

# PROJECT RENEWAL

culinary arts training program



## A Recipe For Success

Approved by the NYS  
Vocational and Educational  
Services for Individuals with  
Disabilities (VESID)

Licensed by the NYS Bureau  
of Proprietary Schools

Whether you're looking for a career in the restaurant world or for highly trained personnel, Project Renewal's Culinary Arts Training Program (CATP) is a proven recipe for success. Students get intensive culinary training in a state-of-the-art kitchen followed by three months of on-the-job experience in a well-regarded company. Project Renewal finds good jobs for 85% of our graduates. Employers are equally enthusiastic: Culinary Arts graduates are highly trained professionals and loyal, motivated workers: nearly three-quarters stay in their first jobs for at least three months: two thirds of graduates are in the same job six months later. Our graduates find employment as utility cooks, cooks, deli cooks, catering attendants, line cooks, and more.

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# OUR MISSION

The **Culinary Arts Training Program (CATP)** produces job-ready culinary workers who bring a professional, dedicated attitude to the preparation of delicious food.

**CATP** was established in 1995 by Project Renewal, a New York City organization dedicated to renewing the lives of men and women who have suffered from substance abuse, homelessness and/or mental illness.

At the **CATP** drug-free and stabilized individuals receive intensive culinary arts training combined with one-on-one support and employment counseling. Classes and services are provided free-of-charge to students.

Project Renewal's support services for **CATP** students extend through their 12-week paid internship, graduation and the first year of employment.

Project Renewal may receive, per student, partial tuition reimbursement from vocational training sponsor agencies.

*“At CATP, dicing carrots is about working together. Making a dish is about building work ethics.”*

***Barbara Hughes, Executive Chef  
Project Renewal***



# The Training Courses \*

The **Culinary Arts Course (SVT)** is an intensive 12-week program with classroom lectures, demonstrations, hands-on cooking, written tests as well as supervised on-the-job training at our catering company, Comfort Foods.

The **Culinary Arts Training Program (CATP)** introduces students to culinary basics, from safety and sanitation to the preparations of stocks, sauces, meats, vegetables and fish.

During 10 weeks of training, students will prepare such dishes as:

- Grilled flank steak
- Roast chicken and potatoes
- Stir fry
- Soups and stocks
- Pizza
- Savory tarts
- Polenta, rice and pasta dishes

In week 11, students cater a **CATP** graduation ceremony and apply all their new skills. The event also gives students the experience of working at a catered affair – everything from how to pass hors d'oeuvres to how best to present their creations to the public.

Week 12 focuses on a practical exam that tests each student's ability to work in an organized, sanitary, time efficient way while producing delicious meals.

*\* Students are not granted credit for previous experience or training.*

## Culinary Arts Course (SVT) Curriculum

### UNIT 1

Week 1: General orientation to the kitchen; introduction to safety, cleanliness, basic terminology, identification of equipment

Week 2: Preparation of stocks, salads and dressings

Week 3: Spices, herbs and fruit

Week 4: Preparation of sauces and soups

### UNIT 2

Week 5: Understanding and cooking meats

Week 6: Understanding and cooking poultry

Week 7: Understanding and cooking vegetables

Week 8: Potatoes and other starches

### UNIT 3

Week 9: Understanding and preparing fish and shellfish

Week 10: Breakfast preparation and International Cuisine

Week 11: Graduation Catering

Week 12: Final Review

**Pastry and Baking Course (SVT)** is an 11-week course for students wishing to enhance their skills in the baker's art.

These classes focus on the skills of measuring and mixing, baking and finishing. Topics include:

- Cakes
- Cheese and pound cakes
- Pies and tarts
- Chocolate and sugar work
- Custards and mousses
- Soufflés
- Cookies
- Quick Breads
- Bread
- Breakfast pastries

## Pastry and Baking Course (SVT) Curriculum

### UNIT 1

Week 1: Bake shop production focusing on measurement, ingredients, scaling and the baking process

