

## **House Rules for Kitchen Laboratory and dining hall premises**

### **The following house rules apply to the following modules:**

- KSLAB1 / Kitchen Skills Laboratory 1: Basic Culinary Skills
- KSLAB2 / Kitchen Skills Laboratory 2: Event Management and Implementation
- INNCRHCA / Innovation and Creativity in Hospitality and Culinary Arts

### **Personal Hygiene and safety**

- All students must maintain acceptable personal hygiene level dictated by the CAI personal Hygiene and safety Standards.
- CAI personal Hygiene and safety Standards
  - Be conscious of your body hygiene and take shower every day.
  - Maintain clean and professional appearance.
  - Beards, moustaches and dirty look - not allowed during kitchen laboratory classes.
  - All nails are to be maintained trimmed, clean and nail polish-free at all times during kitchen laboratory classes.
  - The use of perfumes and cosmetics are not allowed during the kitchen laboratory classes.
  - No high heels, sandals or flip flops are allowed during kitchen laboratory classes.
  - No rings or wedding rings, earrings and any sort of jewelry are allowed during any laboratory class.
- It is the responsibility of the student to comply as per CAI personal Hygiene and safety Standards. Failure to comply will result in being denied entry to class.

### **Uniforms**

- Students will receive the following items:
  - 3 pieces White Chef Jackets with white studded buttons
  - 2 pieces Black trousers
  - 3 pieces Blue Aprons
  - 2 pieces Kitchen cloths
  - 2 pieces Microfiber cloths
  - 1 Pair Black anti slip safety shoes
  - 2 pieces Black skull hats
- CAI Uniform standards
  - Washed and Ironed
    - Chef Jacket
    - Black trouser
    - Blue Aprons
    - Kitchen cloths
    - Microfiber cloths
    - Black skull hats
  - Clean and Polished

- Black anti slip safety shoes
  - Black or white socks
- It is the responsibility of the student to bring his/her complete uniform to class as per CAI uniform standards. Failure to comply will result in being denied entry to class.
- If the uniform is beyond acceptable conditions dictated by the Chef Instructor, the student purchase a suitable replacement.

“Professionalism is a reflection of how you look!”

### **Knife set**

- Students will receive the following items which comprises the full knife set:
  - 1 piece Chef Knife
  - 1 piece Santoku Knife
  - 1 piece Filleting knife
  - 1 piece Paring Knife
  - 1 piece Bread knife
  - 1 piece Offset spatula
  - 1 piece Pin bone tweezers
  - 1 piece Parisienne two sided
  - 1 piece Honing Steel
  - 1 piece Knife roll holder
  - 1 stone Sharpening stone
- CAI Knife set standards
  - Must be complete
  - All knives and items in the knife set must be clean
  - All knives must be sharp
  - Knife roll must be clean
- Students are allowed to add additional knives and items to the CAI knife set at their discretion
- It is the responsibility of the student to bring his/her complete CAI knife set to class as per CAI Knife set standards. Failure to comply will result in being denied entry to class.

### **Equipment Usage**

- Each particular practical class starts and finishes with a corresponding an opening, cleaning and closing schedule provided by your chef instructor, in order to maintain the kitchen clean and organized.
- If a student doesn't know how to use specific equipment, or the equipment doesn't work properly is mandatory to ask the instructor for assistance and explanation how to use it.
- When a student completes a task with a specific equipment, he/she has to clean, sanitize and put the equipment back on its spot in the kitchen.

### **Use of the kitchen for personal improvement**

- Approach your Chef Instructor beforehand in order to get permission.

- As a VUM student studying at CAI, you are welcome to use the kitchen premises anytime as long as you do not interfere with any activity that is scheduled.
  - Guidelines:
    - Activity must be planned within the time slot of 9:00 – 18:00. This means you are out of the kitchen premises by 18:00.
    - Personal Hygiene and CAI uniform standards apply when using the kitchen
    - Only enrolled VUM students studying at CAI are allowed to be in the kitchen premises.
    - Externals may be present but only in the dining hall premises
    - Possession and consumption of alcoholic drinks and illicit substances are not allowed
    - You are responsible for the full cleaning and organization of the kitchen
    - You must bring all your ingredients which you are going to use.
    - You can use vacuum bags, detergents, napkins and kitchen paper from the premises
  - If you need to use the premises of the kitchen outside the time slot of 9:00 – 18:00 then separate conditions and guidelines apply. Please consult with your Chef instructor for more details

