

EDWINS Leadership and Restaurant Institute Catalog  
13101 Shaker Square, Cleveland Ohio 44120

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# Important Dates

Last Monday in May – Memorial Day  
July 4<sup>th</sup> – Independence Day  
First Monday in September – Labor Day  
Fourth Thursday in November – Thanksgiving  
December 25<sup>th</sup> – Christmas Day  
January 1<sup>st</sup> – New Years Day

Interviews – Sept. 25<sup>th</sup>  
Term 1 – Oct. 9<sup>th</sup>  
Term 2 – Oct. 30<sup>th</sup>  
Term 3 – Jan 8<sup>th</sup>  
Graduate – April 7<sup>th</sup>

Interviews – Nov. 27<sup>th</sup>  
Term 1 – Dec. 11<sup>th</sup>  
Term 2 – Jan 1<sup>st</sup>  
Term 3 – March 19<sup>th</sup>  
Graduate – June 9<sup>th</sup>

Interviews – Feb. 5<sup>th</sup>  
Term 1 – Feb. 19<sup>th</sup>  
Term 2 – March 12<sup>th</sup>  
Term 3 – May 28<sup>th</sup>  
Graduate – Aug. 18<sup>th</sup>

Interviews – April 16<sup>th</sup>  
Term 1 – April 30<sup>th</sup>  
Term 2 – May 21<sup>st</sup>  
Term 3 – Aug. 6<sup>th</sup>  
Graduate – Nov. 3<sup>rd</sup>

Interviews – June 25<sup>th</sup>  
Term 1 – July 9<sup>th</sup>  
Term 2 – July 30<sup>th</sup>  
Term 3 – Oct 15<sup>th</sup>  
Graduate – Jan 5<sup>th</sup>

Interviews – Sept 4<sup>th</sup>  
Term 1 – Sept 17<sup>th</sup>  
Term 2 – Oct. 8<sup>th</sup>  
Term 3 – Dec. 24<sup>th</sup>  
Graduate – March 16<sup>th</sup>

## Tuition Policy

Program length: 900 Clock Hours. This program is normally completed in 6 months

### Tuition and Fees for Current Term:

Registration Fee.....	\$0.00
Book Fee.....	\$0.00
Laboratory Fee.....	\$0.00
Tuition.....	<u>\$2000.00</u>
Total Cost.....	\$2000.00

### Payment:

All tuition and fees are payable for one quarter, semester or school term only. Payment is due prior to the start of classes each term.

Total projected cost of the program at current tuition and fee rates: \$6000.00

**There is no tuition due by the student, for the program in its current iteration.**

Tuition and fee charges are subject to change at the schools discretion. Any tuition or fee increases will become effective for the school term following student notification of the increase.

### Cancellation and Settlement policy

This enrollment agreement may be canceled within five calendar days after the date of signing provided that the school is notified of the cancellation in writing. If such cancellation is made, the school will promptly refund in full all tuition and fees paid pursuant to the enrollment agreement and the refund shall be made no later than thirty days after the cancellation. This provision shall not apply if the student has already started academic classes.

### Refund Policy

If this student is not accepted into the training program, all monies paid by the student shall be refunded. Refunds for books, supplies and consumable fees shall be made in accordance with the Ohio Administrative Code section 3332-1-10.1. There are (4) academic terms for this program that are a total of 900 clock hours in length. Refunds for tuition and refundable fees shall be made in accordance with following provisions as established by Ohio Administrative Code section 3332-1-10:

- (1) A student who withdraws before the first class and after the 5-day cancellation period shall be obligated for the registration fee.
- (2) A student who starts class and withdraws after the academic term is 15% completed will be obligated for 25% of the tuition and refundable fees plus the registration fee
- (3) A student who starts class and withdraws after the academic term is 15% but before the academic term is 25% completed will be obligated for 50% of the tuition and refundable fees plus the registration fee.

- (4) A student who starts class and withdraws after the academic term is 25% completed but before the academic term is 40% completed will be obligated for 75% of the tuition and refundable fees plus the registration fee.
- (5) A student who starts class and withdraws after the academic term is 40% completed will not be entitled to a refund of tuition and fees.

The school shall make the appropriate refund within thirty days of the date the school is able to determine that a student has withdrawn or has been terminated from a program. Refunds shall be based upon the last date of a student's attendance or participation in an academic school activity.

