

# CULINARY ARTS INSTITUTE FOOD SERVICE MANAGEMENT/CULINARY ART PROGRAM FSMGMT 050 - SANITATION AND SAFETY

Syllabus Fall 2012

Section: 0259

Location: Culinary Arts Institute Building – Rm. 232

Hours: Friday, 9:00 a.m. – 12:10 p.m.

Text: ServSafe Coursebook, 6<sup>th</sup> edition with examination sheet

Chef Instructor: Chef Louis Equaras, CPFC

Phone: 818.364.7706

Email: equaralj@lamission.edu

Office Location: Culinary Arts Institute, Faculty Offices, Rm. 215

Office Hours: Friday 7:30 a.m. – 8:50 a.m.

PREREQUISITE: Be enthusiastic and ready to rock it!

<u>WHAT ARE STUDENT LEARNING OUTCOMES?</u> Student Learning Outcomes (SLO's) focus on designing curriculum around answering this question:

• What will a student be able to <u>DO</u> in his/her multiple roles with what he/she learns in the course?

When instruction focuses on SLO's the learning process is more learner centered and more relevant to a student's life.

#### STUDENT LEARNING OUTCOMES

- Upon successful completion of this course students will demonstrate and analyze the various consequences of the contamination and the influences that affect safe food.
- Upon successful completion of this course students will explain the role of the foodservice worker as it relates to the safe preparation of food. Standards and governmental guidelines will be used as assessment tools.
- Upon successful completion of this course students will evaluate the quality of a foodservice operation's safety and sanitation program using the nationally recognized assessment tool from the National Restaurant Association and the Los Angeles Environmental Health Department. Standards: 3 a, b, c, and d.

<u>COURSE DESCRIPTION:</u> This course deals with the basic principles of sanitation and safety including the types of microorganisms that cause food-borne illness, food-borne infections, toxin-medicated infection, and intoxication. Basic environmental conditions and food handler practices that cause sanitation/safety risks will be explored. The major types of food hazards that cause food-borne illness, contamination and cross-

FSMGMT 050 – Sanitation and Safety – Fall 2012

contamination will be identified. US governmental regulation, as well as California state and Los Angeles County Environmental Health Department regulations will be discussed. These regulations and the HACCP system of food safety will help define the role of food, people and facilities in managing a sanitary foodservice operation. Emphasis will be placed on the importance of proper employee training practices for ensuring safe and sanitary food in food establishments.

#### **INSTRUCTION METHODS**

Various methods of instruction are utilized, including lectures, class opinion, polls, discussions, films, slides and guest lectures and field trips to do on-site inspections at foodservice operations. A primary objective of this particular course is to establish an atmosphere in which each student feels that he may express his own point of view without feeling threatened, and that questions may be asked and answered without embarrassment. No limits are placed upon the subject matter or the extent of questioning, except that all discussions should be in "good taste" and with due recognition of the varying personal, economic, religious and social backgrounds of each class member and the level of maturity of the group as a whole. Occasionally, if the topic lends itself, the class will be broken into small discussion groups, each with a recorder. At the end of the class, the recorders will become a panel and report their findings to the class. The Inspection Report Project will be an individual project. You will choose the property that you will evaluate and inspect. You will present your findings in class.

#### **COURSE OBJECTIVES:**

- 1. Define the terms sanitation, hazard, risk, flow of food and critical control point.
- 2. Explain the dangers of food-borne illness.
- 3. Identify what is meant by high risk populations for food-borne illness and explain why these populations are at high risk.
- 4. Identify the characteristics of potentially dangerous/hazardous food.
- 5. Identify three classifications of contamination associated with food.
- 6. Describe how food-borne illness occurs.
- 7. Recognize the three key practices that can help ensure food safety.
- 8. Identify the four basic types of microbial contaminants, give examples and describe preventive actions for each.
- 9. Differentiate between food-borne infection and food-borne intoxication and identify the major cause of each.
- 10. Describe the basic environmental conditions that encourage the growth of micro-organisms and distinguish between food-borne illness, infection, toxin-medicated infection and intoxication.
- 11. Discuss how contamination and cross-contamination of food can occur.
- 12. Describe the HACCP system of food safety and the methods of implementing it and identify potentially hazardous food.
- 13. Identify personal behaviors that can contaminate food.
- 14. Recognize the factors of personal hygiene essential for foodservice employees and implementation of proper hand-washing techniques and glove use.
- 15. Categorize foods most commonly implicated in outbreaks of food-borne illnesses and the major and methods for controlling food-borne illness.
- 16. Identify three major types of hazards that may cause food-borne illness.
- 17. Detect signs of spoilage in food shipments and optimum temperatures for different food items in storage.
- 18. Establish proper storage conditions and temperatures for various food items in storage.
- 19. Assess the importance of the time/temperature principle.
- 20. Evaluate the preparation and serving of food in a sanitary manner.
- 21. Identify the operating requirements for central kitchens and mobile, temporary and vending units.
- 22. Critique actions to take in emergency situations when accidents occur.
- 23. Identify methods of establishing a crisis management plan and evaluation of its plan after a crisis.
- 24. Identify procedures to follow during and following a food-borne illness outbreak.
- 25. Determine the essential elements of a successful employee sanitation/safety training program and describe ways of effective implementation.

