

University of Technology, Jamaica
College of Business and Management (COBAM)
School of Hospitality and Tourism Management (SHTM)

PRACTICAL LAB & SAFETY REQUIREMENTS FOR SHTM STUDENTS

Students pursuing the following courses of study are required to have the following in place on the **first day of the first week** of practical classes:

- Bachelor of Science in Hospitality & Tourism Management – UBSHSTMFX
(specializing in Hotel and Resort Management or Tourism Management)
- Bachelor of Science in Food Service Management – UBSFDSMF
(specializing in Food & Beverage Management or Culinary Arts & Management)

Students must:

- Have a valid Food Handler's Permit; students who have taken the test and are awaiting the Permit, **must** present the letter from the Public Health Authority;
- Be wearing the correct and complete uniform
- Have all required tools and equipment for the respective classes.

Culinary Lab Requirements for New and Current Students

Students in a **Level 1** culinary module must be in uniform and have all the required tools and equipment at their very first practical class in the **first** week of the semester.

For **Levels 2** and above, students must be in uniform in the **first** practical session for the semester. The lab dress code will be strictly enforced. If you have any questions, please contact your lab instructor before the start of class.

Kitchen and Food Safety Lab Uniform Requirements

- All white double-breasted chef jacket (with a plain, white T-shirt, worn under the chef jacket) – clean and pressed for both males and females. **Camisoles are not to be worn under the chef's jacket.**
- White chef's hat (cloth) – clean and pressed
- White, full-length or half apron – clean and pressed
- Small checkered chef pants – hemmed, clean and pressed
- Sturdy, closed toe, grease resistant, non-slip shoe or kitchen clogs (**black, non-porous, non-perforated**)
- Kitchen side towels (white) – clean
- Name badge- (should be ordered through the SHTM Student Representative)

Culinary Tool Requirements

- 1 sturdy Toolbox (with lock) or Knife Case, to hold the items listed below:
- Valid Food Handler's Permit
- French/Chef Knife (8 or 10-inch blade)
- Paring Knife (3 to 4-inch blade)
- Boning Knife (6 to 9-inch blade)
- Sharpening Stone (available at the hardware store)
- Serrated Bread Knife (9- inch blade)
- Sharpening Steel (10 inches)
- Vegetable Peeler
- Instant Read Pocket Thermometer (ideally indicating both Fahrenheit and Celsius)
- 4 Stainless Steel Teaspoons for tasting
- 4 Stainless Steel Forks for tasting
- 4 white Washcloths
- 4 cotton Kitchen Towels
- Large Star Piping Tip (Open star sizes 820–829 or Closed star sizes
 - (840–849)
- Large Round Piping Tip
 - (Sizes 800–809)
- Piping Bag (12-inch or 16-inch, canvas or polyester)
- Rubber Spatula (heat resistant)
- Plastic Bowl Scraper
- 2 Pastry Brushes (2 inches in size)
- 1 Set of dry Measuring Cups (1 cup, ½ cup, ¼ cup, 1/3 cup)
- 1 Set of dry Measuring Spoons (1 tablespoon, ½ tablespoon, 1 teaspoon, ½ teaspoon, ¼ teaspoon)
- 1 High Heat Cooking Spoon
- 1 Microplane or Zester
- 1 Kitchen Shares
- Small and Medium Plastic Containers with Lids
- 6" Plastic Ruler
- 1 Food lifter/turner
- Small digital 10lb scale (battery operated)

Additional Items for Level 2

- 1 Offset Icing Spatula (9½ or 4½ inches)
- 1 Flat Icing Spatula (10 or 4 inches)
- 2 Medium Pastry Bag Coupler
- Assorted Round Cutters
- 1 Stainless Steel Bench Scraper (6 inches x 3 inches)

The following items are optional

- 1 Wooden Spoon (10–14 inches)
- 1 Can Opener
- 1 Stainless Steel Solid Spoon
- 1 Stainless Steel Slotted Spoon
- 1 Stainless Steel Whip (10–12 inches)
- 1 Ladle (2 or 4 ounces)
- 1 Stainless Steel Tongs
- 1 Double-sided Melon Baller
- 1 Fish Spatula
- 1 Plastic Squeeze Bottle
- 1 Double Lever Corkscrew/Waiter's Wine Opener

Note: It is of the utmost importance that you purchase commercially rated tools. Do not include in your toolbox any type of household knives or tools. During the first week of classes, your instructor will review your toolbox and inspect the quality of the items purchased.