#### Complaint or Grievance Procedure

All students complaints should be first directed to the school personnel involved. If no resolution is forthcoming, a written complaint shall be submitted to the director of the school. Whether or not the problem or complaint has been resolved to his/her satisfaction by the school, the student may direct any problem or complaint to the Executive Director, Start Board of Career Colleges and Schools, 30 East Broad Street, Suite 2481, Columbus, Ohio 43215, Phone 614-466-2752; toll free 877-275-4219.

#### Admissions/Enrollment

To enroll in the program, prospective students must first fill out an application at Passages, located at 36<sup>th</sup> and Perkins in Cleveland, Ohio. Applications may be filled out at any time during the year, though enrollment into the program will take place during the each year during February and August. Admission requirements are as follows:

A potential student must be at least 18 years old.

A student is required to fill out an application at Passages Ohio, located at 3631 Perkins Ave, Cleveland, OH 44114

As a student of Edwins Leadership and Restaurant Institute I understand that I must reach certain goals in order to continue on within the school. If I do not meet these goals as stated below in the eyes of the instructors I understand that I may be released from my obligations to the school at any time. The cut process will take place every 4 days starting on the first day of classes.

**ATTENDANCE:** Students must report to school on time and ready to work/learn. Arriving on time means being ready to start the days scheduled activities at the scheduled time, not walking in the door at the scheduled time. It is the student's responsibility to get to school in time, if they are not able to make it they must inform the instructors as soon as they are able to by leaving a message on the Edwins voicemail.

**PERFORMANCE:** Students must show improvement through the learning process. Instructors understand that certain subject matters may be difficult to understand and comprehend. However it is the student's responsibility to put in the required effort.

COMMITMENT: Students must show a commitment to the program. Commitment comes through showing up early and staying late. Putting in extra hours of study and showing instructors that they genuinely care about the program.

## EDWINS leadership and Restaurant Institute

### Attendance Policy

At EDWINS, attendance and timeliness are crucial to both the restaurants success and well as your personal and professional growth. Our attendance policy is based on a “points” system. Each time a student is late or fails to come to class, they are given a certain number of points. Ten points in three months will result in expulsion from the program. The following is a list of infractions and the corresponding points assigned to each one.

More than an hour late = 5 points

Ten to thirty minutes late = 2 points

Thirty to sixty minutes late = 3 points

Call off for the entire day = 5 points

Missing an entire day without calling = 10 points

Each student will receive one sick day every three months that will not carry a penalty.

A student can reduce each point value by half with a simple phone call, made before their shift starts to let a *manager* know that they are running behind. A student may avoid a point penalty by providing a valid documented excuse. A valid excuse is defined as note form a doctor, probation/parole officer, funeral home or other sources at the sole discretion of management. By signing below, you

are acknowledging that you have read and understand the policies outlined above. Student will be expected to make up any work he or she missed in their absence.

### Academic Information

Like students at any school, you'll be taught a variety of information, skills, and values in your various classes. You'll be evaluated based on your performance in the classroom, kitchen, and dining room as you progress toward completing your course of study. The following information will tell you all about how the academic program works and what it takes for you to excel.

You must pass all courses in order to complete the program.

To pass a course, you must achieve a minimum mastery level for all of the competencies, or required skills that have been identified for that course.

### Academic Standards

The mission of Edwins is to teach students the general knowledge and specific skills necessary to grow into positions of influence in the foodservice and hospitality industry.

To participate in and successfully complete the program, each student—with or without reasonable accommodations—must be able to do the following:

1. Have the ability to sufficiently perform kitchen, dining room, and classroom activities and procedures. Examples of relevant activities include, but are not limited to, the ability to:
  - a. work in a refrigerated area;
  - b. lift and transport food that may be hot, equipment, small wares, and utensils;
  - c. lift and transport trays with plated foods 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 appropriate standards for sanitation and safe food handling;
  - i. safely and effectively operate standard commercial cooking and foodservice 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 products;
  - l. produce food products within the time parameters designated by a course objective within a class or for a hands-on cooking or baking;
  - m. handle and cook different varieties of fish, seafood, beef, pork, chicken, lamb, venison, or other such meats; vegetables; and fruit products;

