

# CULINARY ARTS INSTITUTE FOOD SERVICE MANAGEMENT/CULINARY ART PROGRAM FSMGMT 050 - SANITATION AND SAFETY SYLLABUS SPRING 2013

Section: 0271

Location: Culinary Arts Institute Building – Rm. 232

Hours: Friday, 8:50a.m. – 12:00 p.m.

Text: ServSafe Coursebook, 6<sup>th</sup> edition with examination sheet (www.servsafe.com)

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: By Appointment or Before Class

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.

<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-contamination will be identified. US governmental regulation, as well as California state and Los Angeles County Environmental Health Department regulations will be discussed.

### **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, neckerchief/cravat, white apron, black skull cap, heavy non-slip black shoes with shoe laces/ties or clogs, black or white socks, and houndstooth/checkered pants. Student will be sent home and marked absent if not in full uniform.
- No nail polish, faux nails or rings. Nails must be trimmed and short. No excuse.
- No earrings (studs ok), nose rings or facial piercings.
- No hoodies or sweaters under the chef coat. If you are cold, wear white thermals under the chef coat.
- 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. If you have a beard you must purchase a beard guard and wear in the kitchen during production times.

<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.

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.

### 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 spring 2013 semester we have the following event: May (TBD) Spring fest

<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**

1. 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 ServSafe 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/C	25%		
Progress Exan	15%		
Final Inspection Project			30%
	_		
GRADES:			
1000 – 950	Α	949 – 800	В
799 – 750	С	649 – 600	D
599 – Below	F		

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<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
- 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 FOOD SERVICE MANAGEMENT/CULINARY ARTS PROGRAM FSMGMT 050 - SANITATION AND SAFETY

FRIDAY – 8:50am -12:00pm Course Outline Spring 2013

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

WEEK	DATE	TOPIC	ASSIGNMENTS
1	2/8	Introductions	Read Chapter 1
		Class Objectives	Complete and Apply Knowledge
		Course Outline	exercises and Study Questions
		<ul> <li>Class Assignments</li> </ul>	
		Weekly Group Projects	
2	2/15	HOLIDAY: President's Day	Read Chapter 2
		Chapter 1	<ul> <li>Complete and Apply Knowledge</li> </ul>
		<ul> <li>Introduction to Food-borne Illness</li> </ul>	exercises and Study Questions
		The Safe Food Handler	
3	2/22	Chapter 2	<ul> <li>Read Chapter 3 and 4</li> </ul>
		The Microworld	<ul> <li>Complete and Apply Knowledge</li> </ul>
		Exercise: Make pathogen agar plates	exercises and Study Questions
		• Film #1: Introduction to Hospitality	
		and Microbes and Interview with a	
4	2 /1	Germ	Dood Chanton F. s.; d./
4	3/1	Chapter 3 and 4	Read Chapter 5 and 6     Carrylate and Apply Knowledge
		<ul> <li>Contamination, Food Allergies and Food-borne Illness</li> </ul>	Complete and Apply Knowledge     Sylveriges and Study Questions
		<ul> <li>Go over microbe bacteria study</li> </ul>	<ul><li>exercises and Study Questions</li><li>Study for Quiz #1 (Review Chapters</li></ul>
		• Film #3: Employee Health and	1-4)
		Hygiene	' ''
5	3/8	Chapter 5 and 6	Read Chapter 7 and 8
		• Quiz #1 (Chapters 1-4)	<ul> <li>Complete and Apply Knowledge</li> </ul>
		The Flow of Food through the	exercises and Study Questions
		Operation	
		Purchasing and Receiving Safe Food	
		Film #3: Purchasing and Receiving	
		Storage Principles	
6	3/15	Chapter 7 and 8	Read Chapter 9
		The Flow of Food: Storage and	<ul> <li>Complete and Apply Knowledge</li> </ul>
		Preparation	exercises and Study Questions
		• Temperatures	
		Cooking, Heating and Holding	
-	0.400	Safe Storage of Food	D 101 1 10
7	3/22	Chapter 9	Read Chapter 10
		The Flow of Food: Service      Service	Complete and Apply Knowledge
		Internet assignment on Sanitation     and Safety	exercises and Study Questions
		and Safety	• Study for Quiz #2 (Review Chapters
		• Film #4: Preparing, Cooking and	5-9)
		Serving Food	

