



THE STATE EDUCATION DEPARTMENT / THE UNIVERSITY OF THE STATE OF NEW YORK / ALBANY, NY 12234-0055

Office of Elementary, Middle, Secondary and Continuing Education
Office of Facilities, Information and Management Services
Child Nutrition Program Administration, Room 55, Albany, NY 12234-0055
Tel. (518) 473-8781
Fax (518) 473-0018

April 2002

TO: District Superintendents
Superintendents of Public Schools
Chief Administrators of Nonpublic Schools
Executive Directors of Residential Child Care Institutions
Chancellor, New York City Schools
School Food Service Directors/Managers

FROM: Frances N. O'Donnell, Coordinator

SUBJECT: Professional Cooking 2002

The New York State Education Department will sponsor four consecutive Professional Quantity Food Preparation classes for cooks/cook managers in school food authorities (SFAs) participating in the National School Lunch program beginning July 8 through August 1, 2002. The objective of this training session is to enhance the skills of school food service personnel to prepare and serve meals in accordance with the School Meals Initiative, a nationwide strategy to improve the health and nutritional status of our nation's children. It is imperative that school food service personnel be fully aware of the benefits of improving the health and nutritional well-being of children through school meals, which ultimately affects classroom performance. Training for cooks is essential to build local capacity since a majority of the cooks have never received any formal training in quantity preparation techniques.

This professional development opportunity is directed to cook/cook managers who *currently* have cooking responsibilities. **The course has been specifically created and designed as a staff development course for cooks who prepare meals on a daily basis.** Only those with direct and consistent cooking responsibilities, not personnel who supervise the meal preparation, will be allowed to attend. Any attendees, who do not meet the established criteria and lack the required cooking skills and comfort in the kitchen setting, will be asked to leave. It is a discredit to the cooking team and compromises the integrity of the program to have attendees who do not meet the carefully established criteria.

The classes will be taught at the Madison-Oneida BOCES located in Verona, New York. This is the same successful Professional Cooking course we offered in 1998, 1999, and 2000. Statewide Training Master Instructors who previously instructed for Professional Cooking will again conduct the classes.

This training is not for everyone. Candidates will be expected to prepare food, follow directions and actively be part of a training team. **Cooks who have already attended this course are not eligible to attend the session again.**

Classes will be limited to 32 participants each week on a first-come first-served basis. Attendees will be provided with instruction in both classroom and kitchen settings and the training will include working with others to prepare foods in laboratory kitchens. The schedule for the instruction will be as follows:

Monday	1:00 p.m. – 5:00 p.m.
Tuesday & Wednesday	8:00 a.m. – 4:00 p.m.

Thursday 8:00 a.m. – Noon

Topics to be presented include:

- work simplification techniques
- food production: batch cooking, using leftovers, etc.
- production records
- standardized recipes
- small and large equipment usage
- sanitation standards
- merchandising and marketing strategies to increase participation.

All of the training, materials, lodging, and designated meals are provided at no charge to the SFA. **Transportation and associated travel costs are the responsibility of each participant and/or SFA.** The lodging and meals that will be provided and dress requirements are as follows:

LODGING - Single occupancy rooms at an area hotel. Information will be provided upon acceptance.

MEALS - Breakfast: Tuesday, Wednesday and Thursday at the training site

Lunch: Tuesday and Wednesday at the training site

Dinner: Monday, Tuesday and Wednesday at a choice of several area restaurants. Directions will be provided upon arrival.

DRESS - On Tuesday and Wednesday attendees **are required** to wear a white, front button-down dress shirt with sleeves and slacks or skirt (any color) with stockings or socks and proper sneakers/work shoes – no shorts, jeans, open-toe shoes, clogs or high heels. An apron, hat and side towel will be provided.

On Monday and Thursday: Attendees may wear casual attire.

