



Dear Prospective Student,

Thank you for your interest in the Culinary Management AS degree or Culinary Arts certificate program at Pensacola State College. These culinary programs were established to fulfill the labor demands of a growing industry along the emerald coast of Northwest Florida.

Our programs set a high standard of instruction. The Pensacola State College Culinary Program is accredited by the American Culinary Federation Education Foundation, Inc. Accrediting Commission. Classes stress management fundamentals, employability skills, and culinary skills. The focus is to prepare students for jobs as chefs, restaurant managers, caterers, and other related hospitality positions. As a testament to our high standard all chef instructors are certified by the American Culinary Federation.

An emphasis is placed on controlling enrollment in order to maintain an “instruction friendly environment,” particularly related to student-to-instructor ratios. Openings in the program occur during the fall, spring, and summer terms. Students should expect to graduate within two years if course curriculum is followed.

In order to start either of our programs we ask that you review the enclosed packet. You will also need to file an application with the college, take the placement test, and arrange to have previous college transcripts filed with the admissions personnel of the college. When this is complete, please contact me to be scheduled for the next orientation session. Please bring the completed Letter of Application found in your packet to the orientation.

The Pensacola State College catalog is an excellent reference for answering questions on the policies and procedures of the college as well as the class descriptions and outline of the program. I highly recommend that you review it. If you still have specific questions please feel free to contact me during business hours, 8:00 a.m. to 4:00 p.m., Monday thru Friday at (850) 484-1422 or email me at jdlangham@pensacolastate.edu.

Sincerely,

J. David Langham

J. David Langham CCC, FMP
Culinary Management Program Coordinator
Professional Service Careers Department
1000 College Boulevard
Pensacola, FL 32504-8998

Enclosures

Professional Service Careers

Center for Culinary & Hospitality Management

CULINARY MANAGEMENT PROGRAM

**ADMISSION PACKET
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Culinary Faculty & Staff

- J. "David" Langham, Program Coordinator
- Joni Verdin, Instructor
- Jim Allen, Adjunct
- Kelly McCowan, Culinary Technician

Professional Service Careers

- Michael Listau, Department Head

PROGRAM INFORMATION

The food service industry today includes a wide variety of establishments. It is a growing industry and one of the largest retail employers.

The Pensacola State College program is designed to prepare individuals for careers in the many widely varied areas of the culinary industry. The Culinary Management program provides the student with a unique combination of comprehensive theoretical knowledge and hands-on training. The program is carefully structured to meet the American Culinary Federation accreditation commission standards.

Students will master the fundamentals of culinary

production in an environment that builds teamwork while gaining practical individualized experience.

Students are required to review the contents of the admission packet before



applying to the program. This program seeks applicants who are individually

motivated and committed to a career in the food service

profession. For this reason work experience is crucial both before and during the period of academic preparation. Applicants must complete the following procedures to be considered for admission.

Admission Procedures

1. Complete program application
2. Complete College Application
3. Provide Transcripts to college registrar
4. Take Placement Test
5. Make appointment for orientation session and interview with Program Coordinator

Professional Policy

One of the main purposes of professional training in the food service industry is to instill in students a feeling of self-worth and pride in their chosen profession. The Code of Ethics, adopted by the American Culinary Federation, provides a basis for the Pensacola State College Culinary Management Program policy. In addition to this policy and that set forth in the college catalog the program has additional procedures which are outlined during the first week of classes. Individuals who would like to review these in advance may request a copy from the Culinary Office.

Philosophy and Goals Culinary Management Program

Philosophy

The Pensacola State College Culinary Management program has a commitment to provide trained professional cooks and potential chefs for the culinary industry.

Goals

To provide faculty that are academically and professionally qualified.

To provide a minimum ratio of full-time equivalent faculty to enrolled students that is appropriate to a positive learning-centered environment.

To provide in-depth learning and development of competencies for the stated area of specialization and to produce an effective entry-level culinarian.

To provide facilities that are adequate and approved by federal, state, and local agencies.

To provide an advisory committee to assist in formulating program policies and in advising the program coordinator in other pertinent ways.

To provide clerical and other support services that are sufficient to meet the demands of the program and aid in facilitating the work of the faculty and staff.

Program Learning Outcomes

- Demonstrate proficiency of entry level skills and knowledge to secure employment in hospitality industry.
- Exhibit competency in a variety of work-based, hands-on learning experiences that pertain to various cuisines and styles of service.
- Demonstrate competency in the State of Florida sanitation codes and industry professional ethics.
- Exhibit communication and critical thinking skills necessary to manage a diverse workforce.
- Demonstrate basic knowledge of Industry standard cost control methods.

Course Projects

Many of the culinary labs require students to work special functions or projects. These functions are usually within the timeframe of the normal class schedule, but at times may be held other than the normal designated class times. All hours are part of the required hours per course. These projects are noted on syllabi and brought to the students attention the first day of class. The program realizes the importance of working within the industry such that any work-related conflicts with the project dates are worked out between the student and the instructor. Students are required to make instructors aware of conflicts no later than the second week of classes. Instructors will determine the appropriate form of makeup for those unable to perform at the various special functions. Students missing the project for other reasons such as illness or accident will need proof of such occurrence and will be assigned a make-up date.

