



## Culinary Arts Live Work Procedures

### **PROJECT APPROVAL:**

The Athens Technical College Culinary Arts Program is designed to prepare students for the food service industry by exploring all facets of food preparation, planning, and service. The Culinary Program Chair will approve all “live work” projects in accordance with the established curriculum, program standards, and student learning outcomes.

### **WRITTEN AGREEMENT AND SIGNATURE FOR CLIENTS:**

Prior to participating in a Culinary Arts instructional live work project the client must sign the Request for Service & Release of Liability Form and the Culinary Arts Event Order Form. The Request for Service & Liability Form states:

I understand and agree to the following terms:

- Client must be a member of the student body or staff/faculty of Athens Technical College, or “select group” approved by the Division Dean or Vice President of Academic Affairs to avoid direct competition with local private enterprises.
- The “live work” project must enhance the students’ learning experience.
- All “live work” projects will be scheduled by the Program Chair to meet program needs in compliance with the curriculum.
- The work will be performed by students and is not guaranteed.
- Clients and guests assume all risks associated with the work performed and waive any liability of Athens Technical College, its students, faculty, staff, the Technical College System of Georgia, or the State of Georgia.
- The client will be billed 100 percent for the guarantee or the expected number of guests, whichever is higher.
- At least a four-week notice must be given to schedule an event.
- If the event is cancelled or the number of guests is reduced within 72 hours of the event, the client agrees to pay for the cost of the food.
- A deposit of 50 percent is required from Non-ATC clients (Select Group).
- An 18% fee will be assessed for setup/cleanup.

- Seasonal food items may cause the agreed upon price total to change.
- Any leftover food from the event is the property of Athens Technical College.
- Payment for services will be made to the college cashier.
- The minimum number of guests for a catered buffet event is 50. Any changes to the number of guests served will be considered on a case by case basis and must be pre-approved by program chair.
- The minimum number of guests for a catered served/plated meal event is 20. Any changes to the number of guests served will be considered on a case by case basis and must be pre-approved by program chair.
- Catered events will be held at Marswood Hall. (This depends on availability or until a permanent culinary facility is designated.) Alternate locations will be considered on a case by case basis and must be pre-approved by program chair.
- Athens Technical College will not cater events that serve alcohol.
- Athens Technical College culinary students will work as event servers.
- Clients must inform program chair of any special dietary needs for the event.
- No events will be accepted during college breaks, holidays, weekends, or when students may be otherwise involved in college-related activities. Any changes to this policy will be considered on a case by case basis and must be pre-approved by program chair.
- Clients will be asked to complete an event comment card.
- Catering services will not be performed for clients refusing to sign the Request for Service & Liability Form.
- Priority for catering services will be: First—Currently enrolled students; Second—ATC faculty and staff; Third—The general public. Any changes to this priority list will be considered on a case by case basis and must be pre-approved by program chair.

#### **ACCOUNTING PROCEDURES:**

**FEE STRUCTURE:** The fee structure for the Culinary Arts Program instructional live work projects will be an agreed upon price set by the Culinary Program chair and client based on menu selections, quantity, and market cost of food items.

**FUNDS ACCOUNTABILITY:** The Culinary Arts program chair/instructor is responsible for accurately completing the instructional “live work” Culinary Arts Event Order Form and assessing reasonable market cost for food and services rendered. All payments for food and services are paid directly to the college cashier. Athens Technical College student organizations choosing to pay for services from their ATC student organization’s account must follow the college’s established procedures for purchase orders and/or pre-payment.