

# Orlando Bartending School

**124 ROBIN ROAD, SUITE #1400**

ALTAMONTE SPRINGS, FLORIDA



**Licensed by the Commission for Independent Education, Florida  
Department of Education at 325 W Gaines Street, Suite 1414.  
Tallahassee, FL 32399-0400  
1-888-224-6684**

## School Catalog



**Volume V**

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## Orlando Bartending School

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**Educational Philosophy**

The faculty and administration of Orlando Bartending School are dedicated to providing a meaningful education to individuals who seek success in the field of bartending and for those who want to learn bartending for their own personal reasons.

**Ownership/Governing Body:**

Professional Bartenders School of New England Inc.  
Established 1992  
Michael E. Perusse, d/b/a Orlando Bartending School

**School is Owned and Governed by:**

Michael E. Perusse  
Chief Administrative Officer  
Florida Location  
885 Main Street  
Tewksbury, MA 01844  
(774) 286-1228

**Administrative Staff & Faculty**

Chief Administrative Officer..... Michael Perusse  
Placement Director.....Rhonda Posner  
Admissions Director. ....Rhonda Posner

## **Facilities and Equipment**

The Orlando School is 1300 square feet. Our school has a classroom set-up as an actual lounge, equipped with bars, back bars, bar stools, sinks, post guns, glasses, mixing equipment, bottles, cash registers, reference books, cutting boards, ice picks, knives and other bar outfitting. The bar contains eight (8) stations, allowing a maximum of sixteen (16) students per class, providing each student with the personalized, individual and hands-on instruction important in learning the techniques of bartending.

## **Admission Requirements**

All applicants must be 18 years old and must not have been convicted of a felony. If the applicant has been convicted of a felony, the applicant understands that taking and completing these programs will be for his/her own personal use and not for employment purposes. A previous knowledge of bartending or the bartending field is not necessary. After each applicant's review by the director the student will be notified as to his/her acceptance. Once the student has been accepted they will be subject to the school's refund and cancellation policy.

## **Counseling**

Our instructors are readily available to all students who seek counseling concerning academic problems. We will provide unlimited training hours for each individual.

**CREDIT WILL BE GIVEN FOR PREVIUOS TRAINING. Acceptance of credit earned at Orlando Bartending School is at the discretion of the school's Admissions representative as to how many clock hours will be credited as a result of previous related experience. Maximum credit hours can be no more than eight (8). It is the student's responsibility to confirm whether or not Credits will be accepted by another institution of the student's choice.**

## Class Schedule

Full Time: 40 clock hours in **one week**  
11:00 a.m. to 7:00 p.m. Monday through Friday  
2:00 p.m. to 10:00 p.m. Monday through Friday

Part Time: 40 clock hours in **two weeks**  
6:00 p.m. to 10:00 p.m. Monday through Fri  
2:00 p.m. to 6:00 p.m. Monday through Fri  
11:00 a.m. to 3:00 p.m. Monday through Fri

40 clock hours in **five weeks**  
Saturdays 10 a.m. to 6 p.m. Flexible hours can be arranged.

Enrollment is accepted at the school during normal hours of operation listed above. Potential students can come in for the first class at no charge or obligation as a chance to investigate our school and our program

## Progress and Grading

Students will be graded on a daily basis, based on the following grade schedule:

100-90	=	A
89-80	=	B
79-70	=	C
69-60	=	D

Anyone receiving a grade below 60 will fail and must take the class over again. A permanent set of records for each student will be kept at the school and is available to the student upon request. Every student will be issued a "Diploma" upon satisfactory fulfillment of all program requirements.

## **Attendance and Conduct**

Student attendance must be punctual. Students are required to notify the school in advance of all intended absences. Classes that are missed must be made up with a grade of satisfactory to complete this program. All arrangements will be made by the instructor as to the date and time of making up the work.

