



# 2024 STUDENT CATALOG



# Sun Valley Culinary Institute

TRANSFORMING LIVES THROUGH THE  
CULINARY ARTS FOR OUR STUDENTS,  
COMMUNITY, AND ECONOMY.



The mission of the Sun Valley Culinary Institute is to provide culinary education to students, professionals, and enthusiasts. It aims to attract and develop workforce talent for our diverse hospitality industries and to strengthen and diversify the local economy while promoting community health and wellness with a focus on local food sources and sustainability.

The Sun Valley Culinary Institute (SVCI) is located on Main Street in the heart of Ketchum, Idaho, surrounded by notable restaurants and shops. It is only minutes from the world-renowned Sun Valley Resort, a partner and supporter of SVCI.

#### Physical Address

211 N. Main Street  
Ketchum, Idaho 83340

#### Mailing Address

PO Box 3088  
Sun Valley, Idaho 83353

#### Telephone

208.913.0494

#### Email

[info@sunvalleyculinary.org](mailto:info@sunvalleyculinary.org)

#### Website

[www.sunvalleyculinary.org](http://www.sunvalleyculinary.org)

#### Legal status

501c(3) Not-for-profit, community-supported culinary art center

#### EIN

83-3529929

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# INSTITUTE INFORMATION

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## ABOUT

The Sun Valley Culinary Institute (SVCI) offers a one-year Professional Program on-site at its school in Ketchum, Idaho.

The SVCI Student Catalog provides in-depth detail and description of the program to prospective students throughout the catalog so they may make an informed decision on applying to SVCI to further enhance their career goals and aspirations in the professional field of culinary arts.

## EDUCATIONAL MISSION

SVCI is a dedicated educational institution to prepare students who aspire to be professionals in the culinary arts. Its one-year program is to prepare culinary students for a career in the food service industry. As a Professional Program, SVCI also prepares students to confidently enter an accredited culinary arts program with well-honed and relevant industry experience and skills. SVCI is not an accredited institution of higher learning and cannot issue college credits or a formal degree. Therefore, it allows for a focus solely on culinary education.

## SUN VALLEY CULINARY INSTITUTE OPERATIONS

SVCI is dedicated to training industry professionals to begin a career in the food service industry. In conjunction with its food and beverage industry partners, students will have the opportunity to attend locally hosted national and international meetings and forums. At the same time, SVCI provides culinary classes and experiences to amateur cooks and culinary enthusiasts. While SVCI serves these two distinct clienteles, the student education curriculum operates independently. Public and private classes and events are held separately from the school's Professional Program. During intensive professional coursework, the school will only focus on students without disruption. While the professional students are on paid externships, SVCI will offer a variety of culinary enthusiast classes to a nonprofessional clientele, either public or private.

## FUNDING

SVCI is an educational institution recognized by the IRS as a not-for-profit 501c(3) organization. Individual donors, charitable foundations, and the global food, beverage, and hospitality industries support SVCI.

## BOARD OF DIRECTORS

The SVCI Board of Directors provides a diverse set of business experiences that governs the institution. Its duty is to set strategy, manage the Executive Director, provide financial accountability, and ensure long-term economic sustainability.

## MANAGEMENT

The Executive Director provides operational and financial responsibility under the oversight of the Board of Directors. The SVCI Culinary Director is responsible for the professional culinary curriculum and the overall educational operations of the institution. In addition, the Culinary Director is responsible for the day-to-day educational delivery of professional and enthusiast classes and managing facility logistics. The Culinary Director reports to the SVCI Executive Director.

## PROFESSIONAL PROGRAM

The Sun Valley Culinary Institute's Professional Culinary Program combines two ten-week intensive in-class instructional modules and two sixteen-week externship learning modules. This unique combination of in-class learning, and actual restaurant experience, gives students a firm set of foundational skills and knowledge while allowing them to develop a strong workplace skill set. The annual schedule consists of one instructional module followed by the first externship, which is continued with a second instructional module culminating with a second externship. Delivering the education course in this format provides students with an optimally balanced learning experience.

# PROGRAM DESCRIPTION

## PROGRAM DETAILS

### CLASS SIZE

There is a maximum of seven students per cohort, with two cohorts per term allowing for a hands-on and personal experience and approach to learning fundamental culinary arts skills and proper leadership and function in a commercial kitchen.

### ADMISSIONS

The admission process is competitive and based on application.

### TUITION

Tuition shall be calculated based on individual financial circumstances, prior year IRS gross income, and family size and netted against calculated scholarship.

