



Good afternoon,

It is a pleasure to introduce you to the Culinary Tech Center.

The Culinary Tech Center is licensed and accredited by the state of New York and is made up of two programs: Commercial Cooking and Hospitality Operations. Each course is a combination of classroom hours and externship.

**Culinary – 400 hour classroom and kitchen experience/200 hour Externship requirement**  
**Hospitality Operations- 500 hour classroom experience, / 100 hour Externship requirement**

Our job is to teach the fundamentals in the field, while also giving our students the tools to eventually secure permanent job placement. We provide career counseling, assist with resume writing, and facilitate finding externship sites and job placement opportunities.

As an approved extern site the qualifications are that the business is licensed in their field of operation, with the proper certifications and insurance. However, the students will be covered under the school's insurance policy while completing their externship.

The requirements on the part of the site are for the supervisor to review the student's weekly time sheet and ensure that the learning objectives are delivered (see attached timesheet). The students are expected to be graded on their performance and skills while on the job on a weekly basis by the assigned administrator.

The requirements of the student are to maintain a professional demeanor that is up to the standards of the establishment. Punctuality, appropriate uniform or dress and following directions as per their supervisor is expected at all times.

By accepting our students as externs your companies will reap many benefits. There is the aspect that they do not need to be paid. In some cases companies may be giving someone a second chance in life to begin a career and to live independently. Companies find that they are so satisfied with the work of our externs that they hire them. We do our best to match the right person with the right job and have people of all different skill levels. This is where communication is key, you let us know what your needs are and we will find the best person to fit the job.

I welcome the opportunity to speak with you further about our programs and our great students. Feel free to contact me at (646)668- 4492 or cell at (718) 810-3690 if you have any questions.

I look forward to speaking with you.

Sincerely,

Beverly Johnson  
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