Important Notes

- **Uniforms are required on the first day of class and for every session thereafter**
Students are expected to be consistently representing the standards of the foodservice industry, and as such the uniform indicated must be worn in its entirety at **all** times. It is critical that fittings and alterations to uniforms be done prior to the commencement of classes. Students wearing improperly fitting uniforms or who are not in full uniform will not be allowed to participate in the laboratory sessions. All components of the uniform are expected to be **clean and properly ironed** each day. The culinary uniform must remain sanitary and must only be worn in the culinary environment. Therefore, no part of the culinary uniform should be worn on the street or in public places.

Grooming Guidelines for Culinary Labs

Hands

- Fingernails must be kept clean and short, trimmed (not to extend past fingertip) at all times.
- Nail polish and attachments (including nail extensions or designs) are not allowed.
- Cuts, wounds, scratches or skin blemishes from the fingertips to the beginning of the forearm must be protected by single-use gloves.

Jewellery

- Facial and hand jewellery are not allowed in food production laboratories; the only exception is a medical information bracelet.
- Visible body piercings (including tongue rings and barbells) are not to be worn in food production laboratories.
- Watches (plain, silent models) may be worn in the food production areas.

Hair

- Food service providers must be well-groomed with hair simply styled combed away from the face.
- The hair on the head must be completely covered. No hair is to be left hanging outside of the chef's hat.

Face

- Students must be clean-shaven daily or facial hair kept low and properly groomed.
- Short, straight moustaches are permissible (trimmed evenly at the upper lip).
- Sideburns must be clipped short, even with or above the earlobes, and straight.
- Minimal, natural-looking makeup is acceptable (at the discretion of the lecturer).

Hat

- When students are in full chef uniform, no hat or head covering other than a university-approved chef's hat may be worn. Accessories such as baseball/leisure caps, tams, nylons, scarves, beads or other ornamentation are not are not permissible.

Hygiene

- Food handlers have the ethical responsibility to maintain high standards of personal cleanliness in keeping with the specifications to the health department.
- Students must shower daily and use unscented grooming products.

Other Regulations

- No cell phone use in lab classes
- No chewing of gum
- If a student is likely to receive an emergency call during a laboratory session, the instructor must be informed prior to the start of the class; the student will then be granted permission to respond to the call outside of the lab.

Lab and Safety Uniform Requirements for Dining Room I & (FSM2018) & Dining Room II (FSM2019):

The uniform required for the dining room and the lab dress code will be strictly enforced.

Female Students:

- Plain, white, long sleeve, button-front blouse (a plain white camisole is to be worn under the blouse – see. Figure 1)
- Black A-line skirt, knee-length or below the knee, **NOT** close fitting (Figure 2)
- Black tailored pants (Figure 3)
- Black bow tie
- Flesh coloured OR black (sheer) stockings
- Black shoes (Closed toe wedges, no more than 1 to 1½ inches high)
- Name badge



Figure 1: Plain, white, long sleeve, button-front blouse



Figure 2: Black A-line skirt



Figure 3: Black tailored pants

NB: Blouse is to be tucked into the waist of skirt, however if wearing pants this should be worn with an appropriately sized plain black belt with an unadorned buckle.

Lab and Safety Uniform Requirements Dining Room I (FSM2018) & Dining Room II (FSM2019):

Male Students:

- Plain (unadorned), collared, white, long sleeve, button-front shirt (a plain white, non-mesh marina or T-shirt is to be worn under the shirt – see Figure 4)
- Black dress pants with appropriately sized black belt (no embellishments – see Figure 5)
- Black socks
- Black bow tie
- Black dress Shoes
- Name Badge



Figure 4: Plain (unadorned), White, long sleeve, button-front shirt,



Figure 5: Black dress pants with pleats

NB: Shirt is to be tucked into the waist of the pants and worn with an appropriately sized plain black belt with an unadorned buckle.

RULES, REGULATIONS AND REQUIREMENTS FOR DINING ROOM I and II

Students should wear their dining room uniform for set-up. Slippers will **NOT** be permitted in the dining room. The practice of good hygiene is necessary, and this must include:

- Having a daily bath
- Using antiperspirant deodorant
- Brushing teeth regularly
- Wearing clean uniforms, including shoes

Hands

- Fingernails must be kept clean and short, trimmed (not to extend past fingertip) at all times.
- Nail polish and attachments (including nail extensions or designs) are not allowed.
- Cuts, wounds, scratches or skin blemishes from the fingertips to the beginning of the forearm must be protected by single-use gloves.
- Washing hands as necessary

