



Professional Culinary Arts & Hospitality Student Contract Agreement

(N100700)

2026-2027

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Document Purpose

This Student Contract Agreement summarizes program-specific expectations for the Professional Culinary Arts & Hospitality Program and supplements the FCTC Student Handbook. Students are responsible for complying with both documents. If a conflict exists, applicable district policy and the FCTC Student Handbook govern.

Table of Contents

Section	Page
Purpose of This Contract Agreement	3
Program Overview	3
Purpose of the Program	3
Program Structure	3
Academic Success	3
<i>Grade Categories</i>	4
<i>Grade and Work-Ethic Scale</i>	4
<i>Honor Graduate Requirements</i>	4
Academic Integrity	5
<i>Academic Course Materials</i>	5
Program Academic Support	5
Culinary Laboratory and Safety	5
<i>Food Safety, Sanitation, and Kitchen Care</i>	6
Course Expectations	6
Student Code of Conduct	6
Character and Professionalism	7
<i>Professional Conduct Expectations</i>	7
Cell Phones, Earbuds, and Personal Devices	7
Dress Code for Classroom and Culinary Laboratory Settings	7
Attendance Policy	8
<i>Postsecondary Attendance Procedure</i>	8
<i>Secondary and Dual Enrollment Attendance Procedure</i>	9
<i>Tardiness, Absence Communication, and Support</i>	9
<i>Program Schedule and Clock-Hour Requirements</i>	9
<i>Missed Coursework and Assessments</i>	9
Safety, Weapons, and Substance Policies	10
<i>Zero Tolerance for Crimes and Victimization</i>	10
<i>Weapons and Threat Offenses</i>	10
<i>Tobacco-, Alcohol-, and Illegal Substance-Free Policy</i>	10
Declaration of Intent	11
Student Acknowledgment	12
<i>Parent/Guardian Acknowledgment</i>	12
Secondary and Dual Enrollment Student Acknowledgment	13
<i>Parent/Guardian Acknowledgment</i>	13
Appendix A: Program Learning Outcomes	14

Purpose of This Contract Agreement

This agreement outlines program-specific policies, procedures, and expectations related to student safety, attendance, academic progress, professional conduct, and successful participation in the Professional Culinary Arts & Hospitality Program. These requirements supplement the policies contained in the FCTC Student Handbook.

Program Overview

The program prepares students for entry-level and advanced employment in culinary arts, food service, and hospitality operations. Instruction includes food preparation, baking, sanitation, customer service, purchasing, inventory, cost control, leadership, and food service management.

The program also prepares students for employment as Food Service Managers (SOC 11-9051). These professionals plan, direct, and coordinate the activities of organizations or departments that serve food and beverages. Their responsibilities may include supervising employees, managing operations and inventory, resolving customer concerns, maintaining sanitation standards, and supporting efficient and profitable business performance.

Purpose of the Program

This program provides a coherent sequence of rigorous coursework aligned with academic standards and the technical knowledge and skills needed for continued education and careers in the Hospitality & Tourism career cluster. Competency-based, applied learning supports academic knowledge, higher-order reasoning, problem-solving, professional work habits, employability skills, technical proficiency, occupation-specific skills, and an understanding of the food service and hospitality industry.

Program Structure

The program consists of a planned sequence of instruction with four occupational completion points (OCPs) delivered through five courses totaling 1,200 hours. Courses are assigned numbers through the Statewide Course Numbering System in accordance with section 1007.24(1), Florida Statutes. Career and technical education credit is awarded on the student transcript in accordance with section 1001.44(3)(b), Florida Statutes.

OCP	Course Number	Course Title	Length
A	HMV0100	Food Preparation	300 hours
B	HMV0184	Cook - Restaurant 1	150 hours
	HMV0185	Cook - Restaurant 2	150 hours
C	HMV0171	Head Cook/ Lead Cook	300 hours
D	HMV0126	Food Service Management	300 hours

Program Learning Outcomes

The complete program learning outcomes are included in Appendix A so the student-facing policy sections remain clear and easy to navigate.