### EXTERNSHIPS

SVCI externships are mandatory paid employment with Wood River Valley restaurants, which offer an array of opportunities and expert tutelage, especially on a large resort level.



## HOUSING

SVCI will work with students to help them find housing in the Wood River Valley.

## EDUCATIONAL APPROACH

SVCI is dedicated to preparing students to enter the culinary profession confidently and successfully with a solid skill set and introductory knowledge of the industry. Students develop strong skills through intensive classes and gain real-world experience with paid externships at local restaurants. The Sun Valley Culinary Institute Professional Program is the first step toward a successful culinary career.

## COURSEWORK

### INSTRUCTIONAL MODULES

Each module consists of ten weeks of instruction—five days per week and six hours per day. Much of this time will be spent in the kitchen to learn and develop skills. These classes will be delivered with a high level of intensity to mimic the pace of the industry and maximize the student's learning. At the same time, there will be theory portions in each class where students will deepen their knowledge of the culinary arts. On most days, students will have coursework outside of class.

Besides the mandatory coursework, there will be activity days, offering unique opportunities to learn directly from other professionals in the food service and food production industry and community leaders.

### STUDENT EXTERNSHIP ELIGIBILITY

Enrolled SVCI Professional Program students must achieve a grade average of 70% or higher. A student must satisfy the SVCI Professional Program attendance requirement. Professional Program students must pass written and practical, comprehensive exams.



## PROFESSIONAL EXTERNSHIPS

During the yearlong Professional Program, students are required to complete two sixteen-week externships successfully. The externships are required, and students will receive compensation directly from their employer at the current market rate at the time of the externship. SVCI does not accept any compensation from employers in relation to the externships.

SVCI Professional Program students are expected to work an average of 40 hours per week during their externship. The employer will determine detailed scheduling and communicate to the student when the externship is offered.

The SVCI Culinary Director and students will work together on appropriate externship assignments within the Sun Valley area, which includes the Wood River Valley. The choice of externship site will begin after the first few weeks of the instructional module. The externship site may be contingent upon the student's housing. Students will be encouraged to do unpaid "stages" and visit local restaurants to discern suitable choices. SVCI will provide opportunities to meet available local employers. While the program is designed for students to have two externships in different locations, there may be extenuating circumstances where a student may complete both externships at the same place.

## EXTERNSHIPS REQUIREMENTS

Professional Program students must satisfy the attendance requirements during the externship. The externship must meet the Department of Labor Registered Apprenticeship Program guidelines.

## ADDITIONAL COURSEWORK

Periodically, field trips will be required to learn about different aspects of the food service industry and opportunities to meet local chefs.

- Farms Trips
- Ranch Tours
- Aquaculture Facilities
- Local Non-Profits





## EDUCATIONAL OUTCOMES

### INSTRUCTIONAL MODULE ONE

At the conclusion of the Instructional Module One, SVCI Professional Program students will know the following:

- Demonstrate kitchen safety
- Practice basic sanitation principles according to industry standards daily.
- Understand the importance of allergens in a food service setting.
- Properly use professional kitchen terminology.
- Demonstrate strong knife skills using different knives.
- Set up a station in an organized and efficient manner.
- Execute a menu in an à la carte setting.
- Exhibit basic plating skills.
- Read and scale basic recipes.
- Explain how menus work in a professional food service setting.
- Critically taste at a basic level.
- Execute basic meat and poultry butchery.
- Prepare basic salads.
- Prepare basic vegetables, starch, grains, and pasta.
- Prepare hot and cold sandwiches.
- Prepare basic soups.
- Demonstrate basic cooking methods.
- Demonstrate professional soft skills which include: timing, mise en place, cleanliness, organization, urgency, teamwork, respect for ingredients and the environment, and attire.
- Explain basic storeroom operations, including receiving, inventory, and FIFO (First In, First Out).
- Explain the importance of sustainability in the food service environment.



### INSTRUCTIONAL MODULE TWO

At the conclusion of the Instructional Module Two, SVCI Professional Program students will know the following:

- Identify and incorporate basic flavors of the world.
- Execute banquet service and demonstrate basic front-of-house service.
- Demonstrate more complicated plating skills.
- Provide basic costing.
- Prepare sausages and pâté.
- Prepare food in a fast and organized manner.
- Prepare basic sous-vide preparations.
- Understand professional pastry terminology.
- **Prepare the following pastry elements:**
  - Sauce
  - Pie and pie crusts
  - Quick breads
  - Basic cakes
  - Frozen desserts
  - Basic pastries
  - Custards
  - Basic yeast doughs (and pizza)
  - Cookies
  - Preparations with laminated dough



# ADMISSIONS, TUITION & HOUSING

Prospective students can better understand the process and steps to becoming a student at the Sun Valley Culinary Institute by learning about the admissions process. Knowing the cost of the Professional Program is an essential factor to consider when applying. Students can plan and research their options for housing in the beautiful Mountain West Sun Valley Community.

