

Algonquin College Culinary Laboratory Uniform and Code of Conduct Policy

Uniforms:

- All students must be properly dressed in a chef's uniform for the lab classes.
- Students are required to wear Algonquin College approved uniform items.
 - Full uniform will include Chef check pants, Chef jacket, apron, side towels, hat, name tag and shoes.
- Students should enter and leave the lab class in uniform.
- Uniforms must be complete, clean, stain-free, and wrinkle free prior to every class.
- All chef's coats are to be buttoned to the top button and sleeves worn down.
- Changing in the kitchen or hall way is not permitted.
- Professional appearance must be maintained throughout the campus at all times while in uniform.
- Complete uniforms are required for the first day of a food lab class.
- If a T-shirt is worn under the chefs jacket it should be plain white with no logos
- Chef pants must be hemmed
- Students are required to wear the black Algonquin hat. If for religious reasons you would prefer to wear a turban or hijab it must be plain black with no pattern.

Personal Hygiene:

- Students are required to practice and demonstrate a strict level of personal hygiene in the laboratory classes.
- Use of strong fragrances are prohibited.
- Proper personal hygiene – shower or bathe with soap, use deodorant, brush your teeth and use mouthwash.
- Fingernails must be kept short, clean and free of any type of nail covering, such as: nail polish, artificial nails, etc.
- All hair, short or long, must remain neatly cut and restrained at all times.
- All long hair (hair touching the collar of the chef's jacket) must be pulled up and restrained by the chef's hat. In some cases hair nets may be required. Hair past the collar of your jacket must be restrained.
- Students should be clean-shaven.
- If facial hair is present it must be trimmed and kept shorter than 1/4". Students with a beard longer than 1/4" must wear a beard net at all times when in a lab.

Shoes:

- Students are required to wear Algonquin College approved footwear.
- Black Socks must be worn with shoes. Stockings are not acceptable or safe in the kitchen.

Jewellery:

- No jewellery except the following may be worn in labs:
- Wedding and engagement rings
- Wrist watch
- One set of post earrings in the ears that are not large or dangling
- All other facial piercings must be removed

Kitchen Tool Requirements

- All students must have full tool kits before commencement of culinary labs.

Attendance and Punctuality in Lab Classes

- "Attendance to all classes is mandatory". Students will be evaluated in every lab. Failure to attend will result in a zero for the lab which means attendance is a crucial factor to successfully completing a course. Late arrival will result in a grade penalty of 15% for the day's lab.
- It is suggested for you to arrive at the labs at least 10 minutes prior to the beginning of the class.
- The instructor has a right to ask the student to wait outside if the student's lateness will cause disruption to the demonstration or the lecture. It is the responsibility of the student to acquire the information that was missed during their absence.
- If an absence or lateness is foreseeable it is the responsibility of the student to communicate to the Chef Instructor via email or phone call, before the beginning of class.

Lab Clean Up and Set Up

- All students should work in a professional, clean and organized manner at all times
- No student shall leave the class before clean-up of the labs are complete. Anyone who leaves will be subjected to academic penalty.
- It is the responsibility of the students to keep the dishwashing area clean and organized at all times.
- Students should follow "clean as you go" procedure.
- Each student is responsible for cleaning and washing their own dishes and sanitizing.
- All dishes must still be rinsed and sanitized in the designated dishwashing area.
- Students are required to wash and sanitize their respective work areas and cutting boards in the beginning and at the end of each lab. Sanitizer should also be used as needed during the lab and should be located in each working area.
- All stations will be set up according to Chef's instruction.
- The storage shelves must be clean and organized after every lab. All the dishes and small ware will be washed and dried before being placed on the shelf.
- The compost is required to be changed as needed during the class. It is the responsibility of the group to change the garbage who is assigned the garbage duty as per cleaning schedule
- Recycling must be sorted by each student and put into their respective bins

Kitchen Safety Rules

- Any accident should be reported to the instructor. If the injury sustained is severe the student will then see campus security or health services C134 for evaluation.
- Any medical condition that may affect your safety and that of your fellow students should be brought to the attention of the instructor. An incident report will be filed by the Chef Instructor.