- n. handle and bake/cook with different flours including all grains, as well as chocolate, fruits, and nuts;
2. Attend and actively participate in all classroom courses;
3. Attend and actively participate in kitchen and restaurant classes;
4. Communicate effectively and professionally when interacting with peers, faculty, Edwins staff, and guests. 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;
5. Sufficiently meet and perform all course objectives that are essential to classroom, dining room and kitchen courses. Including the ability to:
  - a. learn and benefit from the college's curriculum;
  - b. follow directions;
  - c. reason and perform independently;
  - d. process information accurately and thoroughly, and 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 projects;
  - i. demonstrate the conceptual, integrative, and analytical skills that are necessary for problem solving and critical thinking;
6. You have the emotional stability and professionalism required to work individually and in teams within classrooms, laboratories, dining room, and kitchen environments. Examples include, but are not limited to, the ability to:
  - a. develop professional working relationships with classmates, instructors, guests, employers, and others;
  - b. function effectively under stress and effectively regulate your own emotional reaction;
  - c. adapt to multiple situations and perform multiple tasks;
  - d. adhere to the college's Student Code of Conduct;
  - e. exercise sound judgment;
  - f. focus and maintain attention to tasks; and,
  - g. self-manage medical or emotional conditions.
7. You are responsible for and able to maintain the safety and well-being of your fellow students in all environments.

### Class Attendance

Given the demands of our program, the amount of material covered in classes, and the nature of the curriculum, you are required to arrive on time and remain in class for all class sessions.

### Medical Conditions

If you experience a medical condition during our program, you must immediately inform your instructor. Some medical conditions may impact your ability to participate.

### Performance

You are expected to do well in your course and move efficiently and professionally through the program. If you demonstrate poor professional performance and fail to maintain satisfactory progress, you may be placed on probation, suspended, or dismissed.

### Professionalism

As a hospitality professional, you must dress, act, and think like a professional. A failure to act as a professional can result in your dismissal from our program. You are required to: a) refrain from abusive and foul language; b) speak and act without prejudice relating to race, color, religion, age, gender, disability, ethnicity, veteran status, marital status, or sexual orientation; c) treat colleagues, staff, visitors and customers with respect, courtesy and kindness; d) act ethically and honestly; e) not use drugs and alcohol when you are attending the program; f) treat all equipment and property with respect as if they are your personal property; g) have a positive attitude; h) be dedicated to learning; i) act reliably and dependably; j) act with honesty and integrity in all interactions; and, k) dress appropriately.

### Re-entrance

A Student can only re-enter the program if they have been dismissed from the program only at the discretion of the director of the program.

# EDWINS Culinary and Hospitality Program

The EDWINS Culinary and hospitality program is a 900 clock hour program in which the student works their way through a number of different courses in order to learn how to successfully work in a restaurant environment.

The Following is the Course Sequence and Description of Courses:

Intro 1 – Gastronomy (10 Class Hours)

This class provides a foundation in the history of food and the hospitality industry

Intro 2 – Culinary Math (40 Class Hours)

- Bridge Method
- Yield Percentage
- Recipe Costing

The Importance of math in a restaurant environment.

Intro 3 – Nutrition (10 Class Hours)

- The basics of Nutrition
- Identify and define our palates & senses
- The importance of texture
- Dietary restrictions
- How to market and succeed in business while being healthy  
Healthy cooking techniques

Intro 4 – Local Food (5 Class Hours)

- Why local food is important and what it means to the environment

Intro 5 – Basic Kitchen Skills (10 Class Hours, 30 Lab Hours)

This class teaches the fundamental skills found in today's kitchens. Various product identification and knife skill is emphasized, along with instruction of proper equipment usage. Students receive certification for food safety and sanitation. Students must pass Serv Safe exam to proceed in program.

Knife safety/How to handle, hold and sharpen the knife

### Knife Skills 101

- Julienne
- Brunoise
- Batonnet
- Small, Medium and Large Dice

### Stock Building

#### Intro 6 – ServSafe (50 Class Hours)

- Safe food handling in a food service environment

#### Intro 7 – Introduction to the Restaurant (45 Class Hours)

- Product ID
- Restaurant Equipment
- The basics of moving and working in a restaurant

#### BOH 1 – Preparation of Cold Foods (20 Class Hours, 40 Lab Hours)

Flavor profiles are discussed along with an introduction of gastronomy. Basic cold food concepts such as charcuterie, dressings, emulsifications and other essential skills for preparing to run a Garde Manger station in today's restaurants will be addressed. An emphasis on fresh, seasonal, and local product is used throughout this course.

Proper Setup of a Station, Mise-En-Place

How to build Vinaigrette's

Force meats

How to build the "perfect" salad

Blanching

How to cook an egg

Emulsions 101

- Temporary
- Permanent

## BOH 2 – Lunch Service (10 Class Hours, 40 Lab Hours)

Students prepare a wide array of seasonal lunch items. Organization skills are focused on as well as proper *a la minute* techniques. Soups, salads and other lighter styles of foods are prepared from scratch throughout this class.