## REQUIREMENTS TO BE CONSIDERED FOR ADMISSION

- Be 18 years of age on or before September 6, 2024.
- Provide proof of high school graduation or GED completion. Official transcripts must be mailed or emailed directly to SVCI from the school/institution.
- Be proficient in English.
- Pass a background check administered on behalf of SVCI
- Complete the admissions form and submit a personal statement and résumé.
- Provide two Letters of Recommendation with contact information.

## STUDENT SELECTION PROCESS

Once the application period begins, the admissions selection committee will evaluate applications. Outside of meeting the listed basic requirements, the committee will evaluate prior food service work experience, professional and character references, high school food classes, and culinary competition involvement. The committee will also consider academic record and other activities outside of the culinary arts.

The committee will admit students based on its decision, which is final. Students will be notified by email.

Until the class is full, the committee will continue to evaluate applications. At that time, potential applicants may join a waitlist.

SVCI does not and shall not discriminate in any activities based on race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status or operations. These activities include, but are not limited to, hiring and firing staff, accepting students, selecting volunteers and vendors, and providing services. We are committed to providing an inclusive and welcoming environment for all staff members, clients, volunteers, subcontractors, vendors, and clients.

## TUITION

Tuition shall be calculated based on individual financial circumstances, prior year IRS gross income, and family size and netted against calculated scholarship.

Tuition can be paid on a monthly installment basis during the course of the school year. Each student shall execute a personalized Tuition Repayment Schedule based on their financial situation and agreed tuition total. This Tuition Repayment Schedule may include an admissions deposit and/or an administrative charge as appropriate. A student's commitment to a Tuition Repayment Schedule will become a binding legal obligation of payment for that student.

To reserve a place in the SVCI Professional Program, students must pay SVCI \$500 within 30 days of receiving notice of their acceptance or a financial assistance package (if requested and awarded).

Once the applicant is accepted, SVCI will contact the applicant to ascertain if financial assistance is requested and at what level SVCI can provide it. Financial Assistance is awarded based on the decision of the SVCI Admissions Committee.

Tuition (either the total cost or the amount reflected by Financial Assistance minus the initial \$500) must be paid 30 days before the start of instruction. If the student does not enroll, 50% of the \$500 down payment will be refunded to the student.





## REFUNDS

No refund will be given if a student enrolls in the SVCI Professional Program and subsequently drops out or is removed from the program at any point.

## ADDITIONAL COSTS

IMPORTANT: IN ADDITION TO TUITION, THERE ARE SUPPLEMENTAL FEES

## UNIFORM

SVCI Professional Program students must purchase a uniform package consisting of three chef coats, three pairs of pants, two hats, and five aprons. Students must also provide their own non-slip kitchen shoes.

## WRITTEN INSTRUCTIONAL MATERIALS

SVCI Professional Program students must purchase uniforms, knives, and textbooks upon acceptance, which includes *On Cooking: A Textbook of Culinary Fundamentals*, 6th Edition.

## KNIVES

SVCI Professional Program requires professional knives. SVCI will have a knife kit available for the student to purchase before the start of the program. Students can elect to bring their own knife kits.

A knife kit must contain the following, at a minimum:

- 8" Chef knife
- Paring knife
- Boning knife
- Flexible fish fillet knife
- Serrated knife
- Slicer knife
- Sharpening steel
- Instant read thermometer
- Peeler

The Culinary Director will inspect these knives to ensure they are of a high enough quality. If they are not, the student must procure suitable knives before starting the program. Knives may be purchased through Mercer when ordering uniforms.

## HOUSING

Sun Valley is a resort community, and affordably priced rental housing can be challenging to find. Allowing sufficient time to secure housing is essential. Students are encouraged to begin this process as soon as they are accepted into the Professional Program.

Students will be required to secure housing within a reasonable distance from the SVCI facility for the duration of the program.

## HOUSING RESOURCES

Idaho Mountain Express [www.mtexpress.com](http://www.mtexpress.com)

Wood River Valley Rentals Facebook Page Wood River Valley Rentals



SUN VALLEY IS MORE  
THAN A TOWN.  
IT IS A COMMUNITY.



"It's a beautiful thing to have cooks who are so willing to work hard and learn at the same time. SVCI is a unique and effective program that brings the best of paid apprenticeship, hands-on opportunities, and education together in one place."

