

**LAKE TAHOE COMMUNITY COLLEGE
CULINARY ARTS ADVISORY COMMITTEE MEETING**

THURSDAY JANUARY 9, 2020 2:00-3:30PM (ASPEN ROOM)

- **Welcome and Introductions**

- **Annual Program Review & Updates (2018-19)**

FULL-TIME EQUIVALENT STUDENTS	DEMOGRAPHICS	COURSE SUCCESS
<ul style="list-style-type: none"> ▪ Total Sections (21) ▪ Total FTES (18.44) 	<ul style="list-style-type: none"> ▪ Female (49.7%) ▪ Male (49.7%) ▪ Unknown (.7%) 	<ul style="list-style-type: none"> ▪ Female (89.3%) ▪ Male (88.1%) ▪ Unknown (100%)
AWARDS	<ul style="list-style-type: none"> ▪ African American (.7%) ▪ Asian (3.3%) ▪ Hispanic (40.4%) ▪ Native/Alaskan American (.7%) ▪ Pacific Islander (0%) ▪ Two or more races (5.3%) ▪ White/Non-Hispanic (47.0%) ▪ Age 25-49 (29.1%) ▪ Under 25 (55.6%) ▪ 50+ (15.2%) 	<ul style="list-style-type: none"> ▪ African American (0%) ▪ Asian (83.3%) ▪ Hispanic (89.7%) ▪ Native/Alaskan American (100%) ▪ Pacific Islander (0%) ▪ Two or more races (93.8%) ▪ White/Non-Hispanic (86.7%) ▪ Age 25-49 (84.7%) ▪ Under 25 (90.8%) ▪ 50+ (92.6%)
<ul style="list-style-type: none"> ▪ AA Degree in Culinary Arts (1) ▪ Certificate of Achievement in Foundations of cooking (1) ▪ Employable Skills Certificate in Culinary Arts (2) 		

- **Apprenticeship and Degree Redesign (Brad Deeds)**

- **Apprenticeship Standards (Frank Gerdeman)**

- **General Discussion/Feedback from Industry Partners**

- **Perkins Funding**



Culinary Arts Advisory Committee Meeting Minutes January 9, 2020

- **Welcome and Introductions**

- Meeting called to order at 2:02 p.m.
- LTCC Attendance:
 - Barnett, Aaron – Counselor
 - Deeds, Brad – Dean of Workforce Development and Instruction
 - Gerdeman, Frank – Director of ADVANCE
 - Goligosky, Amber –Apprenticeship and Work-Based Learning Coordinator
 - Loudon, Elizabeth –Outreach and Dual Enrollment Coordinator
 - Lyle, Eunie – Culinary Arts Adjunct Faculty
 - Rhone, Jamie – Career and Technical Education Program Specialist
 - Salinas, Laura – Director of Equity
 - Sears, Tony – Board Trustee
 - Smith, David – Culinary Arts Adjunct Faculty
- Workforce Partners, Stakeholders, Regional Collaborators:
 - Budd, Brad – Banquets Operational Manager, Caesar’s Entertainment Lake Tahoe
 - Fountain, Pat – Food Services Director, Barton Health
 - Jones, David – Culinary Arts Faculty, South Tahoe High School & LTCC Adjunct Faculty
 - Justice, Scott – Director of Food & Beverage Sierra at Tahoe
 - Roberts, Keith – Executive Chef, Round Hill Pines Beach Resort
 - Sweigert, Josh – Regional Director, Employer Engagement for Retail, Hospitality, Tourism North/Far North Regional Consortium of California Community Colleges
 - Turner, Steve – Senior Director of Food and Beverage Caesar’s Entertainment Lake Tahoe

- **Annual Program Review/Updates (2018-19)**

- **Full-time Equivalent Students (FTES)**
 - The FTES for Culinary Arts is 18.44 (does not include non-credit Culinary Boot Camp students). The FTES for the Culinary Jail is 1.72 (does not include Incarcerated Student Program). The four-year change is -47.5%, with FTES at 27.46 in 2014-15. FTES typically goes down when a full-time faculty person leaves the program. (FTES is the number of enrolled students multiplied by total contact hours, divided by 525.)
- **Demographics/Course Success**
 - **Hispanic students are 40.4% and White/Non-Hispanic are 47.0%.** This is an excellent ratio for Hispanic students (college-wide is 27%, South Lake Tahoe is 30%, and South Tahoe High School is 46%). **The majority of students are under the age of 25, at 55.6%. This age group has a 90.8% course success rate. Older students, over 50, are 15.2%, with a 92.6% success rate.** Many enroll in the wine courses and about one or two enroll in the others. Student housing is now available through LTCC.

