

**The Culinary and Hospitality Arts Institute of New Jersey
Technical Standards for Culinary Arts & Hospitality Students**

Our mission at The Culinary and Hospitality Arts Institute of New Jersey (CHAI-NJ) is to prepare students for influential leadership roles in the Culinary and Hospitality industries.

We are committed to excellence in teaching and lifelong learning through the delivery of exceptional programs and services to our students and to the larger community that reflects a dedication to inclusiveness, diversity, educational advancement, cultural enrichment, and workforce development.

The following listing has been prepared to assist you in understanding the technical standards of the Hospitality and Culinary programs. These standards are intended to help students prepare for industry affiliation and, ultimately, professional practice. The technical standards as stated herewith are not conditions of admission to a program of study. Rather, they reflect performance abilities that are necessary for a student to successfully complete the requirements of the specified Technology program.

The purpose of this document is to inform prospective Hospitality and Culinary students of the technical standards required for enrollment in these programs at County College of Morris, enabling them to make an informed decision regarding enrollment in Hospitality and Culinary programs at County College of Morris. The delivery of safe, effective practice requires that students be able to perform functions related to the technical standards outlined here. The inability of a student to perform these functions may result in the student being unable to meet course objectives and to progress in the appropriate Hospitality and/or Culinary program. Additionally, if a student is unable to perform these required competencies, the student may pose a risk of harm to themselves or others, including customer(s) for whom service is provided. Failure to meet these competencies may disrupt the learning environment which may constitute a violation of the student code of conduct and result in the student's dismissal from the course. All applicants meeting the appropriate academic requirements shall be considered equally for admission to County College of Morris or any academic program or class regardless of physical or mental disability, gender, gender identity, gender expression, nationality, race or ethnicity, religion, sexual orientation, age, marital status, or genetic information.

All students in the CHAI-NJ program must adhere to the college's [Student Code of Conduct](#). Additionally, to succeed in our programs, each student, with or without reasonable accommodations, must be able to safely and effectively adhere to the guidelines outlined in the following categories:

Kitchen Technique Proficiency

1. Perform foundational culinary techniques (e.g., knife cuts, sautéing, baking preparation, plating) according to instructor demonstrations and industry standards.
2. Perform repetitive tasks such as whisking, chopping, dicing, slicing, stirring, piping, or mixing for extended periods without loss of quality or safety.
3. Measure and combine ingredients accurately following standardized recipes.

4. Use tools and equipment correctly (e.g., mixer, ovens, slicers) while maintaining workstation cleanliness and organization.

Physical Expectations

1. Lift and moves pots, pans, trays, and other kitchen equipment weighing up to 25 pounds using proper lifting technique (e.g., bending knees, straight back).
2. Transport food, utensils, and equipment safely between work areas without spills or injury risk.
3. Carry trays of plated food and small wares steadily, maintaining balance and control.
4. Load and unload items from storage, carts, or shelves using correct posture and team lifting when appropriate.
5. Move freely, quickly, and safely around other workers, equipment, and hot surfaces in confined spaces, for up to four hours during production, service or lab activities.

Verbal and Written Communication

1. All applicants whose first language is not English have the option to submit TOEFL, SAT or ACT scores to support their admission application to County College of Morris (CCM). However, they may be required to take an additional placement examination administered at CCM before registering for classes or other academic work.
2. Communicate clearly using professional language free from profanity, slang, or sarcasm.
3. Use courteous forms of address (e.g., "Yes, Chef," "Excuse me," "Please," and "Thank you").
4. Refrain from interrupting or raising their voice during interactions.

Nonverbal Communication

1. Maintain eye contact appropriate to the situation (e.g., when receiving instructions or greeting guests).
2. Demonstrate attentive listening through posture, nodding, and minimal distractions (e.g., not using phones).
3. Display calm and professional body language even during stressful or high-volume service periods.

Interpersonal Conduct

1. Address disagreements or feedback respectfully by focusing on the issue, not the person (e.g., "I understand your concern; here's what I can adjust.").
2. Cooperate with team members by sharing information, confirming tasks, and offering assistance during production and service.
3. Greet guests and colleagues in a friendly and professional manner, using appropriate hospitality etiquette.

Professional Responsibilities

1. Respond to direction and feedback without defensiveness; implement corrections promptly.
2. Demonstrate reliability by arriving on time, prepared, and complete assigned tasks within deadlines.

Adaptability and Judgment

1. Adjust workflow or methods appropriately in response to changes in assignments, equipment availability, or team needs.
2. Maintain composure and respectful communication when faced with time constraints, criticism, or unexpected challenges.
3. Prioritize tasks effectively during busy or high-pressure periods without compromising safety or quality.
4. Recognize and report potential problems (e.g., missing ingredients, safety hazards) to supervisors in a timely manner.
5. Make decisions consistent with established procedures and program standards, seeking clarification when uncertain.
6. Demonstrate situational awareness by anticipating next steps or needs of the team during production or service.

Personal Safety and Hygiene

1. Wear proper uniform and personal protective equipment (e.g., non-slip shoes, clean chef coat, hair restraint) at all times.
2. Wash hands before handling food, after breaks, and following contact with non-food items.
3. Keep personal belongings in designated areas to prevent contamination or tripping hazards.
4. Refrain from using personal devices in food preparation areas.
5. Maintain personal hygiene (e.g., regular bathing, clean clothing, trimmed nails, proper grooming) and engage in other hygienic practices (e.g., sneezing into an elbow, using a tissue) to ensure a safe and sanitary working environment.
6. "Serv Safe Food Handler" Certification is required as a part of the program, and those standards should be followed at all times.

Equipment and Facility Safety

1. Operate kitchen tools and equipment according to manufacturer guidelines and instructor demonstrations.
2. Report damaged or malfunctioning equipment in a timely manner.
3. Keep workstations organized and sanitized; clean spills or debris promptly to prevent accidents.
4. Practice safe knife handling techniques (e.g., using cutting boards, proper grip, carrying knives with blades down).
5. Handle hot pans, dishes, and utensils with dry towels or protective gloves.
6. Pour and serve hot and cold beverages carefully to avoid splashing or burns.

Food Safety and Sanitation

1. Label, date, and store food items following program standards.
2. Maintain correct food temperatures during preparation, holding, and storage.
3. Prevent cross-contamination by using separate tools and surfaces for raw and ready-to-eat foods.

As a student at the Culinary and Hospitality Arts Institute of New Jersey (CHAI-NJ), you should be aware of potential risks. These may include minor to severe injuries. While following health and safety practices can help reduce these risks, they cannot eliminate them entirely. Potential risks include burns, cuts, chemical exposure, clothing and/or hair getting entangled or catching fire, slips and falls, bacterial contamination, and strains from lifting heavy items.

As a student of CHAI-NJ, you agree to take reasonable precautions to protect yourself and others in the food preparation and service areas.

STUDENTS SEEKING ACCESSIBILITY ACCOMMODATIONS

Your experience in this class is important. It is the policy and practice of County College of Morris to create inclusive and accessible learning environments consistent with federal and state law (www.ccm.edu/accessibility-services/). Students may seek reasonable accommodations for their documented disability by self-identifying and registering with the Office of Accessibility Services. Students who are approved through Accessibility Services for classroom accommodations are encouraged to meet with faculty members on an individual basis to discuss their specific needs. Previous accommodations granted by other institutions will not automatically transfer. To register or learn about services, students may contact the Office of Accessibility Services at 973-328-5284 or aso@ccm.edu.