

Introduction to Culinary Careers  
Policies and Procedures

Conduct Yourself in a Professional Manner:

1. No Horseplay—water battles, throwing things, running, etc.
2. No loud or profane language.
3. No sitting on tables, lab shelves, or desks. Do not put feet on furniture
4. No gum chewing.
5. No public display of affection.
6. No jewelry, fingernail polish or extensions - per the PA Food Code

Maintain Safe Work Habits:

1. Damaged or broken equipment must be reported to the instructor. Please do not try to cover up damaged materials.
2. Do not use equipment unless you have been trained and successfully tested by the instructor.

Respect Tools, Facility and Equipment:

1. No drinks are allowed at workstations. Drinks may be kept on the coffee table.
2. All students are responsible for cleaning up at the end of class and are expected to work as a team!

Respect Staff, Students, and Yourself:

1. Make attendance a priority.
2. Maintain good personal hygiene.
3. No food may be eaten without the instructor's permission and may not be consumed at workstations. No food is to leave the lab without prior consent.
4. Keep all bags, backpacks, and personal possessions locked in your locker. Do not bring excessive cash or valuables to school—the school is not responsible for lost or stolen property.
5. Each student is assigned their own locker. Do not share your locker combination with other students. The instructor is not permitted to open lockers assigned to any student on request of another student for any reason.
6. Cell phones will be placed in the cell phone locker upon arrival to the classroom. Cell phones are not permitted in locker rooms/bathrooms.
7. Do not use the instructor's computer or desk area without permission.

Report To Class in a Clean and Complete Uniform Every Day:

1. Uniforms are to be always worn in accordance with the CTC dress code.
2. Uniforms are to be washed regularly.
3. Upon reporting to class, students will sign-in, stow their phone in their cell phone locker, then change into their uniforms. No loitering in the hallway. Students are given 7 minutes to change and remove jewelry before reporting to the lab.
4. It is unacceptable to report to class in a dirty or incomplete uniform just as it is unacceptable to report to work that way.  
The consequence for unacceptable/incomplete uniform:
  - Students will not participate in food service preparation for the day.
  - Students will receive a non-food handling cleaning assignment or dish duty as determined by the instructor.
  - Depending on the student's acceptance of consequence, he/she will receive up to 4 points out of 10 points that day for their daily score.

Accept Consequences:

Infractions of policies will result in consequences stated above as well as the student handbook.

Student signature/date \_\_\_\_\_

Parent signature/date \_\_\_\_\_

Parents, if you have any questions/concerns about our lab policies please call me at [tgotshall@lancasterctc.edu](mailto:tgotshall@lancasterctc.edu).