Week 2: Cakes and icing, creaming methods, assembling and icing a cake

Week 3: Cookies, basic principals from characteristics, mixing, make-up to finishing

Week 4: Quick breads including loaves, biscuits and muffins

### UNIT 2

Week 5: Pies including doughs, crusts, fillings and assembly

Week 6: Custards, pudding, mousses and soufflés

Week 7: Bread and breakfast pastries including yeast production

Week 8: Sugar and chocolate work including truffles and decorations

### UNIT 3

Week 9: Fruit desserts

Week 10: Review, organization and planning

Week 11: Final assignments in which students are given at least six assignments to complete on their own from menu development and purchasing to presentation

## Culinary/Pastry and Baking Course (SVT)

Follows the same curriculum for **Culinary Arts Course (SVT)** and **Pastry and Baking Course (SVT)**, but both are completed at the same time.

# Facilities

**CATP** teaching facilities are located in a state-of-the-art teaching kitchen located at 8 East Third Street in Manhattan. Facilities include a commercial kitchen designed for teaching and hands-on skills development. Our fully-equipped kitchen includes commercial ovens, ranges, refrigerators, dishwashers and a full range of commercial cooking equipment.

The school is wheelchair accessible and conveniently reached by subway (IRT – Bleecker St., BMT – 8th St.) or the Third and Second Avenue buses.

There is no school parking lot.

As part of their classroom experience, all **CATP** students spend four hours per week at Comfort Foods Catering, a professional social purpose venture operated by Project Renewal which prepares, packages and delivers close to 3,000 meals a day to senior centers and shelters as well as benefits, parties and other events. Comfort Foods is located in the same building as **CATP** and serves as an excellent training ground for **CATP** students all of whom rotate through the facility for two hours twice a week. During their Comfort Foods rotation, the students learn about portion control and time management. They work on increasing their knife skill speed as well as the quickness with which they perform repetitive tasks such as weighing and packaging meals.

# Internships

All students who pass the training phase of the program move into 12-week, 360 hour paid internships. Each student will have three options on how they choose to complete their internship based on their classroom training.

- ✓ **Culinary Arts Internship:** Each student will spend the full 360 hours at a site utilizing all applicable culinary skills.
  
- ✓ **Culinary/Pastry and Baking Internship:** Each student will spend 300 hours at a site utilizing all applicable culinary skills and the other 60 hours will be spent in the baking and pastry division of their site.
  
- ✓ **Pastry and Baking Internship:** Each student will spend the full 360 hours at a site utilizing all applicable baking and pastry skills.

Internships take place in a corporate dining room, catering company, hotel restaurant or other food service establishment. A \$100 biweekly stipend is included. During this transitional period from training to work, students receive 30 hours a week of practical experience in a fast-paced professional environment under the guidance of a supervising chef. Chefs complete weekly written evaluations of **CATP** students.

After successfully completing this part of their training, students are either hired by their internship sites or receive detailed letters of reference from their supervising chefs. During the course of the internship training program, students also attend a weekly one-hour mandatory internship support group.

Internship Sites Include:

- JP Morgan Chase
- 1 If By Land 2 If By Sea
- Morgan Stanley
- Time, Inc
- American Express
- Goldman Sachs
- Dewey Ballantine
- Hudson Guild

# Employment Assistance

The Culinary Arts Training Program boasts among the highest placement rates in New York City. From 1996 to 2007, with 49 classes completed, 85% of the nearly 934 graduates were placed in jobs. Over 98% of our graduates receive their Food Handler's Certificate. And graduates keep their jobs: nearly three-quarters are in the same jobs after three months and two-thirds are still there at six months and more.