The following applies to student absences:

Any two (2) absences without a valid reason will result in dismissal. Any two (2) tardies in excess of fifteen (15) minutes constitute one (1) absence. Any leave of absence must be granted by your instructor or director, with a maximum length of one year.

Students have the right to an appeal by applying to the director in writing within 24 hours of notification of dismissal. One instructor shall be chosen by the student to review the dismissal with the director. If the review is satisfactory, the student must make up all class hours or begin with a new class at the next available session. There will be no extra cost to the student.

Students are expected to conduct themselves in an orderly fashion. Any misconduct, unsatisfactory work progress or poor attendance will result in dismissal.

## **Appearance**

Students are required to be neat in appearance. All students are encouraged to maintain a professional attitude at all times and to dress and conduct themselves accordingly. We reserve the right to dismiss any student whose conduct does not conform to our school standards. No vulgar or abusive language will be tolerated.

## **Repetition of Subject**

An average grade of 60% is considered minimum progress for written and practical application examination at our school. In case of failure by any student, the student will be required to retake the program.

## **Housing is not provided by Orlando Bartending School**

## **Refund and Cancellation Policy**

Should any applicant/student cancel or be terminated for any reason, ALL REFUNDS WILL BE MADE ACCORDING TO THE FOLLOWING POLICY AND SCHEDULE:

1. Cancellation must be made in person or by certified mail.
2. All monies will be refunded if the school does not accept the applicant or if the student cancels within three (3) business days after signing the Enrollment Agreement and making the initial payment.
3. Cancellation after the 3<sup>rd</sup> business day, but before the first class, will result in a refund of all monies paid, with the exception of the registration fee.
4. Cancellation after attendance has begun, but prior to 50% completion of the program, will result in a pro rata refund computed on the number of hours completed to the total program hours.
5. Cancellation after completing 50% of the program will result in no refund.
6. Termination Date: The termination date for refund computation purposes is the last date of actual attendance by the student unless earlier written notice is received.
7. Refunds will be made within 30 days of termination or receipt of Cancellation Notice.
8. A student can be dismissed, at the discretion of the Director, for insufficient progress, non payment of costs, or failure to comply with rules.

**Cancellation Policy:** If the school needs to cancel courses or the entire program, each student will be notified as soon as possible by telephone. If the entire program is canceled for whatever reason; all monies paid including registration fee will be returned in full to the student. If only a course subject is canceled, a make up time will be scheduled with each student.

**Student Complaint and Appeal Policy:** A student has the right to complain or appeal academic and/or disciplinary actions. Students should contact Michael Perusse the school's director and be able to contact:

The Commission for Independent Education, Florida Department of Education at 325 W Gaines Street, Suite 1414, Tallahassee, FL 32399-0400. 1-888-224-6684

## **Termination**

Misconduct, unsatisfactory work progress and/or poor attendance will be grounds for termination by the school prior to completion of the program.

## **Placement Assistance**

Our school, while it cannot guarantee placement, will provide its students with assistance in finding suitable employment. Orlando Bartending School offers placement assistance available upon satisfactory completion of the course. Our school has an on-site placement director and offers National Job Assistance through [www.pbsa.com](http://www.pbsa.com).

## **Holidays**

There will be no classes on the following holidays:

New Year's Eve	New Year's Day
Memorial Day	Independence Day
Labor Day	Thanksgiving Day
Christmas Eve	Christmas Day

Any classes scheduled to start on a holiday will begin the following day. Instruction missed due to a holiday will be made up in a day and time designated by your instructor.

## **Educational Objective**

Our program is designed to train our students in the art and techniques of bartending. Upon graduation you will be prepared to fill any position of a bartender or barmaid. Orlando Bartending School's objective is to educate and train each person so they can obtain the necessary skills for employment and/ or for their own personal objectives. Orlando Bartending School does not discriminate in regards to color, race, sexual preference, or any disabilities. We adopt a National Disabilities program that that allows any person to be treated fairly.