### **Absences at CAI**

- Students with more than 20 % absences of practical training classes are not allowed to attend the final examination for the corresponding semester
- The student's absences this is one of the factors used to determine the student's eligibility towards Michelin Star rated restaurants placements
- Below are the absence criteria for Michelin star restaurants
  - 0 - 2 absences                      3 stars Michelin restaurant possibility
  - 3 - 5 absences                      2 stars Michelin restaurant possibility
  - 6 - 8 absences                      1 star Michelin restaurant possibility
  - 8 or more                              no Michelin restaurant option
- Absence criteria cumulative
- The Chef instructor has the full right and authority to deny the student entry into class if:
  - CAI Personal Hygiene and Safety Standards are not met
  - CAI Uniform Standards are not met
  - CAI Knife set standards are not met
  - Tardiness/Late for class
  - Under the influence of alcohol and/or drugs
  - Unacceptable behavior such as Racism, Sexism, Abusing, Harassment etc.
  - Three warning rule at discretion of the Chef Instructor
  - Being denied entry for any of the above reasons is considered an absence

### **Grading and Assessment Criteria**

- The mark for each assessment element and the final grade on the subject are assigned using percentage points according to a grading scale from 0 to 100 percentage points.

- Category: 90%-100%
    - This band of marks represents that in the work presented for assessment, students awarded grades within this band will have demonstrated a full and detailed understanding of the set task and an ability to have met the learning outcomes and address the assessment criteria at an **exceptional** level.
  - Category: 80%-89%
    - awarded grades within this band will have demonstrated a full and detailed understanding of the set task and an ability to have met the learning outcomes and address the assessment criteria at an **outstanding** level.
  - Category: 70%-79%
    - This band of marks represents that in the work presented for assessment, students awarded grades within this band will have demonstrated a full and detailed understanding of the set task and an ability to have met the learning outcomes and address the assessment criteria at an **excellent** level.
  - Category: 60%-69%
    - This band of marks represents that in the work presented for assessment, students awarded grades within this band will have demonstrated a full understanding of the set task and an ability to have met the learning outcomes and address the assessment criteria at a **very good** level.
  - Category: 50%-59%
    - This band of marks represents that in the work presented for assessment, students awarded grades within this band will have demonstrated a secure understanding of the set task and an ability to have met the associated learning outcomes and address the assessment criteria at a **good** level.
  - Category: 40%-49%
    - This band of marks represents that in the work presented for assessment, students awarded marks within this band will have demonstrated a basic understanding of the set task and an ability to have met the associated learning outcomes and address the assessment criteria at a **satisfactory** level.
  - Category: 0%-39%
    - This band of marks represents that in the work presented for assessment, students awarded marks within this band will have demonstrated no basic understanding of the set task and no ability to meet the associated learning outcomes and cannot address the assessment criteria at all. **Fail** level.
- Details of each assessment criteria are given in detail in each module descriptor
  - The student must obtain a grade above a Fail level in the Midterms and the Finale in order to pass the modules

### **KSLAB 1, KSLAB 2 and INNCRHCA retakes:**

- There are no retakes for the modules as they are events and therefore can only be done in a semester basis this applies for the following modules:
  - KSLAB1 / Kitchen Skills Laboratory 1: Basic Culinary Skills
  - KSLAB2 / Kitchen Skills Laboratory 2: Event Management and Implementation
  - INNCRHCA / Innovation and Creativity in Hospitality and Culinary Arts
- If the student is sent home, absent or not present for any reason on the final exam it is considered a fail
- Retakes for KSLAB1, KSLAB2 and INNCRHCA can only be taken on officially scheduled times and dates during the semester

### **Internship Prerequisites:**

- KSLAB1 / Kitchen Skills Laboratory 1: Basic Culinary Skills is a Prerequisite for the GCA/HCA Culinary Internship Placement 1 (CINT1)
- In case KSLAB1 is pending or FAILED, students will have the following options:
  - Option 1
    - Students will be eligible for other internship/placement programs (INT 1/ Summer Internship 1) except internships falling under the Michelin Star Category placements (CINT1 / Culinary Internship Placement 1).
  - Option 2
    - Students can re-enroll in Year 1 following the general regulations of VUM. In this case, if the students successfully pass all the modules (including KSLAB1), they will be eligible for CINT1 / Culinary Internship Placement 1

IMPORTANT: Students should consider the two options above in terms of time and added value.