Academic Success

Grades are determined according to the published grading criteria. Students may request clarification or additional feedback regarding an assignment, assessment, practical skill, or course grade.

Course grades are based on classroom learning, assignments, assessments, projects, practical kitchen skills, employability skills, and professional conduct. Grades are posted in FOCUS, the FCTC student information system, throughout the course. Students are responsible for reviewing FOCUS regularly for grades, relevant information, and messages.

Students must earn an overall course grade of at least 70% to successfully complete each course and progress to the next occupational completion point.

Progression Requirement

Students who do not meet the academic requirements of a course or complete required skills, coursework, and remediation will not be permitted to progress to the next course and may be withdrawn from the program. Students may apply to repeat a course; all associated tuition, fees, books, uniforms, and supplies are the student's responsibility.

Grade Categories

Classification	Weight
Classroom Learning, Assignments, Assessments, and Projects	30%
Kitchen Laboratory Skills	40%
Employability Skills	30%

Grade and Work-Ethic Scale

Grade	Percentage	Work Ethic	Definition
A	90%-100%	4	Consistently exceeds occupational expectations. Demonstrates excellent preparation, participation, task completion, teamwork, communication, responsibility, sanitation, safety, and professional conduct.
B	80%-89%	3	Meets occupational expectations. Demonstrates reliable preparation, participation, task completion, teamwork, communication, responsibility, sanitation, safety, and professional conduct.
C	70%-79%	2	Demonstrates developing performance and meets minimum occupational expectations. Improvement may be needed in consistency, preparation, participation, task completion, sanitation, safety, or professional conduct.
D	60%-69%	1	Does not consistently meet occupational expectations. Significant improvement is needed in preparation, participation, task completion, responsibility, sanitation, safety, or professional conduct.
F	Below 60%	0	Does not meet occupational expectations. Performance reflects serious deficiencies in academic progress, practical skills, task completion, responsibility, sanitation, safety, or professional conduct.
IP	N/A	N/A	Course in progress; not yet complete.

Honor Graduate Requirements

Requirement	Standard
Academic Performance	Earn a grade of 90% or higher in every course.
Professional Conduct	Have no documented disciplinary actions.
Program Completion	Complete all required courses before the graduation date.
Attendance	Attend at least 90% of scheduled program instructional hours.

Academic Integrity

Students are expected to uphold high standards of integrity, professionalism, and scholarship. Cheating, plagiarism, unauthorized collaboration, falsification of work, violations of testing conditions, complicity in dishonest behavior, and other forms of academic misconduct are prohibited.

Unauthorized or undisclosed use of generative artificial intelligence or other digital tools is also prohibited. Any permitted use of artificial intelligence must be expressly authorized by the instructor and appropriately disclosed or cited. Violations may result in disciplinary action, up to and including dismissal, in accordance with FCTC and district procedures.

Academic Course Materials

Current textbook, uniform, tool, and supply requirements are available through the FCTC eCampus bookstore: fctc.ecampus.com. Students should verify current requirements before purchasing materials.

Program Academic Support

Your instructor is available to help you succeed. If you have questions or begin having difficulty with course content, assignments, practical skills, or required kitchen procedures, speak with your instructor as early as possible. Asking for help early gives you the best opportunity to stay on track.

Your instructor may provide clarification, feedback, individual assistance, additional practice, or remediation. These supports are intended to help you master the required knowledge and skills. Remediation is generally completed outside official class time and does not add hours to recorded attendance. Students are expected to complete assignments and participate in recommended support.

If you continue to have difficulty after support has been provided, your instructor and the Program Dean will review your progress with you and discuss the best next steps. In some cases, repeating the course or withdrawal from the current course or program may be necessary.