Scott Mason,  
Chef/Owner of Mason Family Restaurants



# EXPECTATIONS & REQUIREMENTS

## PROGRAM COMPLETION TO COMPLETE THE PROGRAM, STUDENTS ARE REQUIRED TO

- Receive an average grade of 70% or higher in each instructional module
- Successfully fulfill the requirements of both externships
- Fulfill the attendance requirement
- Pass all comprehensive practical and written exams at the end of each instructional module

A student will receive a Certificate of Completion from Sun Valley Culinary Institute after successfully completing the program.

## FAILURE TO PASS EXAMS

- If a student fails the first practical or written exam, the student can retake it within 48 hours.
- If the student fails either or both exams a second time, the student will still be placed in an externship. However, they will be required to spend additional time with the Culinary Director.
- The student must complete the required skills checklist during the externship to be eligible to start the second instructional block.
- If the student doesn't successfully complete the skills checklist by the start of the second instructional module, the student will be required to spend additional hours with the Chef Instructor to master the skills.



## ATTENDANCE

To complete the SVCI Professional Program, students cannot miss more than five days of instructional time. If more than this is missed, the student must complete the coursework before beginning an externship.

In addition, students cannot miss more than five days of the externship time to complete the SVCI Professional Program. If more than this is missed, the student is required to make up the time to graduate.

## ASSESSMENT AND GRADING

Throughout the Instructional Modules, there are numerous assessments to gauge student progress. These include:

- Daily grades 20%
- Written cooking exams 20%
- Practical cooking exams 40%
- Homework 20%
- Comprehensive practical exams must be passed and are not a part of the overall percentage.

SVCI Professional Program operates on a pass/fail system. There are no standard grades issued. Instead, the program's objective is to give students a fundamental understanding of the culinary industry and strong basic skills. Thus, students must be at or above a 70% average on coursework to remain in good standing and complete the program successfully.

## LEAVE OF ABSENCE

If a student needs to leave the program for an extended period for medical reasons or extenuating circumstances, they will be allowed to continue the program the following year, where they left off. A leave of absence needs to be documented and approved by the Culinary Director before the student leaves the program. No refund will be given.



## BEHAVIORAL EXPECTATIONS

### DRESS CODE AND UNIFORMS

SVCI Professional Program students must always be in professional attire when operating in a professional environment. Uniforms are the student's responsibility and must always be clean and pressed. Shoes must be clean and appropriately shined.

While in school, the uniform and proper dress consist of a school jacket, issued pants, and non-slip kitchen shoes. All visible piercings with removable backs must be removed. No false nails, nail polish, or eyelashes are permitted. While in the kitchen, a school-issued apron and hat are required as well.

### CONDUCT

SVCI Professional Program students are expected to demonstrate the highest levels of professionalism during their coursework and externships. This includes a positive and professional work ethic, respect toward others, and the work/learning experience. Any unprofessional, inappropriate, or illegal behavior will be met with swift and appropriate action on behalf of SVCI. Such behavior may result in dismissal from the program.

### DURING THE EXTERNSHIP

SVCI Professional Program students must either wear their school uniform or wear the uniform provided by the externship employer. The employer will determine the uniform.



## RESPECTING FOOD, ENERGY, AND WATER SUSTAINABILITY

Food and water are precious resources and must be treated as such. SVCI Professional Program students must show respect by minimizing food and water waste. Students will learn about sustainability efforts from a local and global perspective.

## RESPECT FOR EQUIPMENT

The SVCI kitchen is equipped with a wide range of professional equipment designed to benefit the student's learning. This equipment is expensive and must be used in a manner that will not damage it.

## TIMELINESS

SVCI Professional Program students must be on time for their classes and externships. SVCI defines on time as being ready ten minutes before the start time. Students who are late for class days will receive a lower daily grade. If they are late more than three times during a module, it will be treated as a full-day absence. Excessive tardiness may result in dismissal from the program.

For the externship, students must not be tardy. Based on the policies of the externship site, students may be asked to leave their externship if they do not meet expectations for timeliness.



## FAILURE TO MEET REQUIREMENTS

### REMEDIATION

If an SVCI Professional Program student performs below standard, SVCI staff will engage the student to provide extra educational support and services as appropriate. It is imperative that students take advantage of this and make a solid effort to improve.

### TERMINATION OF STUDIES

If an SVCI Professional Program student decides to leave the program due to lack of interest or dedication, or poor performance, no refund will be given.