Pensacola State College
Culinary Management
Uniform, Grooming & Laboratory Policies

Uniform & Grooming Policies

- Hair should be clean and neatly maintained.
- Long hair must be under a hairnet or approved hats.
- Trimmed mustaches are allowed; beards must be clean, neatly trimmed, and covered by required beard guard.
- Chef coats must be worn at all times when students are in kitchen/lab.
- Chef coats must be clean and pressed (free of wrinkles).
- Shirts under the chef jacket should be plain white. No graphic/printed tee shirts.
- Work shoes must be worn in lab, and will be non-slip sole, closed toe and cleanable.
- Socks paired with the shoes should be black colored, clean, and fit to cover the ankle.
- Jewelry –
 Hands - No jewelry permitted in kitchen except for a plain band with no settings.
 Ears- limit to one stud per ear, nothing dangling.
 Face- all facial studs, piercings, and chains need to be removed. Includes neck area.
 Wrist- watches need to be removed. No bracelets allowed
- No nail polish of any kind or false fingernails permitted.
- All nails must be trimmed to 1/8” beyond fingertip or less.
- Students in culinary or dining laboratory may not use perfume or cologne.

Kitchen Laboratory Policies

- Dishwashing machine should be broken down and cleaned daily.
- All work stations are cleaned and organized before leaving labs.
- Student shall not leave lab until work is complete or excused by instructor.
- All items stored in cooler/freezer/dry must be date marked.
- Student phone calls should be made during break and in the student cafeteria.
- Eating and drinking of food and beverages at assigned areas only.
- Food and college equipment are not allowed to leave the kitchen.
- Do not borrow items from students without their knowledge.

Uniforms and Kits Required for Lab Courses

*May be purchased at the Pensacola Campus Bookstore or from other sources.

Kitchen

- *Checked Pants
- *Plain White Chef Coat, Side Pocket
- Black Socks
- Oil Resistant Black Shoes
- *Cloth Hat, Floppy
- *Aprons – 2/3 ea., Clean Daily
- Side Towels, 1 dz., Clean Daily
- *Stem Therm., Marking Pen, Pen/Pencil

Dining Room

- White, Long Sleeve, spread-collar & button neck
- Black Pants
- Black Socks
- Oil Resistant Black Shoes
- Black Belt
- *Pen/Pencil
- *Long Black Tie
- *Black Bistro Apron
- *Wine Key

Knife Kits: Basic Knife Kit should include: Chef, Fillet, Paring, Roast Slicer, Steel, Fork, & Bread Slicer

Assorted Tools: Peeler, Zester, Parisienne/melon scoop (two scoop), Kitchen Shears, & Pastry Tips

Culinarian's Code

- I pledge my professional knowledge and skill to the advancement of our profession and to pass it on to those that are to follow.
- I shall foster a spirit of courteous consideration and fraternal cooperation within our profession.
- I shall place honor and the standing of our profession before personal advantage.
- I shall not use unfair means to affect my professional advancement or to injure the chances of another colleague to secure and hold employment.
- I shall be fair, courteous, and considerate in my dealings with fellow colleagues.
- I shall conduct any necessary comment on, or criticism of, the work of fellow colleagues with careful regard for the good name and dignity of the culinary profession, and will scrupulously refrain from criticism to gain personal advantage.
- I shall never expect anyone to subject himself to risks which I would not be willing to assume myself.
- I shall help to protect all members against one another from within our profession.
- I shall be just as enthusiastic about the success of others as I am about my own.
- I shall be too big for worry, too noble for anger, too strong for fear, and too happy to permit the pressure of business to hurt anyone, within or outside the profession.



Student Checklist for Culinary Programs

1. **Apply**
 - Complete a college application
 - Complete the residency statement and provide requested documentation
 - Pay one-time \$30 application fee (returning students are exempt)
 - Request official high school transcripts or GED scores
 - Request official college transcripts, if applicable
2. **Financial Aid**
 - Apply at pensacolastate.edu/financialaid.asp
 - Contact the Educational Opportunity Center at 850.484.1961 for free assistance
 - Check your financial aid status at “Financial Aid Awards” on Spyglass
3. **Testing**
 - Submit test scores (PERT), take placement test or show proof of exemption
4. **Spyglass & Pirate Mail**
 - Take the Spyglass tutorial by clicking on Spyglass at pensacolastate.edu then click the Need Help? Spyglass icon in the upper right of the screen
 - Take the Pirate Mail tutorial by clicking on Pirate Mail at pensacolastate.edu then follow the links under the *Getting Started* section to access your student email account
5. **Orientation**
 - Sign up for a New Student Orientation Session at pensacolastate.edu/orientation
 - Sign up with Chef Langham to attend the Culinary orientation by emailing jdlangham@pensacolastate.edu
6. **Register & Pay**
 - Meet with Chef Langham for advising
 - Meet with an advisor to register for classes or sign up for a registration session at [Pensacolastate.edu/advising.asp](https://pensacolastate.edu/advising.asp)
7. **ID and Decal**
 - Take a copy of our class schedule, vehicle registration, and a photo ID to the Campus Police to get your free ID card and Parking decal

Letter of Application

Pensacola State College - Culinary Program

_____ **A. S. Degree Program (60 Credit Hours)** _____ **Certificate Program (35 Credit Hours)**

Name: _____ **Phone:** _____

Address: _____

E-Mail: _____ **Student ID:** _____

The following questions are designed to get acquainted with you and will be used to guide the conversation during the orientation/interview process. You may use the back of this paper for additional space. Prior to the orientation, be sure to complete your testing and review the application packet.

1. How did you hear about the Culinary Program at Pensacola State?

2. Have you worked in the restaurant industry or are you currently working, and if so where?

3. If you have worked in the industry, what areas of responsibility have you had?

4. Why do you wish to pursue a career in culinary? Define this in the context of short (3-5 years) and long (7-10 years) term goals?

Signature: _____ **Date:** _____

Signing this form indicates that you have read through the program orientation material and agree to abide by the policies and procedures of the program.