Culinary Laboratory and Safety

Hands-on culinary laboratory experiences are an essential part of the program. Students apply food-safety and sanitation procedures, measure ingredients, follow standardized recipes, operate commercial equipment, practice food-preparation techniques, evaluate finished products, and work collaboratively in a professional kitchen environment.

Laboratory Expectation	What It Means
Safe Equipment Use	Use culinary tools and equipment only after receiving instruction and authorization from the instructor. If you are uncertain about a procedure, stop and ask the instructor before continuing.
Approved Tools and Materials	Use only instructor-approved tools, equipment, ingredients, and materials. Program tools and equipment may not be removed from the classroom or laboratory without authorization.
Instructor Supervision	Remain in the classroom, kitchen, or laboratory outside scheduled class hours only with instructor permission and supervision.
Accident and Incident Reporting	Report any accident, injury, illness, near miss, or safety incident to the instructor immediately. The student and instructor will complete all required FCTC accident or incident documentation.
Insurance and Follow-Up Care	FCTC does not provide personal health or accident insurance for students. Students are responsible for maintaining their own coverage and may be responsible for costs related to medical screening or follow-up care.

Stop and Ask

When you are unsure how to use a tool, operate equipment, handle food safely, or complete a procedure, stop and ask the instructor before proceeding.

Food Safety, Sanitation, and Kitchen Care

Students share responsibility for maintaining a clean, organized, and sanitary classroom and kitchen. Before leaving each day, students must clean and sanitize work areas, wash and store assigned dishes and equipment, properly dispose of trash, sweep and mop designated areas, and return supplies to their assigned locations.

Students must follow all instructor directions and established procedures related to handwashing, personal hygiene, cross-contamination prevention, temperature control, allergen awareness, chemical safety, food storage, and the cleaning and sanitizing of equipment and work surfaces.

Course Expectations

Area	Student Expectation
Preparation and Participation	Arrive on time, prepared, appropriately dressed, and ready to learn. Be present when daily activities, safety procedures, announcements, and assignments are reviewed. Participate fully in classroom and supervised hands-on learning.
Assignments and Late Work	Complete and submit assignments by the established deadline. Late work may receive reduced or no credit unless the student communicates with the instructor and receives approval for an alternate submission arrangement. Acceptance of late work is subject to the instructor's published course procedures.
Professional Work Habits	Follow directions, use time effectively, apply problem-solving skills, cooperate with classmates, provide appropriate customer service, and demonstrate a professional attitude.
Workspace and Sanitation	Maintain clean and orderly work areas. Clean and sanitize assigned stations, equipment, dishes, floors, loading-dock areas, and other designated spaces before dismissal.
Personal Belongings	Use assigned lockers or designated storage areas. Remove books, chargers, backpacks, and other personal items from worktables and kitchen surfaces unless the instructor provides alternate directions.
Parking and Visitors	Park only in designated paved spaces and display the required FCTC parking permit in the lower-left portion of the front windshield. Visitors must receive instructor approval in advance and check in through the main administration office before entering the classroom or laboratory.

Student Code of Conduct

Students are expected to conduct themselves in a professional and responsible manner. All FCTC staff members share responsibility for maintaining appropriate student conduct on campus. Conduct that substantially disrupts college operations, interferes with teaching or learning, threatens safety, or damages property may result in discipline in accordance with FCTC regulations and the St. Johns County School District Student Code of Conduct, up to and including dismissal and/or responsibility for damaged property.

Student Code of Conduct: <https://www.stjohns.k12.fl.us/schoolservices/conduct/>

FCTC's primary goal is to provide an educational opportunity for all students. The learning environment must remain free from disruptions that interfere with a student's right to learn or an instructor's responsibility to teach. Students must comply with the legal and ethical standards of the college.

Academic dishonesty and nonacademic misconduct may result in disciplinary action. Misconduct includes, but is not limited to, cheating, plagiarism, knowingly providing false information, forging or altering institutional documents or academic credentials, unauthorized technology use, threatening behavior, harassment, property damage, and disruptive, antagonistic, or combative conduct.