Building a Salad

The basics of soups

The art of the sandwich

## BOH 3 – Baking and Pastries (20 Class Hours, 40 Lab Hours)

Baking and pastries teaches students fundamental baking techniques such as cakes, pies, and small pastries, various doughs, breads, classic creams and ice cream preparation. Piping, decorating and other pastry techniques are taught.

3-2-1 Baking Method

Crème Anglaise, ice cream and Pastry Cream

Creaming and Foaming Methods

Meringues

## BOH 4 – Fundamentals of Sauces (10 Class Hours, 30 Lab Hours)

The class is based upon the five grand sauces and their many derivatives. Sauce stocks are explained at length as well as classic food pairings and garnishes.

Stocks

- Vegetable
- Fish/Lobster
- Chicken
- Beef
- Veal

### Mother Sauces

- Bechamel Sauce
- Espagnole Sauce
- Tomate Sauce
- Veloute Sauce
- Hollandaise Sauce

BOH 5 – Dinner Kitchen Service ( 30 Class Hours, 70 Lab Hours)

Introduction to dinner service allows students to apply the knowledge gained from previous classes while they are rotated through different stations in the restaurant. Students work through a range of posts learning proper cooking techniques, station management, inventory control, and food cost while operating their individual stations. Preparing a variety of garnishes and a la minute sauces is also emphasized.

Pasta - Students will be taught the cooking methods for the many different types of pasta as well as regional sauce and garnish pairings. Students will also learn how to make many types of fresh pasta.

- Cooking Pasta
- Cooking Risotto

Rotissier - Identification, fabrication and comprehensive cooking techniques are taught during this class.

- Pilaf Method
- Meat Identification and butchery
- Cooking a Potato

Poissonier - Identification, fabrication and different cooking techniques are taught during this comprehensive class.

- Seafood Identification & butchery
- Cooking Legumes
- Beurre Blanc
- How to Filet a round fish vs flat fish

FOH 1 – Food Running (10 Class Hours, 40 Lab Hours)

The Basic Introduction to the dining room and the process of running and setting up the food running station

FOH 2 – Hosting (10 Class Hours, 40 Lab Hours)

Students are taught how to manage the front door and shown the techniques to properly host at a high volume restaurant.

When does the experience begin?

How to greet a guest

Taking reservations

How to plot the floor

FOH 3 – Dining Room Service (20 class Hours, 40 Lab Hours)

This class outlines the fundamentals of dining room service. Restaurant laws, ethics, and responsibilities are also taught when serving alcoholic beverages. Students are taught to operate equipment such as espresso machines, are given a brief overview of wine and an understanding of the point of sale system.

Our guest

The Dining Room

Uniform Policy

Basics of Running Food

POS 101

Wine 101

Beer and Spirits 101

Coffee 101

What is a problem?

Opportunities to spoil

FOH 4 – Table Service (20 Class Hours, 40 Lab Hours)

Students are taught how to manage tables, shown classic techniques on how to provide proper table service and are given more extensive teaching on wine and food pairings.

Steps of Service

How to take and write down an order

How to take a drink order

Coursing

Wine Bottle Service

Champagne Service

Bordeaux

Burgundy

Dessert Wines

FOH 5 – Bartending (10 Class Hours, 40 Lab Hours)

Students are taught the basics of bartending including classic cocktails, proper bar service, and extensive bar knowledge

Introduction to bartending

Introduction to Spirits

Cocktails 101

Beer

Wine

Service

FOH 6 – Restaurant Management (20 Class Hours, 20 Lab Hours)

Students are taught the dynamics of seating and managing a restaurant along with a more in depth view of food and beverage cost, formulas for labor and overhead and directing the flow of goods.

Guest Speaker Series

Labor Cost

Cost of Goods Sold

In depth analysis of Profit and Loss Sheet

#### EXT 1 – Entrepreneurship

Students are assigned a mentor to aid in career direction. The mentor assists in exposing the student to a variety of culinary experiences, highlighting restaurant and hospitality options they can pursue after graduation. In this class students will reflect upon their personal goals accomplished during the program and will outline an individual business plan with goal setting for the future.

Guest Lecture Series

The Business plan

- How to build a proper business plan

#### EXT 2 – Apprenticeship

The final class at EDWINS asks students to work at an approved restaurant where they will spend the next weeks working and applying what has been taught at EDWINS. Students are required to keep a detailed notebook of their experience which is submitted upon completion as a final examination.

Though students with previous training, experience and education are always welcome, they do not receive credit for any of their past experiences and must complete all courses in the sequenced order.