We anticipate a large response for the summer training sessions. Therefore, registrations will be accepted on a first-come first-served basis until the maximum of 32 registrants per week is reached. The specific weeks available for training include:

Week 1	July 8	-	July 11
Week 2	July 15	-	July 18
Week 3	July 22	-	July 25
Week 4	July 29	-	August 1

In order to give the optimum number of SFAs an opportunity to participate, allowable registrants will be based on the total buildings within the SFA. The following scale will be used for determining the allocation of attendees per SFA:

BUILDINGS	NUMBER OF ALLOWABLE ATTENDEES
1 - 2	1 person
3 - 7	2 people
8 - 12	3 people
13 +	4 people

The summer session is being conducted at a facility, which will to the greatest extent possible, meet the accessibility needs of individuals with disabilities. In addition, if special accommodations such as

interpreters, large print or Braille materials are needed, please contact John Buhner at the Madison-Oneida BOCES at 1-888-532-1132.

Attached is an application form to be completed by each person interested in attending this program. Each applicant must indicate their first and second choice of week to attend the training session. Every effort will be made to accommodate requests. A complete application requires the signature of the applicant, food service director/manager, and the superintendent or chief administrator. **Incomplete applications will not be considered. In order to be eligible, applications must be mailed or faxed on or before May 29, 2002.**

APPLICANTS MUST:

- be cook/cook managers who have daily cooking responsibilities
- agree to travel to the training site
- be prepared to cook, follow directions and actively be part of a training team

Do not submit applications for candidates who do not meet these requirements or who are not fully committed to attend. Last minute cancellations result in a reduction in class size that denies others this opportunity for professional growth.

Notification of acceptance, denial or placement on a waiting list will be disseminated from the Madison-Oneida BOCES the week of May 28th. If you have any questions concerning the training session or application process, please contact Sandra Ragule or Dee Krawczyk at (518) 474-3956.

Also, attached are comments from cooks who previously attended a Professional Cooking Training Session. Please share these testimonials with your cooks who may be reluctant to return to a classroom experience away from their home environment.

Attachments

TESTIMONIALS TO THE PROFESSIONAL COOKING COURSE

Professional Cooking 2000 covered topics that were extremely helpful to me. It was amazing to see how much information was packed into each session; I have gathered a wealth of knowledge to take back to my district. I was impressed by the commitment of the instructors to school food service and the children we feed. It was a wonderful and fulfilling experience.

Judy Petrizzo
Newburgh Enlarged Schools

June 1999, I went to the Professional Cooking class held at Madison-Oneida BOCES. For me, this was "do I go" or "don't I go". I am a big chicken when it comes to driving. This training was about a 3-1/2 hours from my home. I am a cafeteria Manager for a school of 860 students; it is one building, Pre K – 12. We have an ADP of around 600 for lunch and in the 6-12 classes 160 at breakfast. I cook the main dish for all at the High School kitchen with some help.

The classes this past summer were well worth the time for me. We had a lot of fun, learned new ways to do things and improved some of the old things. I met new friends and we all shared ideas with each other, and got to work in another kitchen. So go and enjoy, learn, and come back with new ideas to use at your school.

Julia (Betty) Rookey
Madrid-Waddington CSD

My first thought when approached about attending Professional Cooking was "okay, sure, that sounds great!" But, as the time came closer I was a little apprehensive. I wished that someone I knew were going at the same time. I was uneasy about traveling alone. And most of all, I didn't want to have to share a room with strangers. More and more I was convincing myself that I really didn't want to go at all, but all of these concerns were unnecessary.

About a week ahead of time, someone contacted me from the school to confirm that I would be attending. We went over dress requirements, lodging (single room, no sharing), travel directions and the schedule. All of my questions were answered, and I felt much more confident.

The training site itself was excellent. The instructors were friendly, open and knowledgeable. The best part was that everyone there felt the same way that I did. It was easy to talk to everyone and we were quickly "comrades in arms." We soon came to learn not only from the instructors but from each other as well. Bonds and friendships were formed. There was an enormous amount of material covered, in class and with hands-on time in the kitchen as well. I left prepared to carry this information and work techniques back to my home school to share with my co-workers.

Professional Cooking was well worth the time spent and I would highly recommend attending this program. I would be happy to share my experiences with anyone thinking about going this year. Happy Cooking!!!