FCTC may impose disciplinary action, probation, suspension, or withdrawal when conduct is determined to be unsatisfactory. Students who believe their rights have been denied are entitled to due process and may use the grievance procedures described in the FCTC Student Handbook.

Character and Professionalism

FCTC expects students to uphold the six pillars of character described through Character Counts! of St. Johns County.

[Character Counts! :ccstjohns.com](http://ccstjohns.com)

Pillar	Expected Conduct
Trustworthiness	Be honest, reliable, and accountable. Do not deceive, cheat, or steal. Have the courage to do the right thing and build a positive reputation.
Respect	Treat others with courtesy and respect. Use appropriate language and behavior, consider the feelings and perspectives of others, and resolve disagreements peacefully.
Responsibility	Complete assigned responsibilities, plan ahead, persevere, use self-control, consider consequences, and accept accountability for words, actions, and attitudes.
Fairness	Follow established rules, listen to others, remain open-minded, avoid taking advantage of others, and treat people fairly.
Caring	Be kind, compassionate, considerate, grateful, and willing to assist others.
Citizenship	Contribute positively to the school and community, cooperate, stay informed, obey laws and rules, respect authority, protect the environment, and volunteer when possible.

Professional Conduct Expectations

Area	Expectation
Communication	Communicate honestly, professionally, and respectfully. Avoid loud, offensive, threatening, or profane language and gestures.
Self-Management	Take responsibility for personal conduct and refrain from displays of temper or behavior that disrupts classroom, kitchen, or laboratory activities.
Fair Treatment	Treat all individuals fairly, regardless of status or position, and listen respectfully to differences of opinion.
Cooperation	Demonstrate kindness, consideration, teamwork, and timely responsiveness when assistance is requested.

Cell Phones, Earbuds, and Personal Devices

Personal cell phones, earbuds, and other nonapproved devices may not be used during classroom instruction or culinary laboratory activities unless the instructor has authorized their use for an instructional purpose. Devices must be stored or silenced as directed by the instructor. Personal calls and messages should be handled during approved breaks or outside instructional time.

Dress Code for Classroom and Culinary Laboratory Settings

Students must maintain a clean, safe, and professional appearance consistent with FCTC requirements, food-safety procedures, and culinary industry expectations. Clothing, footwear, jewelry, or accessories that create a safety, sanitation, or health hazard are not permitted.

Requirement	Standard
FCTC Identification	Wear the FCTC student identification badge at all times. A student who arrives without a badge must report to the Building A lobby and obtain a temporary visitor pass before reporting to class. A lost badge must be replaced at the student's expense.

Requirement	Standard
Culinary Uniform	Report to class in the complete, clean, designated FCTC culinary uniform. Do not add symbols, signs, writing, or other markings. Replace uniform items that become permanently damaged or unsanitary.
Pants	Wear approved checkered chef pants or long, dark-colored slacks at the waistline. Clothing must fit securely and may not create a tripping, entanglement, or sanitation hazard.
Footwear	Wear clean, closed-toe, closed-heel, slip-resistant footwear suitable for a commercial kitchen. Open-toe shoes, flip-flops, heels, and footwear without appropriate slip resistance are prohibited.
Hair and Facial Hair	Keep hair restrained, secured off the face and shoulders, and away from food and equipment. Wear facial-hair restraints when required by the instructor or applicable food-safety procedures.
Personal Hygiene and Fragrance	Maintain personal hygiene appropriate for food preparation and customer-service environments. Strong fragrances and noticeable smoke odors should be avoided because they may affect food preparation, sanitation, and the comfort of others.
Jewelry and Accessories	Jewelry and accessories are limited to items permitted by current food-safety regulations and program procedures. Students should consult the instructor regarding approved wedding bands, watches, earrings, facial jewelry, and other accessories.
Loose or Unsafe Clothing	Loose sleeves, raised hoods, unsecured garments, or other items that may contact food, flame, hot surfaces, moving equipment, or chemicals are prohibited in the culinary laboratory.