- **Awards**
 - One student earned an **AA Degree in Culinary Arts (90 units)** and one earned a **Certificate of Achievement in the concentration of Foundations of Cooking (19.75 units)**. Two students earned an **Employable Skills Certificate in Culinary Arts (11-11.5 units)**.
- **Apprenticeship and Degree Redesign**
 - The Culinary Boot Camp was launched through ADVANCE to target key employer needs. A 40-hour crash course was developed using basic skills from **CUL 102 Principles and Practices of Basic Food Preparation (4.5 units)**. We also run two boot camps each year for the California Conservation Corps (CCC), to train culinary staff from all 14 facilities around the state. This program is non-credit and no cost to participants.
 - Students through the Incarcerated Student Program (ISP) at Growlersburg Conservation Camp recently completed a boot camp. One of the goals is to set up a kitchen for the Culinary Boot Camp students to feed wildland firefighters. Big thanks to Josh Sweigert for coordinating and financially supporting the pilot program.
 - Culinary Arts gives incarcerated students a chance to develop skills and obtain a job upon release.
 - Jeannette Shippee has been successfully running the “Culinary Jail” program in both South Lake Tahoe and Placerville city jails and deserves special kudos for keeping that running. She typically has anywhere from two to ten students, at any time throughout the year.
 - David Jones teaches dual enrollment Advanced Culinary Arts course at South Tahoe High School (STHS) aligned to CUL 102, twice a year to 20-30 students. CUL 102 is a required course in both the Culinary Arts and Hospitality associate degrees. There was discussion to incorporate ServSafe Manager into the course next year.
 - In the State of California, every food establishment is required to have at least one Certified Food Manager who has successfully passed an accredited food safety certification exam, such as ServSafe. **CUL 103A Chef Sanitation and Safety (3 units)** now meets American Culinary Federation (ACF) requirements and students receive their ServSafe Manager certificate. The online California Food Handler card is required for persons who work in a food facility and perform any duties that involve the preparation, storage or service of food in a food facility. **CUL 161 Food Sanitation: ServSafe Essentials (.75 units)** enables students to earn the food handler certification.
 - A Food Handler card is not required in Nevada, except Clark County, which requires only Food Safety Training Experience. California does not accept cards from other states.
 - The goal for next year is to also offer HSP 100 Introduction to Hospitality Management (4.5 units) as a Dual Enrollment course.
 - High school students can also take concurrent courses or courses on the LTCC campus, up to 15 college units for free. George Whittell High School (GWHS) in nearby Zephyr Cove, Nevada, also has a culinary program through their Career & Technician Education Department. It would be advantageous to offer college classes, on the LTCC campus, to students who do not have many elective opportunities. GWHS does not hold classes on Fridays and Nevada residents are able to take classes at LTCC for free.
 - Mark Davis is LTCC’s Hospitality Management and Culinary Full-time Faculty Member. He is currently on medical leave and we hope he returns in the spring quarter. One of things he was working on before his leave was a redesign of the Culinary degree. He was focusing on creating one degree in Culinary Arts two stackable certificates, aligned to ACF related training and instruction requirements.
- **Apprenticeship Standards**
 - The Tahoe Culinary Academy is formerly recognized and registered through the American Culinary Federation (ACF) and is pending approval with the California Division of Apprenticeship Standards (DAS). The Tahoe Culinary Academy Apprenticeship Handbook is the guideline for the program. To participate, chef must meet the requirements and need only be **eligible** to take the test. ADVANCE and recent apprenticeship grant will cover the costs of exams for students and chefs. We are working toward being an official ACF testing center. The closest test sites are Sacramento, California or Reno, Nevada. Most working chefs in the

community will be eligible for ACF Certification after taking a couple of courses (either through LTCC Culinary or Washington State University Hospitality Business Management at the University Center)