<u>UNIFORM CODE:</u> Students must be in proper CAI school uniform at all times. Black skull caps and bistro aprons are necessary only if food is being prepared. By law, students must wear appropriate attire in the food production laboratory. It is the student's responsibility to be dressed in clean, proper attire for all lab periods. If you are not dressed appropriately/complete uniform, you will not be admitted to class, and you will be given an absence for the day. If you are passing through or working in the kitchen, you must be in uniform. NO EXCUSES!

#### **COMPLETE UNIFORM:**

- White Chef Coat, white bistro apron, black skull cap, heavy non-slip black shoes with shoe laces/ties or clogs, black or white socks, and houndstooth/checkered pants. <u>Student will be sent home and marked</u> absent if not in full uniform.
- No nail polish, faux nails or rings. Wedding band okay. Nails must be trimmed and short. <u>No excuse.</u>
- No earrings (studs ok), nose rings or facial piercings.
- Completely clean shave or beard and mustache trimmed neat to ¼ inch in length. You will be sent home if you have not shaved and can only return if you have shaved.

<u>ATTENDANCE:</u> Culinary Arts Institute's attendance policy approximates the expectations found in a working situation. It is essential that each student learns the discipline of regular and prompt attendance as well as the skills involved in the culinary arts and hospitality industries. At the time the student moves from training into a career, the employer will be very interested in dependability and punctuality. No matter how skilled the person, an employee is valuable only when present on the job. The faculty and staff of Culinary Arts Institute @ LAMC consider each moment in class imperative for success. When the student is not in the classroom, the information missed cannot be recaptured.

IMPORTANT: If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before November 18<sup>th</sup>, 2012 (internet). Failure to do so may result in a grade of "F" in the class.

MISSED WORK: If a student arrives late to class, and a test is still in progress, the student may take the test with no penalty. If a student misses a test or an assignment, the test/assignment will have ten (10) points deducted from the score. The student must contact his/her chef instructor to arrange to make-up the test/assignment prior to his/her return to the next scheduled class. If a student does not contact the chef instructor to make-up the test assignment before the day he/she returns to the next scheduled class, the student will receive a zero (0) for the test/assignment.

#### MAKING UP MISSED DAYS:

Students may make up the missed days by working in The Servery, Cappuccino Cart, Dish room or catering events during the week that they were absent. For example, if you missed a day of class that is 4 hours you missed. So you may work in wherever the chef instructor wants you to be utilized that week and not the following week and so on. This is not cumulative. YOU MUST make up the absence that same week. Again, please check with your chef instructor first to schedule you in the appropriate location in the CAI Bldg.

#### SPECIAL CATERING EVENT:

Occasionally as part of your learning environment in the Culinary Arts Institute, you will be asked to participate in food preparation and cooking for catering events for the college. This enhances your experience in the kitchen and makes you a stronger culinary arts student.

This fall 2012 semester we have the following events:

September 1<sup>st</sup> through 3<sup>rd</sup> – 1<sup>st</sup> Annual Sylmar Olive Fest – El Cariso Golf Course

October 18<sup>th</sup> – Grand Opening – Center for Math & Sciences

November 15<sup>th</sup> – Raw-Super Foods-Vegan-Gluten Free Workshop

TBD – CSUN - Inauguration Event

TBD – District Holiday Party

TBD – LAMC Holiday Party

<u>DIETARY SERVICE SUPERVISOR STUDENTS:</u> All students taking any Culinary Arts class are subject to the same principals and guidelines. Students will learn to ensure that all foods are served by methods that conserve nutritive value, flavor and appearance and all foods are prepared in a form designed to meet individual needs. All substitutions should be similar nutritive value. Student's competency will be demonstration and evaluated by the Registered Dietitian/Professor.

