



Metropolitan Community College  
**INSTITUTE FOR THE  
CULINARY ARTS**



INSTITUTE FOR THE CULINARY ARTS  
===== HIGH SCHOOL =====  
CULINARY INVITATIONAL

## **Culinary Mentor/Ambassador Handbook**

**2019-2020**

· SHARPEN YOUR SKILLS ·



## **Student Mentor/Ambassador Program:**

The goal of the student mentor/ambassador program is to promote the Institute of the Culinary Arts/Metropolitan Community College to high schools, prospective students and the community. ICA/MCC students and instructors may be called upon to share information regarding the curriculum, the school experience and industry opportunities that the Culinary Arts and Hospitality program offers and supports.

Upon request, student mentors/ambassadors will be assigned to visit schools, student activity groups, community events, etc. and talk, share or demonstrate related information regarding the ICA. The content of the visit will be established according to the request requirements and upon assignment; the student will be instructed on what faculty/staff person they will be working with in preparation for the visit. You may want to include in your presentation the ICA - CD promoting the program and the following points:

### **Six Reasons to Attend the Institute for Culinary Arts**

- ★ **SMALL CLASSES:** Mean hands-on learning and personal instruction (average 12:1 student/teacher ratio in lab classes).
- ★ **AWARD WINNING FACULTY:** Bring a breadth of experience, a depth of knowledge, and a passionate involvement in the world of food.
- ★ **CUTTING EDGE COURSES:** Root students in culinary tradition while providing freedom enough to navigate the ever-changing contours of the culinary landscape.
- ★ **LOCAL CONNECTIONS:** And national recognition translates into meaningful internships, significant careers and fellowship for a lifetime.
- ★ **AFFORDABLE TUITION:** Keeps the dream of pursuing your passion within reach.
- ★ **TOP TIER STUDENTS:** Provide leadership and peer-based learning communities throughout the program.

## **Student Mentor Program:**

The student mentor program has been developed to support the participating high school teams in the ICA High School Culinary Invitational. The MCC mentors will report to the event coordinator, Lauren Balak and Mentor Captain, Peter Walsh. A Facebook page will be set up and will be a forum for communicating progress, posting photos and 'chatting' with fellow mentors.

Student mentors have been asked to commit to meeting with their assigned team as listed:

- Minimum of one time prior to the holiday break; introduction to teacher, team and school
- Minimum of one time per week for the month of January & February
- Attendance at the Invitational, February 27, 2020.



## Guidelines for School Visits

1. **Student Ambassadors** – you will receive your assignment in person, via phone or email. Once you have confirmed your availability and commitment, you will be given the location, time, contact person and their phone number or email. Any special directions or information should be included, however, feel free to contact the person designated with any questions or to confirm parking, access or directions.
2. **Invitational Student Mentors** - Contact your teacher to determine Culinary Team practice schedule. Check the following information:
  - where parking will be available, and what entrance you should use
  - room number or classroom
  - time of practice
  - emergency contact # for teacher if you are ill or cannot attend practice
3. **Be professional and arrive on time.**
4. In most schools, you will be required to sign in at the Main Office and get a visitors pass. An office aide may escort you to the classroom or the teacher may send a student to bring you to the room.
5. Answer questions, but if you do not know the answer or feel comfortable in answering the question; tell the student or teacher that you are unsure, and will get back with them with an answer. You may contact event coordinator, Lauren Balak ([lbalak@mccneb.edu](mailto:lbalak@mccneb.edu)) or Mentor Captain Peter Walsh ([pdwalsh@mccneb.edu](mailto:pdwalsh@mccneb.edu)), for clarification.
6. Students want to hear about your experiences at the ICA and in restaurant or industry jobs. Be open and friendly. They will enjoy hearing about specific things that you have experienced, including embarrassing moments. High school students can get a distorted view from the Food Network. Tell about the rewards and/or the challenges of working in the industry, they need to get an honest picture.
7. The teacher **must** be in the room with you at all times, for liability issues. Make sure to speak up if you are left alone with the students. This should not happen!
8. Make sure the classroom instructor signs off on your number of visits/practices and the amount of time that you were present for the visit. It is imperative that you have documentation of your visit to earn hours as a mentor/ambassador.
9. Rules of Competition and all other forms for the competition as well as the Event Calendar are located on our website at [mccneb.edu/icainvitational](http://mccneb.edu/icainvitational)

**During your time at the school, you are a Mentor/ Ambassador for Metropolitan Community College and the Institute for the Culinary Arts. You represent the Institute in your behavior, attitude and appearance. Be yourself, have fun, but remember, you need to present yourself as a culinary professional. Arrive in full uniform; discuss the value of the program with enthusiasm. Students will want to know about our program and what classes are like.**



## **General Information:**

Volunteer hours can be accumulated between Mentor and Ambassador Service

### **Mentor/Ambassador - Level I:**

- ★ **Attend mentor orientation meeting**
- ★ **Minimum 8 visits to school(s)** approximately 20 hours
- ★ **Mentor chef coat** (must be worn at all mentor/ambassador visits)
- ★ **Scholarship for a 3-credit hour class**
- ★ **Appreciation gift (to be determined)**

### **Mentor/Ambassador - Level II:** Minimum of 40 hours

- ★ **Additional 6 visits to school(s)**
- ★ **Appreciation gift (to be determined)**
- ★ **Qualify for Student Ambassador/Mentor of the Year**

### **Student Mentor Ambassador of the Year**

- ★ **Chef coat with embroidered name**
- ★ **Award presented at the Annual ICA Culinary Awards Ceremony**

### **Log Student Hours to Receive Credit:**

Students are volunteering their time, and it is the students' responsibility to keep a log of the practices and their role; i.e. Mentor visit – task worked on, i.e.: knife skills, food safety, plate presentation, team work, professional attitude and appearance, etc. Ambassador visit – Name of school or organization, topic of visit, time committed to visit. The student must have the teacher initial the log at each visit. This feedback will help us to continue to improve the mentor program and document mentor participation.

The student mentors should turn in the log sheet(s) at the end of each school quarter. The sheets can be turned into the mailbox for Lauren Balak or Peter Walsh, or emailed to [lbalak@mccneb.edu](mailto:lbalak@mccneb.edu) or [pdwalsh@mccneb.edu](mailto:pdwalsh@mccneb.edu).

Ambassadors should turn in their log sheet(s) as directed to the coordinator for the Ambassador activity.