- Redesigned culinary courses will be compressed and offered in the shoulder seasons.
- There are six ACF certification levels. LTCC is the country's first offered Certified Culinarian registered apprenticeship program. It requires 2,000 hours of on the job training and 240 hours of class instruction. The apprentice will be earn a Culinary Arts degree and be halfway to the 4,000 hour Certified Sous Chef level.
 - LTCC recently launched a Hospitality Management Associate for Transfer Degree in the fall of 2019. Additionally, through the Lisa Maloff University Center at LTCC, students can earn a bachelor's degree Hospitality Business Management through Washington State University's Global Campus.

- **Member Reports**

- **Sierra at Tahoe** has a constant challenge to hire and train staff. Their staff is around 110 and have 26 J1's, primarily from Argentina. About 1/3 of their employees are full-time. This year they were able to selectively pick hire and are pleased with the results. They have six full-time salaried managers and all of them returned this year. They have several managers needing the Servsafe Manager and will send them to LTCC. They also host weddings in the summer. Some of their employees participated in the Culinary Boot Camp program and now have progressed to manager, supervisor, etc.
- **Lake Tahoe Golf Course** has been very busy and they have received many advanced bookings for summer. They do a seasonal employee exchange with Sierra at Tahoe. They have also had employees participate in the Culinary Boot Camp program, with good results.
- **Harrah's and Harveys** have an average of 10 cook positions open at any given time. The cost of living, housing and expenses in the Tahoe Basin affects employee retention. They had to pull from other states to find qualified employees for this year's grand opening of Hell's Kitchen at Harveys casino.
- **Round Hill Pines Resort/Beacon** struggles with employee retention and exchanges employees with area restaurants. They hire a number of J-1's. There is no public transportation so that makes it difficult for employees. They are also interested in learning about Incarcerated Student culinary Programs.
- **Barton Health** has been offering more vegetarian and vegan meals due to demand. They send some of their chefs to take CONNECT's Plant Based cooking course. Many of their full-time employees commute from Carson City or Gardnerville, Nevada. They continue to see low employee turnover.

- **General Discussion**

- The committee unanimously voted to approve the Tahoe Culinary Academy Apprenticeship Program - Apprenticeship Handbook.

- **Perkins**

- Perkins funding was discussed. It helps the CTE department provide a Quarterly Textbook Lending Program, which provides textbooks for eligible students who are pursuing a CTE degree, Certificate of Achievement, and/or Employable Skills Certificate.

- **Adjournment**

- The meeting adjourned at 3:29 p.m.

- **Attachments**

- Tahoe Culinary Academy Apprenticeship Program - Apprenticeship Handbook (Rev. 12/2019)

Respectively submitted,

Melissa Liggett

Career & Technical Education Technician

Tahoe Culinary Academy Apprenticeship Handbook

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Congratulations on becoming a culinary apprentice at the **Tahoe Culinary Academy at LTCC**

The American Culinary Federation Education Foundation (ACFEF) apprenticeship training program has been designed to provide future culinarians entering the workplace with comprehensive training in the practical and theoretical aspects of work required in a highly skilled profession.

This program is based on the voluntary cooperation between ACF local chapters, foodservice establishments, and the local school and college systems. It is truly a cooperative endeavor. The rich rewards of this cooperation are apprentices who learn skills on-the-job, which will serve them to develop into committed and dedicated culinarians.

Apprenticeship is an old and time honored method of developing skills. In recent years, apprenticeship has enjoyed a renewed popularity. It is now viewed as a high quality method to acquire skills while learning by doing and at the same time exploring the opportunities which exist within the culinary profession.

Apprentices are members of a production force as they train on the job and in the classroom. They are paid wages and work a regular workweek. At the end of the apprenticeship period, they receive professional certificates that are similar to the diplomas awarded a graduate of a college.