## **Bartending Program Outline (Course Numbers B1-B16)**

1. B1\*Bartending Responsibilities Course(2 hours): Our students will learn the primary responsibilities of a bartender to his/her employer.
2. B2 Bar Equipment Course (2hours): Our students will be familiarized with to the bar and trained in the use of equipment they will be using in the field.
3. B3 Everyday Service Procedures Course (1 hour): Our students will learn the correct fundamental of doing the job following standard operating procedures of bartending and how to communicate with customers.
4. B4 Fundamental Opening Procedures Course (2 hours): Our students will learn how to properly set up a bar, get garnishes ready, do equipment checks and make sure their bar is ready for business upon opening.
5. B5 Preparing Your Garnishes and Juices Course (1 hour): Our students will learn the preparation of lemon, lime and orange garnishes, use of cherries, olives and cocktail onions, as well as preparation of juices.
6. B6 How to Handle Money and Tips Course (1 hour): Students will learn the proper procedures for handling money and the art of earning gratuities, as well as the basic use of the cash register.
7. B7 Mixology and Bartending Course (21 hours): Our students will be taught 150 drink recipes and will be given the opportunity during lab time to work behind the bar. This will include learning to prepare one liquor drinks, two liquor drinks, rocks drinks, martini's, cream drinks, coffee drinks, specialty drinks and layered drinks, serving beer and wine, changing kegs.
8. Alcohol Liability Training Course (3 hours): ServSafe is a sponsored alcohol certification of the Educational Foundation of the National Restaurant Association. This certification is included with the tuition. This training teaches servers of alcohol the laws pertaining to the sale and service of alcoholic beverages and the laws of Florida. This class encompasses learning to identify when patrons should no longer be served. According to TITLE XXXIV the laws of the Alcohol Beverage and Tobacco are very clear that employers have the responsibility to hire employees who are trained with this education to avoid negligence, which can effect mitigations.

9. B9 System Measurements Course (1 hour): Liquor gun, Jigger vs. Free Pour Symbols, all abbreviations and measurements will be covered.
10. B10 Serving the Customer Course (1 hours): Our students will learn how to serve their customers in a professional manner, Service Bar Training & how to handle problems that may be encountered with customers.
11. B11 Fundamental Closing Procedures Course (1 hour): Our students will learn how to break down the bar, their duties and responsibilities for restocking the bar, disposing of ice, cleaning the bar and the back bar, counting their banks, etcetera.
12. B12 Product Knowledge Course (2 hours): Our students will be acquainted with the definitions, processes involved in making liquors, beer and wine, and general information pertaining to the industry. CD ROM, video and demonstration will be used for this.
13. B13 Basic Bar Management Course (1 hour): Our students will be given a clearly defined comprehensive look at making a profit, for the success of any bar operation.
14. B16 Interview Training (1 hour): Students learn how to compose a resume and how to conduct themselves in a positive way when interviewing for a hospitality position.

\* The course numbering system uses a two-three digit numeric identifier. The alpha prefixes are characters that represent the type of courses and then numeric suffixes are the numbers that represent the sequence in which they are taught.

\*\* A clock hour is defined as a minimum of 50 min of supervised or directed instruction and appropriate breaks. The school operates on a six (6) day week. Monday-Saturday

**Tuition Fee's**

The total tuition fee is \$595.00 that includes the \$150.00 Registration Fee. This fee includes all materials such as books. No other charges apply. \$150.00 dollar registration fee is the required amount to start with the balance of \$445.00 is due before finishing the course.

**Included:**

- Bartender's Manual
- Laminated Drink List
- Alcohol liability
- Registration with Professional Bartending Schools of America for national school services.
- On-line job assistance
- Refresher courses at no additional charge
- Unlimited Training Hours
- Individual Placement Assistance

**[WWW.OrlandoBartendingSchool.com](http://WWW.OrlandoBartendingSchool.com)**

***1-800-Cocktail***

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Learn Professional Bartending



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