- KSLAB2 / Kitchen Skills Laboratory 2: Event Management and Implementation is a Prerequisite for the GCA/HCA Culinary Internship Placement 2 (CINT2)
- In case KSLAB1 is pending or FAILED, students will have the following options:
  - Option 1
    - Students will be eligible for other internship/placement programs (INT 2/ Summer Internship 2) except internships falling under the Michelin Star Category placements (CINT2 / Culinary Internship Placement 2)
  - Option 2
    - Students can re-enroll in Year 2 following the general regulations of VUM. In this case, if the students successfully pass all the modules (including KSLAB2), they will be eligible for CINT2 / Culinary Internship Placement 2

IMPORTANT: Students should consider the two options above in terms of time and added value.

### **a. DO'S:**

- English is obligatory and the only mode of communication.
- As soon as you enter the Kitchen Laboratory and dining hall premises, you are expected to speak English with all staff and students.
- Always greet and smile
- Help one another any time - you are a team
- If there is something unclear during classes – approach your Chef instructor

- If you have a problem or something bothers you, approach your Chef instructor
- Use first names to encourage friendship among classmates
- Be respectful and tolerant to any religion, race, sex and nationality.

#### **b. DONT'S:**

- Smoking is not allowed while in the premises of VUM or CAI
- Mobile phones must be set on silent mode. If there is important call to be made, please let the instructor know before answering
- No chewing gum, toothpicks or other foreign objects in the mouth during class.
- Harassment is against VUM and CAI policy
- Never take anything that does not belong to you, without the clear approval of the owner

#### **Shopping for products**

- Shopping for ingredients and products are a crucial part of the education and experience at CAI. You will be expected to purchase the needed products for the class based on your purchase list developed during your dish and menu costing phase. The shopping can be summarized in the following steps:
  - Step 1:
    - Chef will assign a person in charge/responsible (PIC) of the shopping
    - PIC must select a team to go shopping
  - Step 2:
    - PIC must request for the needed funds from the CAI office at room 202
    - PIC will be required to sign a cash out document making him/her responsible for the funds
    - An Invoice/Factura is always required when shopping is done
    - Cash receipts are needed for all taxi trips
  - Step 3:
    - When shopping, the student must check for best balance of price and quality of the product. Additionally, students must consider alternatives. In this case of no other option of the needed product, the student needs to confirm with the instructor before purchase.
    - When packing your ingredients and products make sure that you organize packing properly in order not to bruise or damage what you have bought
    - Damaged products due to negligence will not be replaced and by CAI and should be replaced by the PIC and his team
  - Step 4
    - Organize your ingredients and products upon arrival at CAI
    - Make sure that you place and arrange in the correct location
  - Step 5
    - Justify your expenses
      - You must justify your expenses on the same day of the purchase or latest on the next day

- This can be exempted with the permission of the Chef instructor in charge
- Bring all your:
  - Invoice/Factura from food and products
  - Cash receipts from taxi trips
- Expenses done without Invoice/Factura are not justifiable and must be covered by the PIC and his team
- Missing funds must be covered by the PIC and his team

### **Lost and Found**

- VUM and CAI are not responsible for any lost items.
- All items found are placed in the Lost and Found BOX located in room 202
- Before the start of the new semester the Lost and Found BOX will be emptied

### **Food and non-alcoholic drinks**

- These can be consumed during break time and after class in the dining hall premises of the kitchen

### **Lockers**

- Student can secure a locker by paying a 10.00 leva deposit at the accounting department in room 302.
- Once deposit has been paid the student will be given a key and will be free to use the locker
- Misplaced Locker Key
  - If you misplace the key, you must report
  - You will be liable for the replacement cost of the lock and key
- Storage of alcoholic and illicit substances is strictly prohibited in the lockers.
- VUM and CAI staff reserve the right to do spot checks in the lockers at their discretion
- Vacating lockers
  - Students must vacate the lockers at the end of the semester. Failure to do so will lead to clearance not being signed and forfeit of the deposit.
  - Lockers in question will be emptied after the semester is finished. All items found in the lockers will be placed in a common box where in VUM and CAI are not liable for its contents.
  - You must return the locker key to room 202 once you have vacated it.
  - Once the key has been returned you can proceed to claim the deposit at room 302

### **News and Changes**

- Any news and changes will be reflected in an amended version of the House Rules for Kitchen Laboratory and dining hall premises document
- All changes made supersede previous versions of this document
- It is the responsibility of all students keep themselves updated to the House Rules for Kitchen Laboratory and dining hall premises document