Pine Street Inn Job Training and Transitional Employment Programs

Pine Street Inn's job training and transitional employment programs are aligned with the mission of the organization: to serve individuals who are homeless according to HUD's definition or who are recently housed. Priority for admission will be given to individuals meeting those criteria.

The goals for our job training programs are to:

1) Prepare trainees for re-entry into the workforce by providing robust vocational training in key industry areas of food services
2)
3) Help graduates find viable employment
4) Ensure that graduates retain employment
5) Provide valuable and recent job training experience

To be eligible for application to the job training or transitional employment programs trainees must come from a low income, at risk population. Trainees must meet the following criteria:

1) Have access to case management services. Case managers from referring programs must demonstrate a commitment to helping their clients meet the objectives above and should engage regularly with Pine Street Inn staff.
2) Have authorization to work in the United States and be able to furnish two forms of identification.
3) Be available to work the required schedules (which require some flexibility) and locations for the job training or transitional employment programs.
4) Be able to meet the expectations of the curricula and practicum components of the programs.
5) Obtain case manager's assertion that trainee has been sober for 60 days. Trainee must comply with all drug and alcohol testing.
6) Have their SORI run and be in compliance with the Workforce Development SORI Policy.
7) Adhere to Pine Street Inn's Hepatitis-A Vaccination Policy, which requires that all trainees in the iCater Job Training Program are inoculated before the program starts.
8) The ability to lift 25 lbs., stand for long periods of time, bend, and climb stairs.
9) Attend mandatory Job Training Orientation on specific dates throughout the year
10) Demonstrate the intent to get employment after training.

iCATER JOB TRAINING PROGRAM

The iCater Job Training Program is designed for individuals who want to learn new skills, re-enter the workforce in the food services industry. Trainees in the 24-week program learn how to work in a kitchen, how to cook from professional chefs, and become certified in food safety – the skills which benefit graduates of the program and make them competitive applicants for jobs!

The iCater Job Training Program is divided into three phases:

1. **Phase I: Food Service Training Program (FSTP)**
   - Weeks 1 through 8
   - Mandatory classes include:
     - Financial Literacy (four Tuesdays per phase, from 10:30 a.m. -12:30 p.m.)
     - Professionalism (one Tuesday per phase, from 10:00 a.m. – 12:00 p.m.)
     - Job Readiness Class (Wednesdays, 11:00 a.m. – 12:00 p.m.)
     - Mindfulness Training (Wednesdays, 1:00 – 2:45 p.m.)
     - ServSafe Food Handler Certification Training and Examination (Thursdays, 1:30 – 3:00 p.m.)
     - Visiting Chef Series (multiple Tuesdays per phase, from 1:30 – 3:00 p.m.)
     - Digital Literacy (Thursdays, 11:30 – 12:30p.m.)
   - Kitchen Preparation
     - Schedules (Sunday through Thursday **or** Tuesday through Saturday)
     - Paid minimum wage ($12.00 per hour for actual work conducted)
     - Work in kitchen alongside the Executive Chef, Sous Chef and Cooks
     - May work with volunteers and serve the Inn's guests in the dining areas

2. **Phase II: Junior Internship – Food Preparation**
   - Weeks 9 through 16
   - Assigned five days and average eight hours per day, with two consecutive days off, and paid wage of $12.25 per hour. Hours include:
     - 5:30 a.m. – 2:00 p.m.
     - 10:30 a.m. – 7:00 p.m.
     - Part-time hours also available
   - Work in kitchen alongside the Executive Chef, Executive Sous Chef, and Cooks
   - May work with volunteers and with guests in the dining areas

3. **Phase III: Senior Internships:**
   - Weeks 17 through 24
   - Pay rate of $12.25 per hour
   - Internships include:
     a. Staff Café:
        i. Monday through Friday, part-time or full-time hours available
        ii. Operate and maintain Dish room, Serving Line, Deli, and Register

3. **Phase III: Senior Internships (continued):**
   - Internships include:
     b. Storeroom
        i. Assigned five days and average eight hours per day, with two consecutive days off. Part-time or full-time hours available.
        ii. Duties include: receiving food and supplies; pulling supplies for production and caterings; defrosting meats for production; cleaning and organizing storeroom and storage areas
     c. iCater
        i. Assigned five days and average eight hours per day, with two consecutive days off. Part-time or full-time hours available.
        ii. Duties include working directly with Catering Production Team on scheduled corporate catering needs; trainees receive $12.50 per hour

Visiting Chefs Series (VCS)

Through iCater's Visiting Chef Series, local chefs come to our kitchen and teach professional culinary techniques and practices. Executive Chefs from Legal Sea Foods, Sodexo, Flour Bakery/Café, and a number of other hotels and restaurant partners provide a cooking demonstration on an ongoing basis. Demos are typically held on Tuesdays from 1:30 – 3:00p.m.

Mindfulness Training

This class provides an opportunity for trainees to learn about the everyday applications of mindfulness meditation. Offered on Wednesdays, each week offers discussion on one or two topics related to emotional resilience, as well as practice using different mindfulness meditation techniques. The class is a change of pace and a chance for trainees to unwind and reflect while learning skills that relate both to the training programs and to life outside of work.

Financial Literacy and Professionalism

Offered on four Tuesdays in the first eight weeks of the iCater Job Training Program, Financial Literacy provides trainees with information and hands-on practice on subjects that include improving credit, banking, and budgeting. Professionalism class prepares trainees in the importance of being a working professional at any job. Trainees meet once in Phase One, and then again in Phase Three, to explore professional behaviors and how to market themselves to potential future employers

ServSafe Food Handler Certification Training

The ServSafe Food Handler Certification Training is a program that delivers consistent food safety training to trainees as they learn kitchen prep across iCater's operations. Taught by the Executive Chef, Frank Van Overbeeke, trainees learn about personal hygiene, cleaning and sanitizing, and cross-contamination of food, among other topics.

Job Readiness Class

Job Readiness class provides trainees with the skills and concepts needed to reenter the workforce successfully. This hands-on course discusses cultural competency in the workplace, being proactive on the job, and managing conflict, among other topics. Trainees will also work with the workforce development team on crafting and finalizing a resume.

Digital Literacy Workshop

The Digital Literacy workshop prepares trainees with the skills, technology, and documentation necessary for successful reintegration into the workforce. This practical, instructor-led course assists trainees in resume building, creation of a GoogleSuite account, job application practice, and online employment networking, in addition to many other relevant skill-building activities.