Sincerely,
Julie Fisher
Head Cook, Indian River Central School

Professional Cooking 1999 – An experience worth making the time for. Four days of learning new skills, making new friends and the sharing of information was exciting. We were instructed by dedicated professionals who showed us how to improve the quality of school food service. From food production to Work Simplification techniques and to using great recipes; we came home with valuable tools for our own kitchens. A great time was had by all. We also came away with “Mise en Place”, a state of mind -“to put in place” and a renewed confidence in our ability to do a very important job!

Joanne Davis
Rocky Point School District

Professional Cooking 1998 was an enlightening and very helpful week for me and for anyone who wants to move up and learn what our profession is really about. Their networking techniques taught me to interact with people outside my district and to learn from other experiences. I have been to many workshops and seminars with co-workers, but this (Professional Cooking course) has helped me to interact outside of my familiar circle. At that time, I was a cook manager of one of our middle schools, and now, I am Senior Cook Manager in Arlington CSD.

Marguerite Humet
Senior Cook Manager, Arlington CSD

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The University of the State of New York

STATE EDUCATION DEPARTMENT

Child Nutrition Program Administration
 Room 55, Albany, NY 12234-0055
 (518) 474-3956 -- FAX (518) 473-0018
 Professional Cooking 2002 Application

COMPLETE ONE APPLICATION FOR EACH PERSON APPLYING

Requests must be mailed or faxed on or before May 22, 2002

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED

Name of Applicant (<i>please print</i>)	Title	Work Telephone Number ()
COMPLETE -Home Address (including street, city and zip code) _____ _____		Home Number ()
		Work Fax Number ()
School Lunch Director/Manager		Telephone Number ()
Superintendent or Chief School Officer		Telephone Number ()
School Food Authority (SFA) – Name of school district/facility		County
COMPLETE - SFA Address (including street, town/city and zip code) _____ _____		Number of Buildings

➤ If applicant is unable to attend, please give name of alternate attendee:		
Name	Title	Telephone Number ()

Lodging preference - Please check one of the following: Smoking ___ Non-smoking ___ .
 Indicate your first and second choice of weeks to attend the training by placing the number 1 or 2 next to the weeks available:

Week 1	July 8 - July 11	
Week 2	July 15 - July 18	
Week 3	July 22 - July 25	
Week 4	July 29 - August 1	

Name _____ SFA _____

INCOMPLETE SUBMISSIONS WILL NOT BE CONSIDERED

Applicant: Submit a detailed response for each of the following (use extra sheets as necessary.)

1. Number of years you have worked in school food service: _____
2. Do you cook every day: ____yes ____no * NOTE – **This training is strictly for cooks, not managers of cooks. If someone attends who does not meet the established criteria and it becomes clearly evident that they lack the required cooking skills and comfort in the kitchen setting they will be asked to leave. Do not apply if you are not a cook with daily cooking responsibilities.**
3. Indicate the approximate number of hours a day that you cook: _____
4. Circle which meal(s) you prepare: *Breakfast* *Lunch* *Both Meals*
5. Which topics to be presented do you feel will be most beneficial to you? And why? _____

6. As a cook, what can you do to provide meals that meet the Dietary Guidelines? _____

All of the training, materials, lodging, and specified meals are provided at no charge to the SFA. Transportation and associated travel expenses are the responsibility of the participant and/or SFA.

Send the completed Professional Cooking 2002 Application by May 29, 2002 to: **Sandra Ragule, Child Nutrition Program Administration, 55 Elk Street, Albany, NY 12234 or Fax to number (518) 473-0018.**

Mail or fax the application, do not use both methods.

Each application *must* be signed by:

1. The applicant
2. The school lunch director/manager
3. The superintendent or officer of the board of education or chief administrator of a nonpublic school or residential child care institution.

Sign below after completing the entire application –

Applicant – Your signature verifies that you are a cook who cooks daily and agree to travel the required distance to the training site.

Date

School Lunch Director/Manager

Your signature verifies that this applicant is a cook with daily cooking responsibilities and has agreed to travel to the training site.

Date

Superintendent or Chief School Officer

Date