



PRACTICAL TRAINING | GROOMING STANDARDS

SOP ACA-003: GROOMING STANDARDS

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Les Roches Standards of Excellence and Grooming Standards have been drawn up as a guide of conduct for future managers in hospitality. They reflect the industry's conservative traditions and our school's high standards. It is essential for our students to present a professional, polished and well-groomed image at all times.

In the practical department, these standards are reinforced continuously due to the fact that students are regularly in contact with food and beverage preparation and service; and they are basic requirements in terms of health and safety. They are applicable in all areas of practical training: kitchen, service and stewarding.

Please take pride and care in your personal appearance and ensure that from the outset you present a very good first impression. This sense of pride is a value that will accompany you throughout your career in the hospitality world!

HAIR

- ✓ Hair must be neat and trimmed at or above the standard collar line.
- ✓ No extreme hairstyles or haircuts.
- ✓ Braids are unacceptable.
- ✓ Hair should be clean, combed, neat, trimmed and well groomed.
- ✓ Hair colour must be natural.
- ✓ For ladies: hair longer than shoulder length must be kept tied back.

FACIAL HAIR FOR MEN

- ✓ Beards and goatees are undesirable and cannot be grown during the semester. If grown before the beginning of the semester for medical or religious reasons, the beard should be neatly trimmed within 5 millimetres and consistent.
- ✓ Moustaches are permitted only if they do not extend past the upper lip.
- ✓ Face must be clean and shaved DAILY (except as above).
- ✓ Sideburns must not extend beyond the lobe nor may they be grown onto the front of the face.

JEWELRY

- ✓ A maximum of one simple ring on each hand is allowed. Wedding and engagement rings are considered one ring.
- ✓ One bracelet or wristwatch only per arm. Braided string, fabric or cloth bracelets are not permitted. Ankle bracelets are unacceptable.
- ✓ No bracelets or wristwatch allowed in the kitchen.
- ✓ Necklaces: Extreme styles are not acceptable. No necklaces may show outside the uniform.
- ✓ Pins / brooches: No other than nametag and LRB pin on any uniform.
- ✓ Piercing of other parts of the anatomy (including tongue) cannot be accessorised so as to be visible while at work.
- ✓ For ladies: Earrings can be no larger than a 50ct Swiss coin. No dangling or extreme styles. No double pierced earrings. Earrings must be matched set. Earrings are not allowed for male employees.
- ✓ Keep fingernails neatly trimmed and moderate in length.
- ✓ For ladies: no nail polish, no nail art when in kitchen. Nail polish accepted in service but only natural colour.



Any requests for exceptions to the grooming standards due to medical or religious reasons need to be submitted to the Practical Training Manager within the first three weeks of the semester.

PERSONAL HYGIENE

- ✓ Pay special attention to your personal hygiene: brush your teeth, use deodorant, keep your hair clean and take a shower every day.
- ✓ A non-pungent deodorant should be worn at all times.
- ✓ Wash your hands regularly, every time you eat, you smoke, you come back from the toilets, you finish doing mise en place or any time you touch food, money or paperwork. Hands should always be dry and clean.
- ✓ All cuts and burns should be periodically redressed.
- ✓ DO NOT cough, sneeze, smoke, pick your nose, scalp, spit or touch your face while serving guests or being in a public or non-designated area.
- ✓ No visible tattoos are allowed. They need to be covered.
- ✓ No make up for ladies allowed when on kitchen or stewarding duty. Discreet and conservative make up is allowed in service.

UNIFORMS

SHOES

- ✓ Shoes must be clean, polished and in good repair.
- ✓ Black leather, fully enclosed (closed-toe shoes), rubber soles.
- ✓ Professional style and conservative. No cosmetic stitching.
- ✓ High heel, platform, ballerina, moccasins or over-elaborated shoes will not be permitted.
- ✓ Kitchen students must wear professional kitchen shoes for safety reasons.

SOCKS

- ✓ Only plain black socks are permitted for male students with no designs or special patterns.
- ✓ Ladies will wear natural skin-colour tights.
- ✓ For stewarding and kitchen, socks for both male and female students must match the shoe colour (white or black)

UNIFORMS

- ✓ Only school-issued uniforms are allowed for practical training.
- ✓ Uniforms must be kept spotlessly clean and pressed at all times.
- ✓ Must be free of odours or stains, free of rips, holes or tears and properly fitted.
- ✓ Students must wear entire uniform at all times.
- ✓ Students must not carry telephones, note pads, combs or other large items in pockets. These must be kept in the locker.
- ✓ Usage of smartphones for learning purposes needs to be previously authorized by the teacher on duty.
- ✓ Practical Training Uniforms cannot be worn outside the campus.

KITCHEN UNIFORMS

- ✓ Must include chef jacket, checkered pants, security shoes, neck tie, apron and toque (hat).
- ✓ Very strict hygiene measures are continuously reinforced in food preparation areas. Students will be requested by instructors to wear hairnets, gloves and other accessories in order to ensure the minimum standards of Health and Safety regulations.

SERVICE UNIFORMS

- ✓ Must include black pants (*or skirts*), black shoes, black socks (*or skin-colour stockings*), white shirt, grey vest, black neck tie, note pad, pen, bottle opener and crumber.
- ✓ No visible underwear. (Use a colour matching the uniform).
- ✓ Ladies' skirts should fit as per standards. No more than a credit-card width above the knee.

STEWARDING UNIFORMS

- ✓ Wear only school-issue "Ferrari Suit".
- ✓ Wear only black shoes. Sneakers are allowed (black only) as long as they do not have fancy motifs. Wear matching colour socks.

QUESTIONS?

See one of your teachers or the Program Manager on extension 9603.