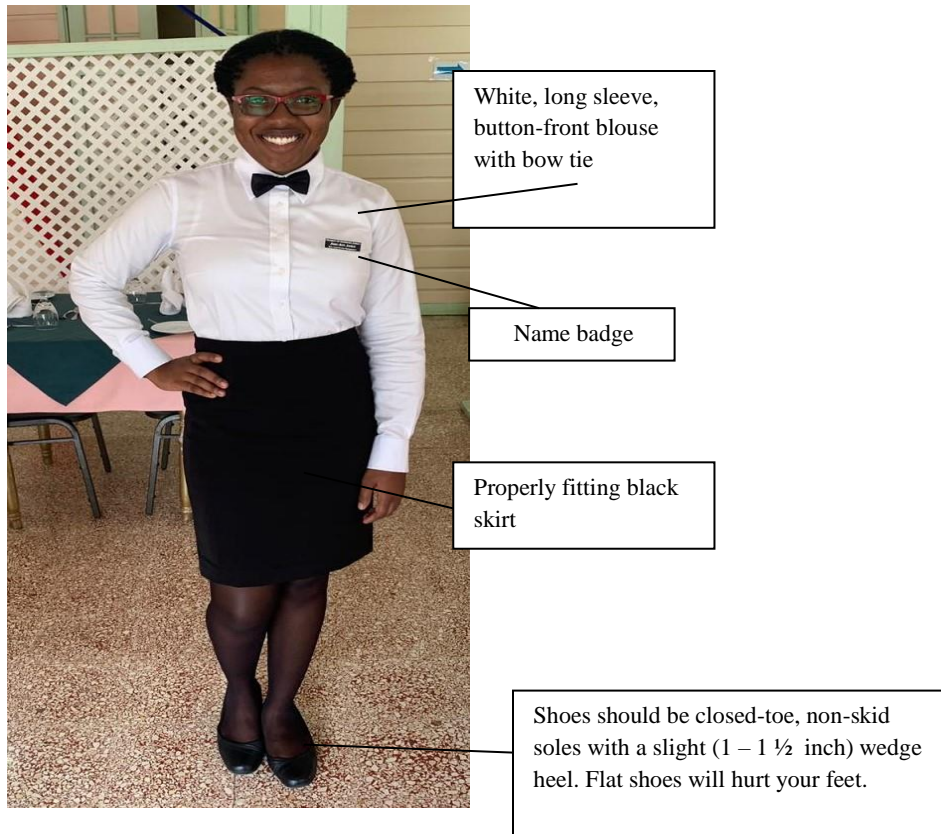
Jewellery

- Facial and hand jewellery are not allowed in the dining room; the only exception is a medical information bracelet.
- Visible body piercings (including tongue rings, nose rings and barbells) are not to be worn in the dining room.
- Watches (plain, silent models) may be worn in the dining room.
- Earrings are allowed for females only and limited to one (1) knob per ear.

Hair

- Shampoo hair regularly at least once per week
- Food service providers must be well-groomed with hair simply styled combed away from the face, if necessary, using black or white clips
- If hair extensions are worn, they should be properly rolled up and bundled to the back of the neck/head. Other hair must not extend past the neck and must be rolled away from the face.
- Colours used in the hair must be natural dark toned.
- Students must be clean-shaven daily

EXAMPLE OF FEMALE STUDENT WHO IS APPROPRIATELY ATTIRED FOR THE DINING ROOM PRACTICAL CLASS:



Students are expected to be consistently representing the standards of the foodservice, hospitality and tourism industries, and as such, the uniform indicated above must be worn in its entirety at **all** times. It is critical that fittings and alterations to uniforms be done prior to the commencement of classes. Students wearing **improperly fitting uniforms will not be allowed to participate in laboratory sessions.**

Dining Room Tools

All students must be prepared for service in the Dining Room for all practical sessions. The following tools are required:

1. Pen
2. Corkscrew/Wine Opener
3. Table Crumber
4. Service Towel

Sources for Uniforms and Tools:

Culinary Items	Company Names	Telephone Numbers
Culinary Uniform & Tools	PIII Culinary	876-373-8817
Culinary Uniform & Tools	Perry's Manufacturing	876-923-4810
Culinary Uniform only	L.P. Azar Ltd.	876-926-6525
Culinary Uniform & Tools	Roy Campbell's	876-357-9143
Tools	Azan's Supercenter	876-968-6770
Dining Room Items	Company Names	Telephone Numbers
Uniform Blouse/Shirt	Sun Island	876-926-1330
Service towel & Crumber	E.B.S. Hotel & Restaurant Supplies	876-920-9723-4
Bowtie	Ammar's	876-926-4667
Aprons	Roy Campbell's	876-357-9143

Contributors: Dining Room

&

Culinary

- Norene Brown-Roomes, PhD
- Deanna Marchalleck
- Anakaye McLean
- Sharmon Hinds-Smith

Camara Richards
 Khalil Campbell
 Simone Walker-Barrett
 Camille Jackson
 Shani Levy