<u>STUDENTS WITH SPECIAL NEEDS:</u> If you have any health impairments that require regular medication, or any disability that might affect your performance in the class or lab, and would like your chef instructor to make special accommodations, please call our campus Special Services Director at 818-364-7734 as soon as possible. They will help you arrange special accommodations for your classes. The special needs of each student are met, in part, by:

- 1. Group discussion at the "peer" level, providing for the interchange of ideas
- 2. Reading materials supplementing the required text material
- 3. Availability of the teacher for personal interviews and referral to appropriate community resources as indicated.

#### **EVALUATION METHODS**

Grading is based upon weekly class assignments, exams, journal reports, Internet assignments and a final examination based on the National Restaurant Association's ServSafe Certification Exam plus the inspection final project, which is like a term paper with an oral presentation. Attendance and participation in class will also be evaluated.

#### **GRADING PROCEDURES**

- Homework: 200 points
   Complete all Apply Knowledge and Multiple Choice questions at the end of each chapter. You will earn
   10 points per chapter for homework each week. Complete the study questions at the end of each
   section/chapter. These will be turned in or checked each week.
- 2. Attendance, Participation in Class and Group Projects: 200 points
  If you are not present in class for lecture and in-class assignments, you will lose points and your grade will be lowered. Attendance is a very important part of your grade, and is required to pass the class.
- 3. Progress Examinations: 200 points
  There will be three progress exams per semester, each worth 25 points.

4. Inspection Report: 200 points

The inspection project will be completed at a foodservice facility. It is due as assigned and all students must complete this assignment to receive a passing grade in Sanitation and Safety Course. You will be required to give an oral presentation of this inspection report.

5. Midterm and Final Exam: 200 points

NOTE: To receive a Food Handler's permit from Los Angeles County Environmental Health Department, you need a certificate from the National Restaurant Association with a passing score of 75%, or above. Please note that all students must take the exam on the scheduled examination date. You will need to use the exam answer sheet from the front of your ServSerf course book. This form is then mailed for grading to the National Educational Foundation of the National Restaurant Association in Chicago, Illinois and requires a minimum of three weeks before results are given.

Homework	30%
Attendance/Class Participation	25%
Progress Exams	15%
Final Inspection Project	10%
Food Handler National Exam	20%

1000 – 950 A 949 – 800 B 799 – 750 C 649 – 600 D 599 – Below F

<u>IMPORTANT INFORMATION</u>: Class hours must be adhered to. A student who misses more than 3 absences may be dropped by the instructor, but it your (THE STUDENT) responsibility to drop or withdraw from the class. Continued tardiness will affect your attendance (3 tardy = 1 absence). If there is an emergency, the chef instructor can be contacted by phone or by email so that arrangements can be made.

Success Tips from Chefs:

- SHOW UP TO CLASS!
- Bring your books to every class
- Read the chapters prior to attending class in advance and review thoroughly
- Bring recipes to every class
- Do not read other class's books in the Culinary Arts class. I will take it away and sell it on eBay!
- No cell phones, Bluetooth, iPods, iPhones, laptops, iPads, tablets of any sort, PSP, DS, XBOX 360s, any handheld contraption, etc. are allowed in the classroom or lab. No calls or text messaging while in class or lab. YOU are here to learn how to cook.
- HAVE FUN!

## CULINARY ARTS INSTITUTE @ LOS ANGELES MISSION COLLEGE FOOD SERVICE MANAGEMENT/CULINARY ARTS PROGRAM

### FSMGMT 050 - SANITATION AND SAFETY

FRIDAY - 9am -12:10pm Course Outline FALL 2012

Please note that the schedule below may be subject to change.