Who is American Culinary Federation

The American Culinary Federation, Inc. (ACF), a professional, organization for chefs and cooks, was founded in 1929 in New York City by three chefs' organizations: the Société Culinaire Philanthropique, the Vatel Club and the Chefs de Cuisine Association of America. Since our inception, little has changed in our principal goals. We are an organization based on promoting the professional image of American chefs worldwide through education of culinarians at all levels. ACF operates the most comprehensive certification program for chefs in the United States and is home to ACF Culinary Team USA, the official representative for the United States in major international culinary competitions.

The American Culinary Federation (ACF) has long represented the cooks, bakers, and culinary professionals in the United States. Recognizing that the future of the industry would be determined by the competence of the individuals entering the field it established the American Culinary Federation Education Foundation, Inc. (ACFEF). Entities under the ACFEF include apprenticeship, programmatic accreditation, American Academy of Chefs, Senior Chefs and ACF Culinary Team USA.

The National Apprenticeship Committee (NAC) was developed by the ACFEF to formulate the policies and procedures, standards, and operations manual of the apprenticeship program. It is the NAC that develops the tools and resources to help support apprenticeship program coordinators run successful programs.

About ACFEF Apprenticeship Training

Since 1937, the U.S. Department of Labor (DOL), Office of Apprenticeship (OA) has worked closely with employer and labor groups, vocational schools, state apprenticeship agencies, and others concerned with apprenticeship programs in U.S. industry. Each state has one or more apprenticeship agencies which monitor and regulate the programs within their state. Each one has different requirements relating to labor law and as such sometimes requires multiple governing agencies.

In 1979, the ACFEF apprenticeship program became a US DOL registered apprenticeship program. This program was developed with the help of Jack Braun, CEC, AAC, Ferdinand Metz, CMC, AAC, and L. Edwin Brown. This program took the traditional European system of apprenticeship and combined it with the education system of the US. The end product resulted in a dynamic program that combines on-the-job learning with classroom instruction to provide future culinarians entering today's workplace with comprehensive training in the practical and theoretical aspects of work required in this highly skilled profession.

The standards of this training program were developed by chefs with a realistic view of a foodservice operation that includes competency-based learning objectives designed for the classroom and work place setting. This model is purposefully designed to provide complimentary and reinforceable knowledge and skills.

Contact information

Frank Gerdeman

Director, ADVANCE

1 College Dr, South Lake Tahoe, CA 96150

fgerdeman@ltcc.edu

(530) 541-4660, Ext. 238

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Local Apprenticeship Committee List

Brad Deeds,

Dean of Workforce Development and Instruction, Lake Tahoe Community College

1 College Dr., South Lake Tahoe, CA 96150

deeds@ltcc.edu

(530) 541-4660 x225

Steve Teshara

CEO, Tahoe Chamber

169 U.S. Highway 50, Stateline, NV 89449

steveteshara@gmail.com

(775) 588-1728

David Smith

Food and Beverage Director, Lake Tahoe Golf Course

2500 Emerald Bay Rd., South Lake Tahoe, CA 96150

fb@laketahoegc.com

(530) 416-0571

John Rice

General Manager, Sierra-at-Tahoe

1111 Sierra-at-Tahoe Rd., Twin Bridge, CA 95735

jrice@sierraattahoe.com

(530) 543-3101

Keith Roberts

Executive Chef, Round Hill Pines (Aramark)

300 U.S. Highway 50, Zephyr Cover, NV 89448

chef@roundhillpinesresort.com

(310) 728-5939

Program Summary

Tahoe Culinary Academy

1 College Dr, South Lake Tahoe, CA 96150

Project Director: Frank Gerdeman, ADVANCE Director

The Tahoe Culinary Academy Apprenticeship program is governed by a Unilateral Apprenticeship Committee-UAC (b) comprised of representatives of places of employment to oversee the operation of the program.

The LTCC Project Director and Designated Instructional Leader will also serve with at least five employer representatives to provide a comprehensive approach to worksite instruction and RSI. By-laws to support the

Apprenticeship Handbook

governance process will be developed and affirmed by the DAS/ DIR Apprenticeship consultant once the program is certified.

