement

The National Restaurant Association Educational Foundation awards this certificate to students who successfully meet the requirements of the ProStart program and complete their high school graduation credits.

WHY SHOULD YOU DO IT?

- It will show future employers that you mean business about a career in the foodservice industry
- It's your FIRST credential on your way to many more
- It demonstrates to others that you have met national standards
- It allows you to receive credits to select colleges
- It makes you eligible to compete for ProStart scholarships designated only for certificate recipients

HOW TO DO IT

- Pass the national exams for both Book 1 and Book 2
- Create a personal folder/portfolio
- Obtain necessary signatures on the employment agreement, copy for your folder
- Complete 400 hours of mentored internship
- Up to 150 hours can be in your school restaurant or in-school catering
- Minimum 250 hours must be in a mentored worksite
- Copies of pay stubs or employer letter **must be documented**
- Hours log or letter from ProStart instructor **must be documented**
- Complete the Workplace Competency Checklist to be completed and signed by your mentor/employer
- Submit items along with the completed (top part only) of the Work Experience Requirement Validation form



PROSTART NATIONAL CERTIFICATE OF ACHIEVEMENT SCHOLARSHIP:

Students eligible to compete for this scholarship are those who:

- Have received the National Certificate of Achievement
- Have completed the necessary coursework for high school graduation
- Have been accepted to an accredited hospitality management program with a focus on restaurant/foodservice management
- You will be eligible to receive up to \$2500.00 each year for your college education
- 4 years renewable, must meet eligibility requirements to renew, this usually means you have to maintain a 2.75 GPA (requirements may change)

THE PROCESS IS EASY!

1. HAVE A JOB RELATED TO THE FOODSERVICE INDUSTRY
2. GET THE EMPLOYER AGREEMENT SIGNED BY PARENT, EMPLOYER AND YOUR INSTRUCTOR
3. DOCUMENT YOUR HOURS THROUGH KEEPING COPIES OF PAYCHECK STUBS OR HAVING EMPLOYER WRITE A LETTER ON OFFICIAL LETTERHEAD STATING DATE OF HIRE AND ACCUMULATIVE HOURS WORKED
4. EMPLOYER AND INSTRUCTOR SIGNS OFF ON COMPETENCY CHECKLIST...NEED 57 OF 75 COMPETENCIES COMPLETED
5. PASS BOTH YEARS OF THE NATIONAL EXAM
6. SUBMIT ALL PAPERWORK FOR CERTIFICATE
7. SUBMIT SCHOLARSHIP PAPERWORK ONCE CERTIFICATE IS RECEIVED AND THEN ENJOY THE REWARDS!