WEEK	DATE	TOPIC	ASSIGNMENTS
1	8/31	<ul> <li>Introductions</li> <li>Class Objectives</li> <li>Course Outline</li> <li>Class Assignments</li> <li>Weekly Group Projects</li> </ul>	<ul> <li>Read Chapter 1</li> <li>Complete and Apply Knowledge exercises and Study Questions</li> </ul>
2	9/7	<ul> <li>Weekly Group Projects</li> <li>Chapter 1</li> <li>Introduction to Food-borne Illness</li> <li>The Safe Food Handler</li> </ul>	<ul> <li>Read Chapter 2</li> <li>Complete and Apply Knowledge exercises and Study Questions</li> </ul>
3	9/14	Chapter 2	<ul> <li>Read Chapter 3 and 4</li> <li>Complete and Apply Knowledge exercises and Study Questions</li> </ul>
4	9/21	<ul> <li>Chapter 3 and 4</li> <li>Contamination, Food Allergies and Food-borne Illness</li> <li>Go over microbe bacteria study</li> <li>Film #3: Employee Health and Hygiene</li> </ul>	<ul> <li>Read Chapter 5 and 6</li> <li>Complete and Apply Knowledge exercises and Study Questions</li> <li>Study for Quiz #1 (Review Chapters 1-4)</li> </ul>
5	9/28	Chapter 5 and 6	<ul> <li>Read Chapter 7 and 8</li> <li>Complete and Apply Knowledge exercises and Study Questions</li> </ul>
6	10/5	<ul> <li>Chapter 7 and 8</li> <li>The Flow of Food: Storage and Preparation</li> <li>Temperatures</li> <li>Cooking, Heating and Holding</li> <li>Safe Storage of Food</li> </ul>	<ul> <li>Read Chapter 9</li> <li>Complete and Apply Knowledge exercises and Study Questions</li> </ul>
7	10/12	<ul> <li>Chapter 9</li> <li>The Flow of Food: Service</li> <li>Internet assignment on Sanitation and Safety</li> <li>Film #4: Preparing, Cooking and Serving Food</li> </ul>	<ul> <li>Read Chapter 10</li> <li>Complete and Apply Knowledge exercises and Study Questions</li> <li>Study for Quiz #2 (Review Chapters 5-9)</li> </ul>

		• Review of Chapters 5, 6, 7 and 8 in	
		preparation for next week's quiz	
WEEK	DATE	TOPIC	ASSIGNMENTS
8	10/19	<ul> <li>Chapter 10</li> <li>Quiz #2 (Chapters 5-9)</li> <li>Principles of the HACCP System</li> <li>Food Safety Management Systems</li> <li>Active Managerial Control</li> <li>Crisis Management</li> <li>Film #5: HACCP: What is it?</li> </ul>	<ul> <li>Read Chapter 11 and 12</li> <li>Complete and Apply Knowledge exercises and Study Questions</li> </ul>
9	10/26	SPRING BREAK – NO CLASS Chapter 11 and 12  • Sanitary facilities and equipment • Cleaning and sanitizing equipment • Hand washing equipment/dishes versus machine washing • Water Temperatures	<ul> <li>SPRING BREAK – NO CLASS</li> <li>Read Chapter 13 and 14</li> <li>Complete and Apply Knowledge exercises and Study Questions</li> </ul>
10	11/2	<ul> <li>Chapter 13 and 14</li> <li>Introduction of Pest Control</li> <li>Integrated Pest Management</li> <li>Food Safety Regulations and Standards</li> <li>Government Regulations</li> <li>FDA Food Code</li> <li>The Inspection Process</li> <li>Self -Inspections</li> </ul>	<ul> <li>Read Chapter 15</li> <li>Complete and Apply Knowledge exercises and Study Questions</li> </ul>
11	11/9	<ul> <li>Chapter 15</li> <li>Employee food safety training</li> <li>Review for the National ServSafe Examination</li> </ul>	<ul> <li>Read Chapter 15</li> <li>Complete and Apply Knowledge exercises and Study Questions</li> <li>Review Chapters 1-15 in preparation for the National ServSafe Examination</li> <li>Prepare Inspection Reports</li> </ul>
12	11/16	Inspection Reports (Oral Presentations)	Prepare Inspection Reports
13	11/23	Thanksgiving Holiday – Campus Closed	
14	11/30	Inspection Reports (Oral Presentations)	Prepare Inspection Reports
15	12/7	<ul><li>Final Exam</li><li>Inspection Reports (Oral Presentations)</li></ul>	Prepare Inspection Reports
16	12/14	<ul> <li>National ServSafe Examination</li> <li>Class hours for Final Exam TBA</li> <li>Inspection Reports (Oral Presentations)</li> </ul>	Enjoy the Winter break! Register for the Spring NOW!!!

NOTE: Remember to check this spring 2013 Schedule and register early! Classes may be cancelled due to low enrollment or classes may be full and closed. There are no "wait lists" available at Los Angeles Mission College.