The term of apprenticeship will be 2000 hours of on-the-job-learning (OJL) hours subject to a curriculum revision currently underway by the ACF and final approval by DAS. In South Lake Tahoe seasonal employment can disrupt the sequence of OJL hours available to apprentices. As a result, the Tahoe Culinary Academy is working with ACF to offer a flexible platform that would enable apprentices to complete required hours over several seasons (also subject to DAS approval).

There is a high demand for culinary and hospitality staff during the peak seasons of summer and winter, with considerable slow-down during the off-season (locally referred to as the “shoulder season”). In addition, many local properties, including those already partnered with the Tahoe Culinary Academy may not have access to all of the sections required by ACF. Because of these environmentally-driven factors, the Tahoe Culinary Academy has also established a baseline protocol with participating employers to potentially offer cooperative employment whereby an apprentice could shift employment during the high tourism and shoulder seasons to achieve a more continuous program completion.

The Tahoe Culinary Academy will adhere to the newly released guidelines, including the Related Knowledge and Competencies (RKC)s as outlined/defined in the current ACEF Operations manual for the 2000-hour hybrid program (Culinarian). The RKC)s are listed in the Operations Manual and include primary and alternate courses for meeting RSI/RTI requirements. Primary and alternate listings are available so that the apprentice has options for meeting the requirements given the seasonal nature and potentially limited resources available in a small mountain resort community.

Non-Discrimination Statement

Tahoe Culinary Academy is committed to a policy of non-discrimination on the basis of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years old or older as specified by federal and state laws and regulations.

Apprentice selection policy

In order to be accepted into the apprenticeship program, participants must complete the following requirements:

- Be employed in a culinary field
- Obtain a written recommendation from a Place of Employment with an ACF certified/certifiable chef (Sous Chef or higher)
- Meet English language proficiency standards

Applicants meeting these criteria will be enrolled as apprentices after meeting with a Transition Navigator. Applicants failing to meet one or more of these criteria should meet with a Transition Navigator to enroll in a pre-apprenticeship program that will bring them up to the required level of preparation to begin as an apprentice.

Probationary policy

All applicants selected for apprenticeship shall serve a probationary period of not less than 500 hours. The probationary period begins *on the date of execution contained within the agreement and is signed by the apprentice*. During the probationary period the apprentice or program coordinator may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing.

Once the probationary period has ended, the apprenticeship agreement may be cancelled or suspended at the request of the apprentice or the program coordinator for reasonable cause after documented notice to the apprentice/program coordinator and a reasonable opportunity for corrective action, and with written notice to the apprentice and the ACFEF Apprenticeship national office of the final action taken.

Grievance Procedure

An employer's written grievance policy and procedure supersedes the Tahoe Culinary Academy at LTCC Policies & Procedures. In the absence of a policy, should any problem arise on the job, the issues must first be addressed between the apprentice and supervising chef/employer.

Complaints must be submitted, in writing, to the project director. In the event the complaint involves the project director, it will be submitted to the Dean of Workforce Development and Instruction at Lake Tahoe Community College. Upon receipt of a complaint, the project director or Dean will bring the complaint to the full committee which will make a determination based on interviews and appearances. A written response from the committee to the claimant must occur within thirty (30) days of notification.

Infractions, terminations, voluntary leaves, and other general items: One of the primary services made available to all apprentices is the support of a transition navigator who can assist the apprentice with managing the personalized approach to completing the program. In general, this can help avoid schedule conflicts, attendance/completion issues, and other potential infractions. However, there are certain circumstances that may result in actions ranging from reprimands to suspension of participation or full termination from the program. Final determinations will be made on a case-by-case basis.

Loss of position at place of employment: Should an apprentice violate an employer's policy and procedures in such a manner as to be terminated from that place of employment, the apprentice may be at risk of termination from the Program. However, all options, including placement with a different participating place of employment or a "pause" in their participation may be available options.

