

ESSENTIAL FUNCTIONS AND TECHNICAL STANDARDS

The mission of Sullivan University National Center for Hospitality Studies (NCHS) is to teach students the general knowledge and specific skills necessary to grow into professional positions of influence and leadership in the food and hospitality industry. This education requires that the acquisition and utilization of professional knowledge be accompanied by necessary sets of skills and professional attitudes. Sullivan University requires that all students meet certain essential functions and technical standards which are essential for successful completion of all phases of their education programs, and which reflect industry requirements and standards.

To participate in and successfully complete Sullivan University's NCHS degree, non-degree, and/or certificate programs each student, with or without reasonable accommodation, must:

1. Have the ability to sufficiently perform kitchen, externship, dining room, café, and classroom activities and procedures. Examples of relevant activities include, but are not limited to, the ability to:
 - a. Work in a refrigerated classroom
 - b. Lift and transport food (that may be hot), and other culinary or baking product, equipment, small wares, and utensils
 - c. Lift and transport trays with plated foods, small wares, and other items, and serve and clear tables where guests are seated
 - d. Safely pour and serve liquids and beverages, including hot liquids
 - e. Safely handle hot foods such as pulled sugar or other items coming out of a heat source
 - f. Safely use knives for food preparation and other commercial cooking, baking or serving utensils
 - g. Perform repetitive motion skills required in the kitchen and food industry, such as whisking, dicing, or piping
 - h. Follow and maintain the National Restaurant Association's Serve Safe Sanitation standards for safe food handling
 - i. Safely and effectively operate standard commercial cooking and food service equipment
 - j. Participate and/or work in an environment where commercial microwaves and convection ovens are being used continuously
 - k. Test and evaluate food and beverage product
 - l. Produce food products within the time parameters designated by a course objective within a class or for a hands on cooking or baking practical
 - m. Handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other meats, vegetable and fruit products
 - n. Handle and bake/cook using different flours including all grains, as well as chocolate, fruits, and nuts
 - o. Stand unassisted and work for the duration of four hours
 - p. Lift industrial equipment weighing up to 40 lbs. when full

2. Attend and participate in all classroom courses;

3. Attend and actively participate in production kitchen classes, instructional kitchen classes, dining rooms, and/or laboratory classes or externship for a minimum of seven consecutive hours per session which may start at different times of the day;

4. Have the ability to sufficiently meet and perform all course objectives that are essential in all classroom, laboratory, dining room, externship and kitchen environments;

5. Communicate effectively and professionally when interacting with

peers, faculty, staff, guests and employers.

Examples of relevant communication activity include but are not limited to:

- a. Use of effective verbal and/or non-verbal communication skills
- b. Effective utilization of the English language
- c. Ability to interpret communication from other people and respond in a professional fashion

6. Have the ability to meet and sufficiently perform all course objectives that are essential in all classroom, laboratory, dining room, externship and kitchen courses:

- a. Learn and benefit from the University curriculum
- b. Follow directions
- c. Reason and perform independently
- d. Process information accurately, thoroughly and to prioritize tasks
- e. Demonstrate skills of recall using both long- and short-term memory
- f. Apply knowledge
- g. Perform mathematical computations
- h. Write essays, reports and research project as well as other college level writing assignments
- i. Demonstrate the conceptual, integrative, and analytical skills that are necessary for problem solving and critical thinking

7. Have the emotional stability, behavioral and social attributes required to work individually and in teams within classrooms, laboratories, dining room, cafes, kitchen environments and externship. Examples of relevant activities include, but are not limited to:

- a. Develop professional working relationships with classmates, instructors, guests, employers, and others
- b. Function effectively under stress and effectively regulate one's own emotional reaction
- c. Adapt to multiple situations and perform multiple tasks
- d. Adhere to the University's student code of conduct
- e. Exercise sound judgment
- f. Focus and maintain attention on tasks
- g. Self-manage medical or emotional conditions

8. Have the ability to sufficiently maintain the safety and well-being of fellow students, without posing a safety threat to themselves or others in all environments on campus, during externship and other college sponsored trips.

I, _____, have read and understand the National Center for Hospitality Studies' Essential Requirements and Technical Standards. I also understand that I should declare to the Department Chair any physical or psychological disability I may have as soon as possible after my acceptance. I will provide verifications before my classes begin so that reasonable accommodation, if possible, can be made.

NAME	DATE
SIGNATURE	DATE
PARENT/GUARDIAN SIGNATURE <small>If applicant is under 18 years of age</small>	DATE
UNIVERSITY OFFICIAL	DATE