**Food Service – Catering - Ms. Smetana**

**Family and Consumer Sciences Department**

**Lakewood High School**

**2016-2017 School Year**

**OFFICE HOURS:** Orange Days 7:10-7:35AM, 11:30-1PM Black Days 7:10-9:10AM, 11:30-1PM

Email Address: [bsmetana@jeffco.k12.co.us](mailto:bsmetana@jeffco.k12.co.us)

**COURSE DESCRIPTION:**

This two-semester program is designed for students with career interests in the food industry as well as owning their own catering business. The purpose of this course is to develop skills in quantity food preparation, safety and sanitation procedures, planning, customer service, business plans and entrepreneurship.

**CELL PHONE POLICY:**

Cell phones are NOT TO BE USED at all in the classroom! They should be turned off and not be on the desk, out of a bag, backpack, purse, etc. while in Ms. Smetana’s room. Using a cell phone will result in students putting their phones in the Cell Phone Holder for the entire class.

**GRADES:**

90-100% A 89-80% B 79-70% C 69-60% D 59-0% F

**CLASS EXPECTATIONS:**

**Completing assignments:** No assignments written in any other than black, navy blue, or pencil will be accepted. Late work is 20% off the first week and 40% off after that. Cheating will result in a 0. **Be sure to use the correct utensil as you begin an assignment.** *Students must have their name, date, and period on all assignments. Any assignment that does not have a name on it will be thrown away.*

**MAKE-UP WORK/ABSENCES:**

**Make-up Work Policy:** Make-up Work Policy: It is **THE STUDENT’S** responsibility to ask for make-up work the first day they return to class. All work must be made up and turned in the next day (ex. miss Orange Day due next Orange School Day) of an ***excused absence***. **Tests/Quizzes will be made up during a student’s lunch time or after school ONLY. Not during their class time or any other subjects class time.**

**Bathroom Passes:** Students are issued two (2) bathroom passes for each quarter. Any bathroom passes that are saved at the end of each quarter will be worth extra points.

**Binder Checks:** Another assessment besides tests or quizzes is binder checks. All classwork that has been covered MUST be kept in the class binder under each of the appropriate sections. Students must be prepared on the day of the binder check. No late binders will be accepted.

**Warm-Ups:** Students will have a daily warm-up at the beginning of each class period. Warm-ups will be turned in at the end of every week.

**Lab Information:** The **Laboratory fees** are used for the purchase of foods and other supplies for the class. If there is an issue with the payment, the student’s parent/guardian should contact Julie Boonstra. At registration there was an $80 fee for the course. There are two options for making up missed cooking labs.

**CLASS EXPECTATIONS:**

* **Come to class on time.**
* **Begin the warm-up activity within one minute after the bell.**
* **The teacher dismisses you, not the bell!**
* **The teacher is the LAST RESORT for Missed Work**. **It is YOUR responsibility.**
* **No outside Food!**
* **Students** **will respect everyone and everything in class**.
* **Failure to adhere to Food & Kitchen Safety and Sanitation will be removed from the Lab.**

**SUPPLIES:**

3 Ring Binder – worth 10 points by Friday, August 26th

3 hole notebook paper

1 set of 5 divider tabs – worth 10 points by Friday, August 26th

Blue/Black ink pens or pencils

Lab Fee of $80 (to the Financial Secretary)

**TOPICS:**

Workplace & Employability Skills, Food Safety and Sanitation Procedures, Flow of Food Through an Operation, Review of Food and Kitchen Basics, Menu Planning and Cost Control, Garnishing, Customer Service and Event Planning/ Table Scapes