Attendance Policy

FCTC expects students to attend regularly so they can receive the full benefit of instruction and master the knowledge and skills required for successful program completion. Punctuality, self-discipline, responsibility, career readiness, and effective work habits are essential to student success and are included in program employability expectations. New student orientation is mandatory, and all students are expected to attend.

Licensure and non-licensure programs follow a 90% attendance policy and the 3%, 6%, and 10% attendance procedure. The postsecondary attendance procedure applies to adult students and to full-time secondary and dual enrollment students. Other secondary and dual enrollment students follow the separate secondary and dual enrollment attendance procedure below.

Program Completion Standard

Students must attend at least 90% of scheduled program instructional hours. Students who do not meet the 90% attendance requirement may be withdrawn and may be responsible for additional tuition and fees if they are permitted to continue or re-enter the program.

Postsecondary Attendance Procedure

Attendance Threshold	Required Response
3% of instructional hours missed	The instructor will submit a referral and meet with the student to review the attendance policy and offer support through student-driven problem-solving options.
6% of instructional hours missed	The instructor will submit a referral, and the student will meet with the Dean or designee. The Dean or designee will place the student on an attendance contract. The contract will explain the possibility of removal from the program for 10% or more instructional hours missed.
10% of instructional hours missed	The instructor will submit a referral, and the student will meet with the Dean or designee a second time. At the Dean or designee's discretion, the student may remain in the program. The student will receive formal notice that removal from class will occur after missing 15% of instructional hours. Re-entry may be permitted at the Dean or designee's discretion and is subject to program space availability.

Attendance Threshold	Required Response
Six consecutive instructional days missed	The student will be immediately removed from the program. Re-entry will be permitted only at the next enrollment at the Dean or designee's discretion and is subject to program space availability.

Secondary and Dual Enrollment Attendance Procedure

Attendance Threshold	Required Response
Three days absent within a grading period	The instructor will meet with the student to review the Student Handbook High School Attendance Policy, provide problem-solving options to improve attendance and punctuality, and notify the designated Student Advisor. The Student Advisor will notify the student's home high school registrar and/or school counselor of the meeting.
Five days absent within a grading period	The instructor will meet with the student to review the attendance policy, offer support, develop a pro-social action plan (PSAP), and notify the designated Student Advisor. The Student Advisor will notify the student's home high school registrar and/or school counselor of the meeting and plan of action.
Ten days absent within a grading period	The instructor will notify the Student Advisor. The Student Advisor will notify the student's home high school registrar and/or school counselor and the program instructor of the dismissal recommendation.
Fifteen total days absent during the school year	The student will be referred to the Dean. With the Director's support, the Dean may withdraw the student from the program. The Student Advisor will notify the student's home high school registrar and/or school counselor. Full-time secondary and dual enrollment students follow the postsecondary attendance policy.
Appeal	The student may appeal the Dean's decision to the Review Committee, consisting of the Director, Assistant Director, College Dean, Student Services Dean, and Student Advisor. During high school testing schedules, including exam weeks, students are required to attend FCTC courses when there is no conflict with the home high school exam schedule.

Tardiness, Absence Communication, and Support

Students are expected to be in class, in their seats, and ready to learn at the start of class. Tardiness may affect grades. For secondary and dual enrollment students, instructors may refer excessive tardiness to College Deans, and Student Advisors may communicate attendance concerns and available support to the student's home high school.

Students are responsible for managing their absences. Missed instructional hours may affect grades, financial aid awards, and attendance status. Anticipated absences should be discussed with the instructor and designated College Dean. College Deans or instructors may refer students to Student Advising when additional outreach support may help improve attendance.