Some of our satisfied employers include:

- Morgan Stanley
- Simpson, Thatcher & Bartlett
- Debevoise and Plimpton
- Goldman Sachs and Co.
- International House
- Time, Inc
- Interchurch Center
- Basics, Inc.
- Dewey Ballantine
- Saatchi and Saatchi
- Sodexho Alliance at Montclair State University

*"The students from Project Renewal have been a tremendous asset to my organization. I personally have hired over eight of these students upon completion of their internships. Every single one has turned into an outstanding long-term employee."*

**Jennifer Giarratano, Compass Group**

After completing the internship and graduating from **CATP**, all graduates meet with the CATP Employment Coordinator to develop an employment search plan designed to meet realistic objectives based on skill level and experience. The Employment Coordinator meets with graduates weekly to assess job readiness, strengthen interviewing skills, and develop an effective job search strategy. The Employment Coordinator maintains an extensive job bank from which he coordinates referrals and interviews for each graduate.

Once the **CATP** graduate obtains employment, the Employment Coordinator follows his or her progress closely by maintaining phone contact with job supervisors and visiting the workplace. The Employment Coordinator provides **CATP** staff and management with a weekly progress report on each graduate for a three-month period, followed by a six-month and one-year follow-up report.

In addition, graduates participate in weekly one-hour meetings of the **CATP** Alumni Club where they find mutual support and are able to reinforce skills learned in the program. These groups have proven invaluable to our graduates and their employers by helping ensure a smooth transition to full-time employment.

Employed graduates who regularly attend Alumni Club are rewarded with a full set of cooking knives, compliments of CATP.

*"Project Renewal has been an excellent resource for us at Eurest Dining. We have great success with their referrals. Ron Johnson is always available to help us when needed. I would highly recommend this service to anyone looking for great people for their teams."*

**Mary Hession, Food Service Director  
Eurest Dining Services @ Goldman Sachs & Co.**



## Faculty and Staff

**CATP Director and Project Renewal Executive Chef: Barbara Hughes**

A former chef at various NYC establishments, Ms. Hughes has managed the Comfort Foods kitchen since 1992 and directed the school since its inception.

**Basic Culinary Arts Chef Instructor: Anthony O'Connor**

A graduate of the French Culinary Institute, Chef O'Connor was the Executive Chef at Sodexo Food Services for 10 years, managing executive dining rooms for Fortune 500 companies.

**Baking & Pastry Chef Instructor: Richard Guier**

A graduate of the New York Restaurant School, Chef Guier has worked for over 10 years as a Pastry Chef in various restaurants in New York City, including Vox, Ixta, and as the Executive Chef and Pastry Chef at Arium.

**Senior Case Manager and Recruiter:  
Edna Sams**

**Case Manager:  
Cylvenia Cherry**

**Senior Employment Coordinator:  
Ronald Johnson**

**Program Assistant:  
Amanda Elliott**

**Tutor:  
Joseph Ketant**



# Admissions

## Requirements:

Applicants for all courses must:

- Be over 18 years of age
- Have a high school or GED diploma OR demonstrate the ability to read and write English on a 6<sup>th</sup> grade level (TABE 6M test)
- Be drug and alcohol-free

## To Enroll:

- Interview with Project Renewal Recruiter
- Obtain a VESID referral
- Provide a copy of high school or GED diploma or result of the TABE test
- Please call the school at 212-533-8400, Ext. 223, to confirm class start dates.

**Registration is open throughout the year.**

# Standards and Rules

## Conduct:

**CATP** students are expected to be punctual and to attend all classes regularly.

Students must behave in a responsible and respectful manner toward faculty, staff and each other.

Students must master the culinary skills and knowledge taught during their course and internship.

Students are expected to observe the rules and regulations of the classroom and the worksite.

No electronic devices (cell phones, walkmans, ipods, radios, etc.) are allowed in the building at any time.

There is no smoking in the building.

Students are expected to exhibit mastery of the attitude and behavior required for successful employment in the culinary arts professions.

Students must remain drug and alcohol-free throughout their course and internship.

Students who cannot meet these standards will be counseled and, if no improvement is demonstrated, may be dismissed from the program.

## Personal Appearance

Students must dress in a professional manner. They must wear the **CATP** uniform at all times during school hours.

The uniform consists of a white chef's jacket, checked pants, rubber soled, leather, closed-toe shoes with socks, and a cook's hat.