### DISMISSAL FROM PROGRAM

If remediation efforts are unsuccessful and the SVCI Professional Program student does not show the needed action, SVCI reserves the right to terminate a student's studies at the end of either the instructional module or externship learning module. No refund will be given.





## GRIEVANCE POLICY

All SVCI Professional Program students have the right to have decisions made by SVCI reviewed. The SVCI Professional Program grievance policy is as follows:

1. Students must address their concerns to the Culinary Director in writing. The Culinary Director has five business days to respond in writing. During this time, the Culinary Director has the right to investigate the student's claims, which may include talking directly to the student in the presence of another school official.
2. If the student is unsatisfied with the Culinary Director's response, the student can petition the Executive Director in writing. The Executive Director has five business days to respond in writing. During this time, the Executive Director has the right to investigate the student's claims, which may include talking directly to the student in the presence of another school official.
3. If the student is not satisfied with the Executive Director's response, the student can petition the Chairman of the Board in writing. The Chairman of the Board has seven business days to respond in writing. During this time, the Chairman of the Board has the right to investigate the student's claims, which may include talking directly to the student in the presence of another school official. The decision of the Chairman of the Board is final.

# POST PROGRAM OPPORTUNITIES

## AFTER THE SVCI PROFESSIONAL PROGRAM

When students complete the SVCI Professional Program, they have several options available to them.

## EMPLOYMENT

SVCI Professional Program students can pursue employment that will mark the beginning of their professional journey. There are many options for meaningful employment in the food service industry. SVCI staff will endeavor to guide the student whether they elect to continue work in the Sun Valley area or wish to seek out other geographic destinations.

## COLLEGE DEGREE

SVCI Professional Program students can pursue a college degree from an accredited institution. Recommended degrees include culinary arts, hospitality, and business. While SVCI's credits cannot directly transfer to an accredited institution, SVCI will work with the student's college of choice to see how the time to degree can be reduced based on the education and work experience at SVCI.



"I have been working in the restaurant business, and I am so glad I chose to attend the Sun Valley Culinary Institute because it has opened my head up to thinking about cooking. I'm excited to learn everything I can, especially how to prepare food. It's been a great experience to learn the history and science behind the food."

— Cole Bertoni, Student



# THANK YOU TO OUR PARTNERS

The Sun Valley Culinary Institute is supported by its partners: The Revelry Group, Oregon Fruit Products, Gold Handle Coffee, Pickleman's Gourmet Café, and Atkinsons' Market. In addition, Oregon Fruit Products and Pickleman's Gourmet Café have sponsored students to enhance and ensure culinary arts education to provide excellence and expertise in food service.



## CHEF DAN KISH-ACTING CULINARY DIRECTOR AND BOARD MEMBER

Dan Kish brings over 25 years of culinary experience to his number one passion – Providing Access to Good Food... both in Taste and in Society. Most recently, Kish has embarked on an independent path to help others who share a "heathy obsession with food", with his firm, Food-Fixe. Rooted in the fundamentals of cooking, enabled by the latest technology, and driven by the mantra of "Access to Good Food", the Food-Fixe group is a resource for industry innovation and business strategy.

From 2005 until early 2017, Dan Kish held various leadership roles at Panera Bread (SVP of Food, VP of Food, and Director of Product Development). He was responsible for leading the development and innovation of the Panera Bread cafe menu including sandwiches, salads, soups, and beverages. Kish also played an integral role on Panera's Food Action Team, which led efforts on clean ingredients, transparency, and having

a positive impact on the food system. Previous to his time with Panera, Kish served as the Associate Dean for Culinary Fundamentals at the Culinary Institute of America, Hyde Park, and as a faculty member. Kish also served as a professor at Indiana University of Pennsylvania. Kish's lifelong curiosity and love of food led him to study at the Culinary Institute of America, where he graduated with honors. He has worked around the USA and in Chambéry, France, traveled and studied many global food cultures, edited thousands of recipes and has appeared on Good Morning America, Food Network, The View and FOX & Friends as well as in publications, including *The New York Times*, *The Wall Street Journal*, *Cooking Light*, and *Martha Stewart Living*.

## REVELRY GROUP FOUNDATION

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The Revelry Group Foundation was founded to support our communities and our industry. LEAP is necessary to support the community healing based on our beliefs. Sun Valley Culinary Institute is necessary to support the industry through changing the ways of a broken culinary education model.





# CULINARY EDUCATION ELEVATED

## DISCLAIMER

SVCI assumes no responsibility or liability for any errors or omissions in the content of the information present herein. The information contained herein is provided on an as-is basis with no guarantees of completeness, accuracy, usefulness, or timeliness.

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