Program Schedule and Clock-Hour Requirements

The regular program schedule is 8:00 a.m. to 3:00 p.m., Monday through Friday. The alternate summer schedule for June and July is 7:30 a.m. to 3:45 p.m., Monday through Thursday. Lunch is 30 minutes. Because FCTC is a clock-hour college, students must sign in and out as directed to receive credit for hours attended.

Attendance Records

Students may not sign another student in or out. Falsifying attendance records is considered misconduct and may result in disciplinary action, up to and including dismissal.

Missed Coursework and Assessments

Students are responsible for completing coursework and assessments missed because of an absence. The student should contact the instructor promptly to establish an approved make-up schedule. Deadlines and available make-up opportunities will be determined by the instructor and applicable course procedures.

Safety, Weapons, and Substance Policies

The summaries below do not replace the FCTC Student Handbook, St. Johns County School District policy, or applicable law. Students are responsible for complying with all current requirements.

Zero Tolerance for Crimes and Victimization

FCTC implements the district policy of zero tolerance for crime and victimization consistent with section 1006.13, Florida Statutes. Policies apply to all students and are administered in accordance with applicable law and district procedures.

Weapons and Threat Offenses

Students may not bring, possess, or use firearms or weapons on School Board property, school-sponsored transportation, or during school-sponsored activities. A concealed carry permit does not authorize possession on school grounds. Students may also face serious disciplinary and legal consequences for making threats or false reports involving school property, school personnel, school transportation, or school-sponsored activities. Violations may result in removal, expulsion, and referral to law enforcement or the juvenile justice system in accordance with district policy and applicable law.

Tobacco-, Alcohol-, and Illegal Substance-Free Policy

All FCTC campuses are smoke- and tobacco-free. Prohibited products include cigarettes, cigars, pipe tobacco, smokeless tobacco, nicotine pouches, electronic cigarettes, vapes, and other tobacco or nicotine products as defined by current district policy.

FCTC prohibits the possession, use, distribution, or sale of alcoholic beverages, illegal drugs, unauthorized controlled substances, marijuana, intoxicating substances, counterfeit substances, and related paraphernalia during school-sponsored classes or activities, whether on or off school property. A student who violates this policy may be removed from campus, referred to law enforcement, and subject to disciplinary action in accordance with the FCTC Student Handbook and district procedures.

Declaration of Intent

First Coast Technical College provides career, technical, and adult education to meet the changing needs of students, businesses, and the workforce. FCTC expects students to pursue the industry certification, credential, and/or employment opportunities associated with their program when applicable. A student who enrolls for personal enrichment rather than certification or employment must declare that intent below.

Select One	Declaration
☐ Option 1	I intend to pursue the applicable industry certification, credential, and employment opportunities associated with this program.
☐ Option 2	I am enrolling for personal enrichment and understand that I am not committing to pursue the applicable industry certification, credential, or employment opportunities.

A violation of the FCTC Student Handbook or this Professional Culinary Arts & Hospitality Student Contract Agreement is subject to administrative review and discipline. Depending on the nature and severity of the violation, disciplinary action may include dismissal from the program. Students who believe their rights have been denied are entitled to the due process and grievance procedures described in the FCTC Student Handbook.

Student Acknowledgment

I acknowledge that I have received or been provided access to the FCTC Student Handbook and the Professional Culinary Arts & Hospitality Student Contract Agreement. I understand that I am responsible for reviewing and complying with the policies, procedures, safety requirements, attendance expectations, academic standards, and professional expectations contained in both documents.

I understand that violations may result in administrative review and disciplinary action, up to and including dismissal, consistent with applicable FCTC and district procedures.

Student Printed Name

Student ID Number

Student Signature

Date

Program Instructor Signature

Date

Parent/Guardian Acknowledgment

Required for students under 18 years of age. I acknowledge that I have reviewed this agreement and understand the expectations that apply to my student. I agree to support my student in complying with the program's attendance, academic, safety, conduct, and professional requirements.

