

May 2026

Dear Student and Parent/Guardian,

Welcome to the Culinary Arts/Chef Program at the Lancaster County Career & Technology Center, Mount Joy Campus. The Culinary Arts/Chef Program is a rewarding, high-demand profession in Lancaster County. Our professional chef-instructors offer a wide variety of experiences and provide a kitchen, dining room, and classroom atmosphere that is structured, educational, and career-focused. Several local colleges have approved our curriculum for advanced placement in their Culinary Degree Programs. We hope you will take full advantage of all the educational opportunities available.

A dress code and strict lab rules are enforced to maintain a safe and productive environment. Acrylic nails, nail polish, and jewelry, including facial tongue rings or earrings, will NOT be permitted. Cell phones and personal electronic devices are prohibited. Additional safety rules will be discussed and practiced by all students. Students must comply with program guidelines to participate in labs.

As a part of the training process, we also work on developing employability skills and professionalism. One of the specific areas addressed will be proper classroom and culinary industry attire. Each student **must arrive for class and leave class in uniform daily**. Students are required to be in full uniform beginning their second day of school. The uniform package must be purchased through Fully Promoted Lancaster. Uniforms will be embroidered with the student's name, school logo, and ACF logo. Please see the attached information for uniform pricing and the order process. All uniforms must be paid in full at the time of ordering by cash, check, money order, or credit card to **Fully Promoted Lancaster**. Please refer to our program website for ordering online.

The Culinary Arts/Chef program also promotes and requires all students to participate in SkillsUSA as a part of their CTC experience. SkillsUSA develops leadership skills, stimulates cooperation between faculty and students, and magnifies the dignity of work and the character of professionalism.

Our goal for the entire class is to provide technical training and prepare each student for securing and maintaining a professional position in the culinary industry. We look forward to having you in class and hope you enjoy your summer. If you have any questions, please e-mail one of the instructors at the address below.

Sincerely,

Tara Zhookoff

Tara Zhookoff
Culinary Arts Instructor
tzhookoff@lancasterctc.edu

Brandon Green

Brandon Green
Culinary Arts Instructor
bgreen@lancasterctc.edu

**Link to More
Information!**



Mount Joy CTC

Culinary Center Policies

1. Upon arrival students **must** store their personal items in their locker and report directly to the classroom. No loitering in the halls.
2. Students will come to school in **clean uniforms** and they **must be worn at all times**. Failure to follow uniform policies will result in a reduction of the day's employability grade, a discipline referral, and reassignment of lab activities.
3. Students are to remain in designated lab areas. Students will sign out and take a hall pass to go to the restroom, nurse, or office.
4. **Conduct yourself in a professional manner:**
 - a. No horseplay – running in lab, throwing things...
 - b. No loud or profane language will be tolerated.
 - c. No sitting in lab area.
 - d. Clean your work area as you go.
 - e. Keep uniforms neat and clean. Dirty uniforms are considered out of uniform.
 - f. Be respectful of others and their property.
5. No drinks are allowed in lab area except unopened bottles of clear water.
6. No food may be eaten in lab area OR homeroom without instructor's permission
7. **All** students are responsible for cleaning of the lab area at the end of the day.
8. No vaping, smoking, or use of tobacco products on school property.
9. No personal electronic devices (mp3, I-pods, etc..) are permitted
10. No cell phone use permitted without instructor consent.
11. No jewelry is permitted. If married a wedding band may be worn.
12. All missed work must be made up or a zero will be assigned as a grade.
13. Damaged or broken equipment must be reported to the instructor. Please DO NOT try to cover-up damaged materials. Someone may get injured.
14. Instructor desks and computers are strictly off limits to all students.
15. Cell phones are a huge problem. Cell phone uses is strictly prohibited during class hours. Students will be allowed to utilize their cell phones during their lunch break every day. If a cell phone is seen or heard by instructor, it will be taken by the instructor and stored in their locked desk until the end of the day. If a cell phone is seen or heard by instructor a second time, it will be taken by the instructor and given to the front office. Parent/guardian of student will then need to come to campus to retrieve the phone. Let's not ruin anyone's day by having your phones out. If an emergency comes up, the office is to be contacted. A support system is in place to retrieve the student from class and handle the situation. The office can be contacted at 717-653-3000

Infractions of these policies will follow discipline guidelines as outlined in the handbook.

Mount Joy CTC

Culinary Center Uniform Policies

Kitchens

1. White chef's jacket – plain, no decorations, cleaned and pressed, fully buttoned, with your name embroidered on it.
2. Black chef's pants, from uniform package- no substitutions - pulled up to waist.
3. White apron.
4. Black socks – no nylon stockings.
5. Black shoes – from uniform package.
6. White shirt under chef's jacket – decals must not be visible through chef jacket (no hoodies. No sleeves extending beyond the chef jacket).
7. Chef's hat must be worn at all times in the lab area. All hair under hat – no bangs.
8. Jewelry is not permitted, except for a plain wedding band if married.
9. Facial adornment jewelry, including tongue rings, is not permitted.
10. Facial hair (mustaches and beards) must be trimmed and well-groomed OR YOU MUST WEAR A BEARD NET.
11. No False eyelashes.
12. Nail polish and acrylic nails are **not permitted**. Nails must be clean and trimmed.
13. Students must meet industry standards of personal hygiene.
14. Students must have a writing utensil each day.

Dining Room

1. Black dress shirt – cleaned, **pressed**, tucked in and buttoned up.
2. Undershirts may be white or black.
3. Tie – must be all black and tied.
4. Black chef's pants – hemmed, no roll ups.
5. Black server apron – cleaned.
6. Black shoes - tied (if applicable) and clean.
7. Black socks – no nylon stockings.
8. Jewelry is not permitted – except for a plain wedding band if married.
9. Facial adornment jewelry is not permitted.
10. Gentlemen must be clean shaven.
11. Nail polish and acrylic nails are not permitted. Nails must be clean and trimmed.
12. Hair must be a natural color (no blues, purples, pinks...), and groomed to industry standards.
13. Students must meet industry standards of personal hygiene.
14. Students must have a writing utensil each day.
15. Students may not wear makeup except for natural colors, no extreme looks.

I have read this policy and I understand that my failure to comply with the policy will result in my denied entrance to the lab.

LCCTC Cell Phone & Electronics Policy

- Cell phones being used during school time are a huge distraction and take away from the scheduled learning time of the students.
- Cell phone use is strictly prohibited during class hours without instructor consent.
- No personal electronic devices (mp3, I-pods, earbuds, etc.) are permitted.
- Students will be allowed to utilize their cell phones during their lunch break every day.
- If a cell phone is seen or heard by instructor, it will be taken by the instructor and stored in instructor's desk until the end of the day.
- If a cell phone is seen or heard by instructor a second time, it will be taken by the instructor and given to the front office until the end of the day. Student must go to the office at the end of the day to retrieve it.
- If a cell phone is seen or heard by instructor a third time, it will be taken by the instructor and given to the front office until the end of the day. Since this is now the third cell phone infraction, parent/guardian of student will then need to come to campus to retrieve the phone BEFORE 3:00 pm. (Offices close at 3pm). If phone is not retrieved by 3:00 p.m. it will remain in the office overnight and student may retrieve it the next school day.
- All violations to the LCCTC Cell Phone & Electronics Policy will result in student accumulating discipline referrals, as well as incurring a reduction in the daily work ethics grade for each cell phone infraction.
- Let's not ruin anyone's day by having your phones out. If an emergency comes up, the office is to be contacted. A support system is in place to retrieve the student from class and handle the situation. The office can be contacted at 717-653-3000.