ALL STUDENTS MUST BE FITTED FOR UNIFORMS!
SEE DORI IN J-0009

Fall 2015/Summer 2016

To All Current/Incoming Students:

Welcome and thanks for joining our culinary arts family!

In order for you to experience the best we have to offer, we need you to be prepared for your lab classes in a timely fashion. The ordering of all cutlery and uniforms are available online.

Enclosed are the online ordering websites and instructions for ordering culinary uniforms and cutlery, also you will find a student supply list for additional items.

Ordering online is easy. All major credit cards are accepted.

Students wishing to purchase uniforms/cutlery with their Financial Aid should go to the JJC Bookstore (located in the Campus Center) to place their order. All uniforms/cutlery must be shipped to your current address, not to the Bookstore.

The culinary department has sample uniform jackets in XS thru 2X that MUST be tried on prior to ordering online. Please note that chef coats are not returnable since the coats will have the JJC logo, ACF logo and your name embroidered on it.

Sample coats for fitting purposes will be available to try-on Monday-Thursday from 9:00a.m. - 11:30a.m and 1:30p.m. - 3:00p.m. in the Culinary Office J-0009

If you have any questions or concerns, please contact Dori at (815) 280-2255.

Dori Miller

Culinary Arts
Department Secretary
(815) 280-2255
Online ordering instructions for JJC Cutlery Set

☐ Go to www.cookingdistrict.com/mercerstudent follow the steps located on the page.

☐ You will then need to have a valid e-mail address and CREATE AN ACCOUNT.

☐ Enter code. The code is case sensitive: M4JJC3

☐ Write down your username and password to gain access to the system in the future.

☐ Follow ordering process to place your order. Make sure you print out your order confirmation.

Financial Aid Students: To use your Financial Aid to purchase cutlery/uniforms, please go to the JJC Bookstore, located in the Campus Center.

Cutlery cost is $393.00 includes shipping
Online ordering instructions for JJC Uniforms

☐ Go to schools.newchef.com
  Create an account under “Register New Account”
  Click on register after putting in your e-mail address (see attached step by step instructions) You may also access flyer, order form, step by step instructions and general info flyer on the culinary arts website under Uniform Ordering link.

☐ Follow directions on creating an account. School Code is: Joliet (upper and lowercase)
  Do not skip any info, this helps you to register successfully. Remember to write down your e-mail, password and school code for future use.

☐ You will need to order the following items that are MANDATORY.

  (3) chef coats   (2) aprons   (2) hats   (2) pants

☐ When ordering chef coats please remember the following: ONLY proper first and last names can be embroidered, NO NICKNAMES. You may shorten your given first name, for example Elizabeth can be shortened to Beth or Richard to Rich but ABSOLUTELY NO NICKNAMES.

☐ Follow directions for ordering. REMEMBER you must have proper size for chef coats, samples available in culinary department to try on for proper sizing.

☐ Print out your receipt and/or order for future reference or any issues. If you have any problems with your order you will need to contact the company via customer service. Their phone number should be listed on the order, receipt or you may find it on the specific JJC page of their website.

**IMPORTANT----** Chef coats will need to have the JJC Culinary Arts logo, ACF logo and your proper first and last name (NO NICKNAMES) embroidered on each coat, which is done at the time of ordering. Make sure that you have the right size since chef coats are not returnable. Sample chef coats are available for sizing in the culinary arts department Monday-Thursday from 9:00a.m. - 11:30a.m and 1:30p.m. - 3:00p.m. in the Culinary Office J-0009

**NOTE:** ALL students must have their cutlery set and be in full uniform starting the first day of classes.

**If you have any questions about ordering online please call Dori at (815) 280-2255 Monday-Thursday from 9:00a.m. - 11:30a.m and 1:30p.m. - 3:00p.m.**

Shipping fees and taxes (if any) will be charged to each individual order.

Financial Aid Students: To use your Financial Aid to purchase uniforms/cutlery, please go to the JJC Bookstore, located in the Campus Center.
**Other Uniform/Supply Requirements for New Students**

- **Sturdy** black leather or similar work shoe or clog – Skid/oil resistant sole, open toed or holes in shoe/clog are not allowed.
- Undershirt (if desired) white with no writing and/or graphics
- Basic Function Pocket Calculator
- Pocket Highlighter
- Permanent Marker
- Pen or Pencil
- Pocket Notebook
- Lock for Locker
- Students are not allowed to decorate or put stickers/labels of any kind on lockers. If lockers are defaced in anyway the student is responsible for the cleanup of the locker and/or charged a fine.

  - Lockers are provided on a first come first serve basis starting the first week of classes. **YOU MUST HAVE A LOCK** in order to claim a locker.

Please note that your instructor may have additional lists of required or suggested material or tools.

*FORMS/online ordering uniforms-cutlery for FALL 2015-SUMMER 2016*