

INFINITY CULINARY TRAINING **RULES OF PROFESSIONAL PLACEMENT**

Your job and reputation depends on your professional attitude, behaviour and conduct

- 1) Report for work 10 minutes earlier than your scheduled start time. NEVER BE LATE.
- 2) On your first day, get the phone number of the restaurant and/or your chef or superior. If you must be late or miss work, phone ahead of time and let the right person know. There should be no surprises. You must ALWAYS have airtime on your phones – no excuses. You are part of a team. Your kitchen depends on you to help it run smoothly. Do not let your chef or co-workers down.
- 3) ALWAYS be aware of your hygiene. Wash your hands often. Remember how to sneeze and cough. Wear a washed and pressed uniform. Follow all the rules of your kitchen.
- 4) No theft, drug use, or physical violence. These are grounds for immediate dismissal.
- 5) No cell phones, excessive talking, or leaning in the kitchen. You are there to perform.
- 6) Do not bring your personal problems into the kitchen. Deal with them on your own time.
- 7) Address your superiors as “Chef,” unless he or she gives asks you to do otherwise.
- 8) When you’ve completed your task, go to the chef or your superior and say, “What’s next, Chef?”
- 9) Keep a small notebook and pen with you at all times to write down necessary information.
- 10) ALWAYS ask when you do not know something. Your chef would rather you ask and get it right than not ask and get it wrong.
- 11) ALWAYS work cleanly and efficiently. Work harder and do more than even you think you can.
- 12) NEVER argue with your chef or a co-worker. NEVER lose your temper. There will be times when the pressure in a professional kitchen is high. That is part of the job. Stay focused and on task. Do not take anything personally. Your temper and your attitude are in your control.
- 13) Learn all the rules, methods and ways of your particular kitchen. Many chefs have their own ways of doing things – those are the new “right” ways.
- 14) NEVER quit a job suddenly or improperly. If you are having trouble in your placement, you MUST phone one of your instructors at the school and get help to sort it out. Once your placement ends and the real job begins, talk to your chef if you have a work-related problem. ALWAYS be polite, dignified and respectful. If you must quit a job for any reason, give a MINIMUM OF TWO WEEKS NOTICE.

“GOOD THOUGHTS, GOOD DEEDS, GOOD WORK”