## The Educational Team

### **Brandon Edwin Chrostowski – Restaurateur**

Brandon Chrostowski is on a mission to change the face of re-entry in the United States. In 2007, he founded EDWINS Leadership & Restaurant Institute. The idea for EDWINS was born “from a break” that Chrostowski received early in life. It has grown from a six-month program conducted in prison that provides training in culinary arts and hospitality to a newly opened, full-service restaurant dedicated to teaching those recently released all facets of restaurant operations. After release, individuals are not only equipped with basic culinary skills, they also are assisted with finding employment, have the opportunity to utilize free housing, basic medical care, clothing, job coaching and literacy programs.

Chrostowski began his career in Detroit 15 years ago and has since trained in some of the world’s finest restaurants including Charlie Trotters and Lucas Carton in Paris; Le Cirque, Picholine, Le Pavillon and Chantrelle in New York City; and L’Albatros Brasserie and Bar in Cleveland. He received an Associate’s degree in Culinary Arts and a Bachelor’s degree in Business and Restaurant Management at The Culinary Institute of America. An accomplished sommelier, Chrostowski received his certification from the Court of Master Sommeliers in 2008.

### **Chris Terry – Chef de Cuisine**

As part of the team that opened L’albatros Brasserie, Chris Terry brings a broad base of knowledge from a vast collection of experiences. Born in the “salad bowl” region of California, then being raised in the “corn belt” of Iowa and having a parent with a botanical background, Chris’ love for fresh produce has been reinforced and diversified his whole life. With a diverse education background of Engineering, Automotive, Technology, and Architecture, a “big picture” view on life was developed.

After working for the state of Iowa and starting his own business his move to the culinary world was almost by mistake. Soon he was managing kitchens around Ames, Iowa and became Chef de Cuisine of Audubon’s Restaurant inside the acclaimed Gateway Hotel and Conference Center before attending classes at The Culinary Institute of America in Hyde Park, New York. Chris has since continued to grow as a Culinarian working at The Naples beach Hotel and Conference Center in Florida as well as Blue Canyon in Twinsburg, Ohio.

## **Gerry Grim – Sous Chef**

Gerry Grim discovered his love of the kitchen learning under one of the best cooks he knows – his mom. Many years later, after diverging from a successful career as a golf professional and teacher, Chef Grim graduated from Le Cordon Bleu. He now brings more than a decade of practical knowledge to the EDWINS’ kitchen. With diverse culinary experiences along the way, the highlights for Chef Grim include cooking under the direction of Chef Keith Coughenour at the esteemed Duquesne Club in Pittsburgh, Pennsylvania. At the Duquesne Club, he learned the dedication required to work in a professional kitchen and developed his passion for classical French cuisine. From there, Chef Grim was able to expand on his classical roots when he moved back to his hometown of Cleveland and worked under Chef Doug Katz at fire food and drink. Chef Katz instilled the belief in him to use local and sustainable products and to run a fully-from-scratch kitchen. Chef Grim originally joined EDWINS as a volunteer to help Brandon Chrostowski teach culinary skills at the Grafton Correctional Institution, and was so moved by EDWINS’ mission that he decided to join the staff full time with the hope that he can help people who were formerly-incarcerated have a better life.

## **Jordan Levine – Manager**

Jordan Levine has been working in restaurants since he was sixteen. First washing dishes at his cousins pizza parlor before moving up to cooking and serving positions there. After graduation, he attended the University of Toledo where he earned his bachelors degree in communication. During that time, he continued to expand his culinary techniques working as a baker and cook in a local middle eastern eatery, while also writing for the school newspaper. Moving back home to Cleveland, Jordan worked for five years as a server for the Moxie and Red restaurant group in Beachwood where he learned the fundamentals of formal dining and gained a knack for creating memorable guest experiences. Jordan continued to hone his skills as a server at L’Albatross Brasserie where he discovered his love for French food and wine. During his time there, the restaurant was consistently praised for having the best service in Cleveland. In his free time, Jordan enjoys reading and playing guitar.

## **Jon Khanna – Director of Education**

After completing his Bachelor’s degree in Hospitality Management from Ohio State University, Jon began his pursuit of a career in the restaurant business. His love of fine dining and food started as a young boy while traveling through the States and Europe with his family. He had a particular liking for French food and the open air markets of Paris and Provence.

Jon's first job in the industry was at Sarava Restaurant, where he started as a busser, then expeditor, assistant manager and general manager. At Sarava he planned special dinners which included a beer tasting, a Thomas Jefferson dinner and an evening in Provence. Edwins is a perfect fit for him in that he enjoys teaching and mentoring, along with the restaurant's emphasis on fine French dining.