Students are responsible for keeping themselves and their uniforms clean at all times. Jewelry should be limited to watches, wedding rings and stud earrings.

Students who are improperly dressed will be sent home for the day and marked absent.

## Attendance

During the training course, the CATP student is required to participate in a minimum of:

4 hours per day of kitchen training for the Culinary Arts Course (SVT) and/or

3 hours per day for the Pastry and Baking Course (SVT)

2 hours per week of Life Skills Group participation

2 hours per week of tutoring with the Project Renewal case manager

Culinary Arts students report to the training kitchen each day at 8:00 am for morning sessions and 12:00 pm for afternoon sessions.

Pastry and Baking students report to the training kitchen each day at 4:00 pm.

Students are required to attend 240 classroom hours in the Culinary Arts Course and/or 165 hours in the Pastry and Baking Course in order to graduate to an internship position.

If a student misses a class, the class must be made up within the week. Students are requested to schedule all outside appointments before or after school hours.

If a student must be absent, he or she must provide proof of an appointment before the day of absence.

If a student is absent more than twice or is excessively tardy, his or her status in the program will be reviewed by faculty and staff.

## Leaves of Absence

Students who become unable to attend classes may be granted one leave of absence by the school director.

Students must submit a leave of absence application to the school director.

The student must make up all hours missed before the end of the course.

If the student is absent for more than one week, he or she must discontinue the course and may re-enroll for the next cycle of classes or at a future date.

## Tuition and Fees

### Culinary Arts Course (SVT)

240 Instructional Hours

360 Internship Hours

Tuition	\$7,800.00
Materials (non-refundable)	\$275.00
Food Handler's Course (non-refundable)	\$105.00
Placement/Retention	\$2,800.00
<b>Total:</b>	<b>\$10,980.00</b>

### Pastry and Baking Course (SVT)

165 Instructional Hours

360 Internship Hours

Tuition	\$6,045.00
Materials (non-refundable)	\$330.00
Food Handler's Course (non-refundable)	\$105.00
Placement/Retention	\$2,800.00
<b>Total:</b>	<b>\$9,280.00</b>

### Culinary/Pastry and Baking Course (SVT)

405 Instructional Hours

360 Internship Hours

Tuition	\$9,945.00
Materials (non-refundable)	\$605.00
Food Handler's Course (non-refundable)	\$105.00
Placement/Retention	\$2,800.00
<b>Total:</b>	<b>\$13,455.00</b>

## Financial Assistance

Students are eligible for a vocational training sponsor through VESID. Students may inquire about eligibility through our Recruiter or their counselor. Students will receive a biweekly stipend of \$100 during their internship. No additional aid is available.

## Cancellation and Refund Policy

Once instruction has started, a student may withdraw by notifying the school in writing of such withdrawal. A student may also be terminated for cause before completion of the course. In the event of withdrawal or termination, time in school is computed from the first day of instruction to the last day of attendance.

Total charges to VESID shall include the stated cost of books, kits and uniforms issued by the school and accepted by the student, the Food Handler's Course and the following amounts for tuition and fees.

### If Termination Occurs, School May Keep

Prior to start of class	0%
During the first week	10%
During the second week	25%
During the third week	50%
During the fourth week	75%
After the fourth week	100%

In all cases the books, kits and uniforms issued by the school and accepted by the student become personal property of the student and may not be returned for credit or refund.

All monies paid to the school by VESID in excess of this sum will be refunded to VESID within 45 days from the termination date. A transcript will be issued provided all payments have been made in accordance with enrollment agreement.

(Please note: each class is part of the entire course offered. No class may be cancelled by the School, therefore Project Renewal's Culinary Arts Training Program does not have a class cancellation policy.)

## Performance Assessment

CATP employs a Pass/Fail grading system. Classroom performance and progress are closely monitored by CATP faculty and staff. Students receive weekly written evaluations of classroom skills and attitude. Students' weekly meetings with the case manager and Life Skills Group also provide opportunity for assessment and evaluation.