Failure to complete required/related instruction (RII): There are several scenarios to address: (1) failure to begin RII; (2), risk of failing or not completing RII; and (3), failure to successfully complete required/related instruction. In all three scenarios, the apprentice will be required to meet with a transition navigator (that service is available but voluntary throughout the program) to:

- (a) identify the reasons why they have been unable to enter the RI
- (b) determine if an alternative course of RI (e.g., online, self-paced course) may be more appropriate.
- (c) if applicable, make up any missed or unsatisfactory work
- (d) if applicable, withdraw from that specific RII and access via alternative method as stated in (b), above.

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Failure to enter/record On-the-Job-Training (OJT) hours: Like completing required/related instruction, each apprentice is required to enter and/or record OJT hours. In the event the apprentice falls more two (2) weeks behind in this requirement, the apprentice will be required to meet with the program transition navigator and create a plan for ensuring more timely reporting of hours. Failure to adhere to the plan and/or continued failure to enter hours may result in a temporary suspension from program and/or “loss” of unreported hours for the purposes of program completion. That is, loss toward the 2,000 required hours of OJT – *this does not mean a loss of pay for those hours from the place of employment.*

Temporary suspension of program participation, voluntary or non-voluntary, must be made with the program transition navigator and include a plan for returning that is signed by the apprentice, employer, and project director or designee.

In the event of involuntary suspension or termination, the apprentice has thirty (30) days from the date of notification of a termination to file a grievance with the California Division of Apprenticeship Standards.

Contact information for the California Division of Apprenticeship Standards

All complaints must be filed with the Administrator of Apprenticeship within 30 days of the alleged violation except Equal Opportunity complaints. Mail to: The Division of Apprenticeship Standards, 1515 Clay Street, Suite 301, Oakland, CA 94612. Incomplete complaints will be returned. The webpage address for Complaint forms (DAS 4A) is: <https://www.dir.ca.gov/DAS/ComplaintForm.pdf>

Contact information of the ACFEF National Apprenticeship office

ACFEF Apprenticeship Dept.
180 Center Place Way
St. Augustine, FL 32095
Email: apprenticeship@acfchefs.net
Phone: 800-624-9458 x217

Transfer of Apprentices

Transfer from one program to another program - The apprentice is able to transfer between ACFEF apprenticeship programs under a new apprenticeship agreement. The program coordinator will review the apprentice’s progress in completing the work processes and related instruction and they will determine how much credit will be transferred into the new program. The transfer must comply with the following:

- a. The transferring apprentice must be provided a transcript of related instruction and on-the-job learning by the program coordinator.
- b. A new apprenticeship agreement must be executed when the transfer occurs between program sponsors.
- c. A new apprenticeship agreement must be executed when the transfer occurs between program sponsors.

Any transfer must be communicated to DAS and the ACFEF National Office with the proper paperwork.

Change of employer - Apprentices can shift from one place of employment to another place of employment with the approval of the program coordinator/apprenticeship committee. The new place of employment must meet the qualifications of an ACFEF apprenticeship program place of employment and supervising chef. A new apprenticeship agreement must be signed with the new place of employment.

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Culinarians' Code

As a proud member of the American Culinary Federation, I pledge to share my professional knowledge and skill with all culinarians. I will place honor, fairness, cooperation and consideration first when dealing with my colleagues. I will keep all comments professional and respectful when dealing with my colleagues. I will protect all members from the use of unfair means, unnecessary risks and unethical behavior when used against them for another's personal gain. I will support the success, growth, and future of my colleagues and this great federation.

Adopted at Board of Governors

August 3, 2010

Responsibility of Apprentice

An Apprentice is an individual employed by an employer who meets the qualifications defined by the ACFEF National Apprenticeship Committee. The Apprentice must be a high school graduate or equivalent, with an eligible starting age no less than 16 years or state requirement and maintain an ACF student membership (or higher level) for the duration of the apprenticeship. In addition, the Apprentice must demonstrate an appropriate level of English language proficiency of at least high-intermediate as determined by local assessment. Potential candidates below that level will be guided to the pre-apprenticeship program with support designed to increase English language proficiency.

