



School of Culinary Arts/Hospitality

Lab Usage Procedures

For Continuing Education Participants

04-05-2022

School of Culinary Arts/Hospitality Lab Usage Procedures

1. Attire:

- Closed toe slip resistant work shoes and socks required.
- Sleeved shirt and long pants required.
- Hair covering must be worn or hairnet will be provided.
- Clean aprons must be worn.
- Jewelry is not permitted in the lab with the exception of a plain band ring.

2. Entry/Exit to the Culinary Labs

- Culinary Training Lab 1 Door #2509 is the point of entrance and exit from the lab unless otherwise predetermined.
- Personal items are not permitted in lab eg. purses, backpacks, jackets, coats etc. (There are day-use lockers located close to the culinary lab, bring a lock)
- Personal food is not permitted in the lab with the exception of a closed-lid beverage.
- There is no access to the lab until the instructor or leader is present.

3. Equipment Use

- Equipment should be used as predetermined by the area being utilized.
- Equipment should be used only if proper use, safety, and cleaning procedures are known.

4. Other Regulations:

- No equipment or small wares can be removed from lab areas.
- Participants should not interfere with other classes occurring in lab areas.
- First Aid Kits are available in lab areas
- Gloves are to be used in the final presentation of food, in cases where food is not going to receive any additional cooking, and when nail polish or artificial nails are worn.
- Side towels and sanitizing procedures are to be reviewed with participants
- Music is not permitted

5. Laboratory Conduct and Responsibilities, Pg. 3-5

6. Health Reporting Agreement - Preventing Foodborne Illness: Please sign Pg. 6 and return to your instructor at the time of your lab

7. Please refer to your instructor for information on the following:

- Blood Borne Pathogen Policy
- Right to Know information - located outside of chemical closet
- Location of Fire Safety Equipment & Emergency Procedures
- Checklist for Clean-up & Location



School of Culinary Arts/Hospitality LABORATORY CONDUCT AND RESPONSIBILITIES
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Individuals who do not comply with the stated policies and procedures will be restricted from the lab.

Personal Hygiene and Laboratory Practices

1. Individuals using the lab must sign and return 'The School of Culinary Arts/Hospitality Health Reporting Agreement' before using the lab.
2. Hands must be washed before beginning to work with food; they must be washed after using the restroom or returning from a break; or at any time that they may become contaminated. Contamination occurs when touching hair, face or body; sneezing or coughing into hands; when smoking; when handling uncooked food; when handling soiled dishes and/or equipment.
3. Do not lick fingers when tasting food.
4. Wash hands using procedures listed in Blood-Borne Pathogen Policy.
5. Wear gloves and follow instructors' guidelines.
6. Hat or hair covering must be on prior to entering labs. Hair must not be combed in the laboratory at any time.
7. Nails must be trimmed short and clean. If polish or artificial nails are worn, cover with single use gloves at all times.
8. Clean shaven is preferred. Facial hair must be covered by a guard at own expense.
9. **Jewelry is not to be worn.** This includes all visible jewelry with the exception of one plain band-style ring (no setting).
10. Neatness, cleanliness, and professionalism are imperative at all times.
11. Individuals using the lab should be aware that food prepared in the lab may contain these ingredients: milk, eggs, wheat, soybean, peanuts, tree nuts, fish and shellfish
12. Chewing gum is not permitted in the lab.
13. Do not use work units and tables as seats. Keep work surfaces and sinks clean.
14. Each individual is responsible for washing his/her own equipment.
15. Be aware of others around you; horseplay is not permitted.
16. Wipe-up spills immediately. Caution others on wet floors. Use signs.
17. Handle broken glass carefully; use wet paper toweling or broom and dust pan. Deposit broken glass in the container in the dish room and complete form.
18. Report broken or unsafe equipment immediately to the instructor.
19. The Foods Lab is used by many individuals; do your part to keep it looking its best. Your assistance is greatly appreciated.

School of Culinary Arts/Hospitality CONDUCT AND RESPONSIBILITIES (CONT'D)
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Food Handling

1. Utensils used for blending or stirring food ingredients are not to be used for food tasting.
2. Use a tasting spoon or fork when sampling any food product. Only use utensils one time.
3. All food should be handled using **ServSafe®** and HACCP guidelines.
4. Beverages may be consumed from a close-lid container stored away from food prep areas.
5. Workstation should be set up with usable and non-useable waste containers.
6. No peeling/preparing foods directly over trash cans.

Dishoom/Dish Washing Areas

1. All dishes and utensils are to be washed according to standard dishwashing procedures.
2. Rinse and/or soak soiled utensils immediately after use.
3. Pre-soak syrups or similar mixtures in hot water.
4. Any large pieces of food material which have soaked free should be placed in the garbage. Do not dispose of dry flour in any sink or disposal; dispose in the garbage containers.
5. At the end of the session, the dish machine must be shut down according to posted procedures.

Care of Sinks

1. Each student is expected to assume responsibility in the use and care of sinks
2. No food material is to be discarded in sinks that have no disposal units. Flush and run the disposal at the end of each session
3. Leave water taps clean and dry
4. Practice water conservation and efficiency
5. Sinks designated with Hand Wash Only signage are to be used for hand washing only

Use and Care of Side Towel

1. Do not carry towels on the shoulder, in pockets or attached to apron
2. Do not use towels as hand towels
3. Place soiled towels into marked bucket in the laundry area

Care of Equipment

1. Upon entering lab, sanitize all work surfaces
2. Used equipment must be washed, sanitized and air dried after use
3. Work tables, baker's benches, and food contact surfaces are to be sanitized before use and scraped, washed, and sanitized after use
4. Practice energy efficiency with equipment use

**Garbage**

1. Place a plastic liner from chemical room into garbage containers before use
2. Bags are to be tied and placed in dumpster located in the dock area after each class
3. Everyone must adhere to the current college recycling and sustainability program.

Floor

All areas are to be swept at the end of the lab session. Instructor will determine if mopping is necessary.

Storeroom Area/Walk-In Refrigerator/Walk-In Freezer

Access to the storeroom area or walk-in refrigerators or freezers is not permitted.

School of Culinary Arts/Hospitality Health Reporting Agreement Preventing Foodborne Illness

Everyone shares in the responsibility for preventing foodborne illness. You are obligated to report to your instructor or lab coordinator in the School of Culinary Arts/Hospitality if you:

- Are diagnosed with any foodborne illness or the following:
 - Norovirus
 - Hepatitis A
 - Shigella
 - E.Coli
 - Salmonella Typhi
 - Nontyphoidal Salmonella
- Have one of the following symptoms:
 - Diarrhea
 - Fever
 - Vomiting
 - Jaundice
 - Sore throat with fever
 - Persistent sneezing, coughing or runny nose
- Have a boil or infected wound on the hands, wrists, or arms
- Recently were ill with a foodborne illness
- Are suspected of causing or being exposed to a confirmed foodborne illness outbreak
- Live in the same household as a person diagnosed with a foodborne illness or a person who attends or works in a setting where there is a confirmed foodborne illness outbreak
- Please note you may be restricted from food handling or excluded from the operation depending on your situation or circumstance as outlined in the ServSafe regulations
- If you are restricted or excluded from the operation, you will need medical clearance to return

I have read and understand the Health Reporting Agreement:

Name: _____
(please print)

Signature: _____

Date: _____