Students are tested each Friday on the week's class content. Overall course assessment is derived as follows: 50% class participation, homework completion, weekly tests; 25% unit practical examinations; 25% final examination.

## Graduation Requirements

In order to graduate from the CATP, students must complete both the course work and the internship. In the classroom, they must pass all subjects, meet attendance requirements, complete homework assignments and meet standards of good behavior in class and during Comfort Foods rotations. Success in internships is determined by the supervising chef at the workplace establishment, based on weekly written evaluations shared with CATP faculty and staff.

Graduates receive a CATP Certificate of Completion representing successful completion of their Culinary Arts Training Program course(s).

## Food Handler's Certificate

In New York City, kitchen and restaurant workers are required to be certified by the Department of Health to handle food. Upon graduation, all CATP graduates will take the NYC Department of Health 15-hour course. A Food Handler's Certificate will be issued by the NYC Department of Health once the student passes this course.

## Grievance Procedures

In order to assure program quality and the satisfaction of students, Project Renewal maintains internal procedural guidelines designed for rapid and fair resolution of student complaints and grievances. CATP students with a grievance may submit a complaint to CATP Director, Barbara Hughes. The Director will meet with the student within two business days of receiving the complaint and generate a report on the issue which will be forwarded to the Project Renewal Student Grievance Review Committee. The complaint will be reviewed by committee members who are not associated with CATP. The committee will meet promptly with the student and then with program staff and make written recommendations. If the grievance is not resolved, the student may appeal to the President & CEO of Project Renewal.

Students can also contact:

New York State Dept. of Education Bureau of Proprietary Schools at  
[bpss@mail.nysed.gov](mailto:bpss@mail.nysed.gov)

V.E.S.I.D at [vesid@mail.nysed.gov](mailto:vesid@mail.nysed.gov)

The New York City Department of Small Business Services at  
[nyc.gov/html/sbs/home/html](http://nyc.gov/html/sbs/home/html)

## 2008-2009 Class Schedule

August 1<sup>st</sup> - New Cycle Orientation  
August 4<sup>th</sup> -Classes Begin

September 1<sup>st</sup> - Labor Day (No Classes)

October 13<sup>th</sup> - Columbus Day (No Classes)  
October 16<sup>th</sup> - Internship Ends **GRADUATION**  
October 24<sup>th</sup> - Classes End  
October 27<sup>th</sup> - New Class Internship Begins  
October 31<sup>st</sup> - New Cycle Orientation

November 3<sup>rd</sup> - Classes Begin  
November 27<sup>th</sup> - Thanksgiving (No Classes)  
November 28<sup>th</sup> – Day After Thanksgiving (No Classes)

December 25<sup>th</sup> - Christmas (No Classes)  
December 26<sup>th</sup> - Day After Christmas (No Classes)

January 1<sup>st</sup> - New Years Day (No Classes)  
January 2<sup>nd</sup> - Day After New Years Day (No Classes)  
January 15<sup>th</sup> - Internship Ends **GRADUATION**  
January 19<sup>th</sup> - MLK Day (No Classes)  
January 23<sup>rd</sup> - Classes End  
January 26<sup>th</sup> -New Class Internship Begins  
January 30<sup>th</sup> - New Cycle Orientation

February 2<sup>nd</sup> -Classes Begin  
February 16<sup>th</sup> - Presidents Day (No Classes)

April 16<sup>th</sup> - Internship Ends **GRADUATION**  
April 24<sup>th</sup> -Classes End  
April 27<sup>th</sup> - New Class Internship Begins

May 1<sup>st</sup> - New Cycle Orientation  
May 4<sup>th</sup> - Classes Begin  
May 25<sup>th</sup> - Memorial Day (No Classes)

July 3<sup>rd</sup> - Day Before Independence Day (No Classes)  
July 4<sup>th</sup> - Independence Day (No Classes)  
July 16<sup>th</sup> - Internship Ends **GRADUATION**  
July 24<sup>th</sup> - Classes End

