

# PROCEDURE:

## 5.1.11p6. Hospitality/Culinary Arts Live Work Projects

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*Adopted: January 16, 2008*

### I. PURPOSE

Certain occupational areas require specific skills or competency mastery that can best be obtained or demonstrated in a laboratory environment with real items or projects. A laboratory environment introduces the "customer dimension" into personal service occupations such as cosmetology and provides real-world working conditions to such industrial and technical occupations as auto mechanics, auto body repair, welding, building construction and others. Instructional Live Work Projects, when carefully managed and controlled, provide a needed dimension to laboratory learning for certain occupations as a planned and integrated component of the curriculum.

### II. RELATED AUTHORITY

Ogeechee Technical College Procedure 5.1.11p1. Business Office Procedures for Live Work Projects

### III. APPLICABILITY

This procedure applies to the Ogeechee Technical College Hospitality/ Culinary Arts program.

### IV. DEFINITIONS

None.

### V. ATTACHMENTS

Hospitality/Culinary Arts Service Request Form  
Hospitality/Culinary Arts Live Work Projects Log

### VI. PROCEDURE

#### 1. Forms

The instructor will use the following forms to manage the Live Work Project.

- a. Hospitality/Culinary Arts Service Request Form
- b. Hospitality/Culinary Arts Live Work Projects Log

#### 2. Responsibility

- a. The Hospitality/Culinary Arts instructors are responsible for the operation of the Live Work Projects.
- b. Students shall always participate in Live Work Projects, and the work may

- not be performed solely by the instructors.
- c. The Hospitality/Culinary Arts instructors will maintain a log of requested Live Work Projects and will schedule events using the following criteria:
  - i. The activity requested is consistent with the curriculum for the academic term in which the event will occur. If not, the request will be denied.
  - ii. The request is of a production nature. If so, the request will be denied.
  - iii. Whether the requested activity is for personal gain or profit. If so, the request will be denied.
  - iv. The activity will be in direct competition with local private enterprise. If so, the request will be denied.
  - v. The activity will add to the load of students and instructors beyond that which is reasonable and appropriate. If so, the request will be denied.
  - vi. The timeline for the activity is too short for successful completion. If so, the request will be denied.
- d. All Live Work Projects shall comply with the Governor's Executive Order on Ethics.
- e. All approved events will be scheduled on a first come basis.
- 3. Permissible Projects
  - a. The Hospitality/Culinary Arts Program will perform live work for faculty, staff, and students and for the general public.
  - b. Live Work Projects are scheduled to facilitate the education and development of Hospitality students.
  - c. The Hospitality/Culinary Arts instructors will decide on the number of events they can service during the academic term.
- 4. Procurement of Supplies
  - a. Normally supplies are ordered by the Hospitality/Culinary Arts instructor and the cost of such is paid for by the client.
  - b. If the client agrees to provide supplies under special conditions, then the client will be expected to provide the supplies at least five working days before the event.
  - c. If the client does not provide the supplies in the allotted time, the event will be cancelled, and the client must apply again.
- 5. Work Performed
  - a. The Live Work Project will be scheduled during the College's normal hours of operation. The instructor must request in writing for any exemption.
  - b. The Hospitality/Culinary Arts instructors shall be assigned to Live Work Projects within the scope of their employment and shall not receive extra compensation except as may be warranted by normal overtime or overload policies.
  - c. No work is to be performed without the approval and supervision of the Hospitality/Culinary Arts instructors.
  - d. No work is to be performed until the following steps are completed:
    - i. The client must complete a Hospitality/Culinary Arts Service Request Form, if applicable.

- ii. The instructor will maintain the Live Work Projects Log.
  - e. Students are not allowed to accept tips when assigned to Live Work Projects.
  - f. The instructor will be present the entire time the students are involved with Live Work Projects.
  - g. The Hospitality/Culinary Arts instructors are responsible for all final inspections of Live Work Projects.
6. Financial Administration
- a. Ogeechee Technical College should be fully reimbursed for all direct costs associated with the delivery of Live Work Projects.
  - b. The Hospitality/Culinary Arts instructors must complete an OTC Cash Receipt Voucher for all cash and checks collected from Live Work Projects. The OTC Cash Receipt Voucher and money are turned into the Business Office Cashier. The Cashier prepares a manual receipt for the funds and gives a copy of the receipt to the instructor.
  - c. For sales that need to be billed to third parties, instructors should prepare sequentially numbered invoices. These invoices are sent to the Accounts Receivable Technician in the Business Office. The Accounts Receivable Technician prepares an OTC invoice and records the transaction in the accounting system.
  - d. The instructor will notify the Dean for Academic Affairs of the amount of revenue collected from Live Work Projects.
7. Collection of Fees
- a. The Hospitality/Culinary Arts instructors are responsible for all monies received and for the balancing of any change box used.
  - b. Checks must be in the exact amount for services rendered. Cash will never be given from the change box in exchange for a check.
8. Liability, Defense and Indemnification
- a. Although Live Work Projects, as an integral part of the college's academic curriculum, are governed by the State of Georgia's constitutional doctrine of sovereign immunity and its related statutes, Ogeechee Technical College shall take all necessary steps to ensure that its Live Work Projects are managed in a way so as to minimize or eliminate the risk of harm to patrons, students and employees. Moreover, the Commissioner and the President shall take appropriate steps to legally protect the Technical College System of Georgia and Ogeechee Technical College from legal liability arising out of Live Work Projects activities.
  - b. Potential patrons and other recipients of Live Work Project services will sign declarations of assumption of risk and waivers of liability. Each person requesting live work will be required to sign the Live Work Client Request form which contains a waiver of liability and declaration of assumption of risk with the understand that there is no warranty, express or implied.

**VII. RECORD RETENTION**

All forms will be reviewed on an annual basis and revised as needed. All completed forms will be retained according to the TCSG Records Management Policy.