Parent/Guardian Printed Name

Relationship to Student

Parent/Guardian Signature

Date

Secondary and Dual Enrollment Student Acknowledgment

Secondary and dual enrollment students are expected to meet the same safety, conduct, professionalism, and program requirements as adult students. Attendance and grading requirements may differ based on the student's enrollment classification. The applicable requirements are outlined in the FCTC Student Handbook, this agreement, and the attendance section of this document.

I acknowledge that I have received, read, and understand the Professional Culinary Arts & Hospitality Student Contract Agreement. By signing below, I agree to comply with the applicable policies, rules, safety procedures, and professional expectations as a condition of acceptance and continued enrollment in the program.

Student Printed Name

Student ID Number

Student Signature

Date

Parent/Guardian Acknowledgment

Required for students under 18 years of age. I acknowledge that I have reviewed this agreement and understand the expectations that apply to my student. I agree to support my student in complying with the program's attendance, academic, safety, conduct, and professional requirements.

Parent/Guardian Printed Name

Relationship to Student

Parent/Guardian Signature

Date

Appendix A: Program Learning Outcomes

After successfully completing the program, the student will be able to demonstrate the following learning outcomes. The outcomes are organized by course and reflect the 2026-2027 Florida Department of Education Professional Culinary Arts & Hospitality curriculum framework (N100700).

Outcome	Learning Standard
Food Preparation (OCP A HMV0100 300 hours)	
A.1	Identify career and employment opportunities.
A.2	Exhibit the ability to follow state-mandated guidelines for food service.
A.3	Demonstrate and incorporate workplace safety procedures.
A.4	Demonstrate personal productivity.
A.5	Utilize operational systems.
A.6	Use and care for commercial tools and equipment.
A.7	Describe the basic principles of food science.
A.8	Demonstrate proficiency in culinary math.
Cook - Restaurant 1 (OCP B HMV0184 150 hours)	
B1.1	Describe the basic principles of nutrition.
B1.2	Identify and explain front-of-the-house and back-of-the-house duties.
B1.3	Prepare and present food and beverage items to meet creativity aspects as well as quality standards.
B1.4	Exhibit and utilize safe, secure, and sanitary work procedures.
B1.5	Apply principles of food science in cooking and baking techniques.
B1.6	Apply principles of nutrition in menu planning, cooking, and baking.
Cook - Restaurant 2 (OCP B HMV0185 150 hours)	
B2.1	Perform front-of-the-house duties.
B2.2	Perform back-of-the-house and inventory duties.
B2.3	Research college and career advancement opportunities in professional cooking and baking.
B2.4	Follow food identification, selection, purchasing, receiving, storing, and inventory guidelines.
B2.5	Practice advanced cooking and baking techniques.
B2.6	Apply scientific principles in cooking and baking.
Head Cook/ Lead Cook (OCP C HMV0171 300 hours)	
C.1	Demonstrate fruit and vegetable preparation skills.
C.2	Demonstrate stock, soup, and sauce preparation skills.
C.3	Demonstrate Garde manager and buffet food preparation skills.
C.4	Demonstrate dairy, egg, and starch by-product preparation skills.
C.5	Demonstrate meat, poultry, fish, and seafood preparation skills.
C.6	Demonstrate bakery goods and dessert presentation skills.
Food Service Management (OCP D HMV0126 300 hours)	
D.1	Demonstrate management skills.
D.2	Comply with laws and regulations specific to the food service and hospitality industry.
D.3	Develop a business plan.

Outcome	Learning Standard
D.4	Create and prepare menus for various nutritional needs.
D.5	Utilize cost-control techniques to maximize profitability.
D.6	Interpret and incorporate guidelines and policies for food service establishments.
D.7	Compare and analyze the relationship of nutrition to wellness.
D.8	Develop and prepare menus for customers on special diets.
D.9	Compare and analyze menus of food establishments.