		Review of Chapters 5, 6, 7 and 8 in preparation for next week's quiz	
WEEK	DATE	TOPIC	ASSIGNMENTS
8	3/29	Chapter 10	Read Chapter 11 and 12     Complete and Apply Knowledge exercises and Study Questions
9	4/5	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	4/12	<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	4/19	Chapter 15  Employee food safety training  Review for the National ServSafe Examination	<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	4/26	Inspection Reports (Oral Presentations)	Present Inspection Reports
13	5/3	Inspection Reports (Oral Presentations)	Present Inspection Reports
14	5/10	Inspection Reports (Oral Presentations)	Present Inspection Reports
15	5/17	<ul><li>Final Exam</li><li>Inspection Reports (Oral Presentations)</li></ul>	Present Inspection Reports
16	5/24	<ul> <li>National ServSafe Examination</li> <li>Class hours for Final Exam TBA</li> <li>Inspection Reports (Oral Presentations)</li> </ul>	Enjoy the Summer break! Register for the Fall ASAP or NOW!!!

## **HOLIDAYS (College CLOSED)**

Martin Luther King – January 21 Cesar Chavez Day – April 1 President's Day – February 15-18 Spring Break – March 29-April 5

Memorial Day – May 27

IMPORTANT DATES				
Last day to process Audit Add Request	February 15			
Last day to petition for Credit/No-Credit				
Last day for Section Transfer				
Deadline to petition for Spring/Summer 2013 Graduation				
Classes end				
FINAL EXAMS	<u> </u>			
Graduation Day	<b>3</b>			
PRIORITY Registration Dates - Enrollment is by appointment only, through the Inte				
(You may not register before your appointment date and time.)	CITIC			
EOPS, DSPS Foster Youth and Veterans	November 26 to 28			
Continuing Students				
New and Re-entering Students				
ADD Dates - Late ADDs are not permitted	Becomber 21			
Deadline to add full term (16-week) classes (In Person)	February 15			
(Short Term Classes Have Different Deadlines-Check with Your Instructor)	Toblidary To			
DROP Dates (16-week classes)				
Drop classes without receiving a "W" with refund (In Person)	February 18*			
Drop classes without receiving a "W" with refund (Internet)				
Drop classes without incurring fees or with a refund				
(Registration/parking/non-resident fees – 16-week semester-length classes)				
In Person/Internet	February 18*			
NOTE: Contact the Offi ce of Admissions & Records for deadlines on late start, sho				
Drop classes with a "W" (Letter grade is required from this date forward)				
In Person	Mav 3			
Internet	,			
*PLEASE NOTE: The District required earlier and revised deadlines starting Summe	<i>J</i>			
transcript record after this date. REMINDER: There is a new LACCD enrollment limit. The limit is now three times to take a				
	_,			

If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF – OFFICIALLY – on or before May 5, 2013 (Internet). Failure to do so may result in a grade of "F" in that class.

class and includes both substandard grades and withdrawals. (See Important Notice, page 3)

NOTE: Remember to check this fall 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 LA Mission College.

### **COLLEGE RESOURCES FOR STUDENTS**

Admissions and Records: Students can register for classes, request transcripts, file petitions for graduation, and drop classes at this office. For more information call 818-833-3322 or visit: http://www.lamission.edu/admissions/

Assessment Center: Offers student assessments in English, English-as-a-Second-Language (ESL) and Mathematics. Please contact the Assessment Center at (818) 364-7613 for more information or visit http://www.lamission.edu/assessment/

Bookstore: For hours of operation, book availability, buybacks, and other information call 818-364-7767 or 7768 or visit http://eagleslanding.lamission.edu/default.asp

Counseling Department Office: For appointments and information call 818-364-7655 or visit http://www.lamission.edu/counseling/

Disabled Students Programs and Services (DSP&S): For appointments, eligibility and information call 818-364-7732 or visit http://www.lamission.edu/dsps/

Extended Opportunity Programs and Services (EOPS): For appointments, eligibility and information call 818-364-7645 or visit http://www.lamission.edu/eops/

Financial Aid: For information and applications call 818-364-7648 or visit http://www.lamission.edu/financialaid/

Library: For information on hours, resources, workshops, and other services contact 818-364-7106 or visit http://www.lamission.edu/library/

Tutoring Services in Learning Center: Laboratories for Learning, Writing, Math & Science. Walk-in and appointment services offered. Call 818-364-7754 or visit www.lamission.edu/learningcenter/