- In a kitchen there are many hazards that could lead to accidents. Following are some common hazards that can cause harm to yourself and others that you might encounter and should be aware of:
- Dull and sharp knives
- Electric and gas equipment
- Heavy items
- Hot pots and pans
- Spills
- Most accidents are caused by falls, cuts, burns and strains.
- Many accidents can be avoided in the kitchen by following some standard kitchen procedures:
- Always notify fellow students by saying “behind you” or “passing” when passing on the blind side.
- Keep floors clean and dry. Wipe up all spills immediately. **DO NOT** use salt to absorb a spill.
- Never run in the kitchen.
- The mops are located in the pot room.
- Ask for help when transporting heavy and hot or bulky items.
- Be aware of your surroundings.

Cuts:

- Notify your instructor immediately when you have a cut.
- All cuts must be bandaged and student is to wear a protective glove. Bandages can be found in receiving
- No student will be allowed to work in a food lab with uncovered cuts, burns or rashes that could lead to a possible food contamination.

Knives:

- Use the correct knife for the correct job.
- Use a sanitized cutting board. DO NOT slice or cut food in your hands.
- Always cut away from your body and ensure that no one is in the potential cutting path of your knife if you over cut or slip.
- Never put knives in a sink. Keep them in sight.
- Wash and sanitize knives immediately after use and store correctly in tool kit.
- Always hold a knife point down when walking.
- DO NOT ever try to catch a falling knife

Burns:

- Always use a dry towel when handling hot pots, pans and trays etc. A wet towel will conduct heat.
- Always assume pots, and pan handles are hot. Use a dry towel to grasp them.
- Open a pot with the lid tilting away from you to allow steam to escape.
- Do not put wet food into a pan of hot oil or into the deep fat fryer. It may cause the oil to boil over and/or catch fire.
- Keep all flammable materials away from open flames.

Lifting and Strains:

- Always use proper lifting methods which includes lifting with the leg muscles and not the weaker back muscles.
- Do not store heavy objects on high shelves. Use lower shelves only.
- Ask for help if item is too heavy or bulky.

Electric shocks:

- Do not use electric equipment with damaged cords.
- Unplug an appliance before washing it and do not get the appliance wetter than necessary to clean.
- DO NOT work electrical equipment with wet hands.
- Always check to see if an appliance is in the off position before plugging in.

Fires:

- Most fires in a kitchen are from grease.
- DO NOT overheat fat. Be aware of the smoke point.
- Never leave hot pots unattended.
- Know where all fire extinguishers are kept and how to use them. Never use water on a grease fire.
- When the fire alarm sounds, all appliances should be turned off.

Professional Kitchen Ethics

- Do not run in the kitchen.
- Do not use foul language.
- Smoking is restricted to the designated areas. Please note the college entrances are not a designated smoking area. Smoking is considered unprofessional in a kitchen environment.
- Do not talk during the instructor's demonstration.
- Do not participate in any form of conduct (singing, whistling, excessive social conversation) that might disrupt fellow classmates.
- Come to class prepared by being ready for the week's lesson and recipes.
- Take notes during demonstrations as valuable information will be given that might not be publicized in your lab manuals
- Work professionally and effectively.
- Do not steal or sabotage another student's work.
- Do not eat or drink in the kitchen without permission from the instructor.
- Do not leave the kitchen unless excused by the instructor.
- Be helpful, courteous and respectful to fellow students.
- Focus on your assigned tasks. If you have completed your tasks, ask the instructor for other tasks that you might be able to perform.
- When re-entering the lab, be sure to wash your hands.
- Remove your apron when leaving the lab.
- Be clean for each class in proper uniform as per dress code.
- Each student is responsible for cleaning their own pots and pans.