Responsibilities:

- Understand demands of Apprenticeship Program including work process and related instruction requirements
- Fulfill obligation to Place of Employment and Supervising Chef
- Sign and acknowledge Apprenticeship Agreement and Handbook
- Attend related instruction courses
- Use the Apprenticeship Portal located in the ACFEF Digital Education Platform to record their hours ledger and skills gallery
- Maintain regular communication with Program Coordinator and/or Transition Navigator

Responsibilities of Place of Employment and Supervising Chef

A place of employment is a food service establishment that is approved according to the ACFEF NAC Standards, recognized by the Local Apprenticeship Committee and has agreed to hire an Apprentice.

Responsibilities:

- Provide adequate equipment to complete the work process
- Provide a sanitary and safe work environment
- Teach safe on-the-job work practices
- Offer a full-service menu with at least 51 percent of items prepared from scratch
- Serve at least two of the following meal periods: breakfast, lunch, dinner or banquet
- Employ Apprentice part, or full-time and provide a minimum of 25 hours per week
- Provide regular progressive wages based on skill acquisition
- Provide the opportunity to complete all the work processes listed in the logbook

A supervising chef is a chef who has agreed to supervise the training of an apprentice within a Place of Employment. That person must be certifiable at the Certified Chef de Cuisine (CCC) or Certified Executive Pastry Chef (CEPC) level or higher. The ACF strongly recommends that all Supervising Chefs be members of the ACF.

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Responsibilities:

- Supervise and provide training to Apprentice on required work processes
- Rotate apprentice through required sections
- Check and approve logbook and ledger on a regular basis
- Complete station evaluation pages
- Allow Apprentice time off to attend related instruction classes
- Keep current with related instruction and integrate into training
- Notify program coordinator of any changes to the apprentice's employment

Dress Code

1. **You must follow all local and state food service handler health regulations.**
2. **Chef Coat-** Must be worn at all times student is in the kitchen/lab and must be clean and pressed (free of wrinkles). *Reason-* Safety-Protect the student. Sanitation- protect from food contamination.
3. **Work Shoes-** Must be worn at all times. Shoes must be leather, non-slip sole, closed-toed and cleanable
Reason- Safety-Protect the student from slips, spills and falls
4. **Pants-** Long pants must be worn in the kitchen at all times. Pants should be worn at the waist and pants length should be ankle length but not touch the ground. Hounds tooth/checked or black. Non- denim.
Reason- Safety -Protect the student from spills and burns
5. **Hair Covering-** All hair must be covered, if hair extends beyond shoulder-length both hat and a hairnet must be used (Chef Hat, Cap, or Hairnet), this includes bangs which must be secured off the face or under a hairnet.
*Reason-*Sanitation- prevent hair from falling into food
6. **Jewelry-** Hands: No jewelry of any kind is to be worn in the kitchen except for plain wedding band. Ears: limit to one stud per ear, nothing dangling. Face: all facial studs, piercings, chains need to be removed. This includes nose, cheek, eyebrow and neck. Wrist: watches need to be removed and or buttoned to Chef Coat or shirt. No bracelets.
Reason- Safety and sanitation- earrings and earring backs which can fall into food products, piercing jewelry can be caught on pieces of equipment and can harbor food and germs causing unsanitary and unsafe conditions. Wrist watches, wrist bands and bracelets are a potential source of cross contamination.
7. **Nails and Nail Polish-** No nail polish of any kind or false nails are permitted. All nails must be trimmed to finger length.
Reason- Sanitation and physical hazards

Required and optional activities available

Apprentices shall be required to complete no less than twelve hours per year (three per quarter) of participation at a hot food distribution site in the South Lake Tahoe region, such as Bread and Broth. Apprentices may have opportunities to participate in food-themed college and community events that take place throughout the year.

Graduation procedures

Graduation shall be contingent upon completion of required station hours, satisfactory evaluation by place of employment chef or supervisor, successful completion of RSI/RTI and successful passing of appropriate level ACT certification tests (Fundamentals or Culinarian as appropriate).

SIGNATURE PAGE

Acknowledgement

I, the undersigned, hereby acknowledge the receipt of the policies and procedures associated with this Apprenticeship program. I also understand that all policies covered in the handbook apply to me and my employment as an apprentice. At no time does my apprenticeship afford me extra benefits or privileges as an employee.

Printed Name: _____

Signature: _____

Date: _____