CULINARY ASSISTANT

Sylvania Campus
Social Sciences Building (SS), Room 201
971-722-4305
971-722-4959 (Fax)
pcc.edu/programs/culinary-assistant/

CAREER AND PROGRAM DESCRIPTION
The Culinary Assistant Program is designed for students with disabilities who have barriers to employment. Students develop entry level job skills in food service and custodial service. The program also focuses on the acquisition of work habits and behaviors necessary to maintain competitive employment.

DEGREES AND CERTIFICATES OFFERED
LESS THAN ONE-YEAR CERTIFICATE
Culinary Assistant Training

ADMISSION PREREQUISITES
Academic Prerequisites
• This is a limited entry program with restricted enrollment.
Other Prerequisites
• An interview with the program coordinator is required prior to enrollment.
• Qualified students must be 18 years or older with a documented disability, have the ability to work semi-independently, willing to learn and improve.

PROGRAM REQUIREMENTS
Academic Requirements
• None
Other Requirements
• Students can enroll at the beginning of each fall, winter or spring term of a year.
• Students work with PCC Food Services or Facilities Management Services to learn the specific job skills in their work area.
• Individualized training and assistance in maintaining positive work habits are provided by the program coordinator.
• Classroom sessions focus on good work ethics, positive attitude, appropriate work behaviors, professionalism, etc., developing job success skills, specific job-related knowledge (such as food safety, job safety, money handling, etc.), as well as job search technique.
• The program coordinator also provides six hours of individualized job development activities with each student.

CULINARY ASSISTANT TRAINING LESS THAN ONE-YEAR CERTIFICATE
Minimum 39 credits. Students must meet all certificate requirements

COURSE OF STUDY
The coursework listed below is required. The following is an example of a term-by-term breakdown.

<table>
<thead>
<tr>
<th>First Term</th>
<th>Credits</th>
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<tr>
<td>HR 107§</td>
<td>13</td>
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<td>HR 108§</td>
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<td>HR 109§</td>
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<td>Total Credits:</td>
<td>39</td>
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§ Course cannot be substituted with another course.

HR 107. Culinary Assistant Training I. 13 Credits.
Provides individualized training in food services or clerical areas. Focuses on food safety, food handler’s certification, and on-the-job safety. Includes classroom instruction and hands-on training in a large-scale cafeteria kitchen. Audit available.

HR 108. Culinary Assistant Training II. 13 Credits.
Provides individualized training in food services or clerical areas. Focuses on time management, listening skills (including accepting constructive criticism), common workplace communication, business etiquette, resolving workplace conflict, and goal setting. Includes classroom instruction and hands-on training in a large-scale cafeteria kitchen. Audit available.

HR 109. Culinary Assistant Training III. 13 Credits.
Provides individualized training in food services or clerical areas. Focuses on budgeting, preparing pre-employment material (resume, cover letter, letters of recommendations, filling out application), and interviewing skills. Includes classroom instruction and hands-on training in a large scale cafeteria setting. Audit available.