



835 Ferry Street Martinez CA 94553
925-293-4792

Loaves and Fishes of Contra Costa (“LFCC”)
Culinary Training Program (“CTP”)

The Loaves and Fishes Culinary Training Program is a ten week (@150 hours) intensive hands-on course designed specifically to teach students garnered from partnering agencies a cross-section of culinary and life skills to support their re-entry into the job market. It includes completing a Food Handling Certification process, instruction on cooking techniques, knife skills, food preparation and serving, proper and safe operation of commercial kitchen equipment, and food service skills. Students will also receive coaching in attitude, reliability, appearance, nutrition and working in a team oriented environment.

The participants will be evaluated each week on attendance, punctuality, quantity and quality of work and attitude. Additionally we will invite the participants to provide feedback regarding the program so that the program can be adjusted to meet their needs, as appropriate.

Upon successful completion of the program each participant will earn a current valid California Safety and Sanitation License and a “Certificate of Completion” to accompany job applications.

Successful participants will then work with Workforce Liaisons and LFCC personnel to identify potential job opportunities. Participants who demonstrate a particular affinity for the culinary arts will have the opportunity to apply for admission to the two-year AA degree Diablo Valley College Culinary Arts program as well as other continuation programs available to them within Contra Costa County.

Written applications for admission are accepted year round and qualified applicants will be placed in appropriate class.

The positions available are limited. The minimum number of participants will be 8 and a maximum of 10..

LOAVES AND FISHES OF CONTRA COSTA

CULINARY TRAINING PROGRAM

Participant Eligibility:

- Complete the written application.
- Reside in Contra Costa County
- Have basic math and reading skills
- Speak and write English
- Be able to stand for up to 4 hours
- Be drug and alcohol free for at least six months and will be subject to random drug tests

I. Participant Qualifications

- Be properly attired and punctual
- Maintain a strong attendance record (absences must be excused in advance)
- Demonstrate a willingness to work as a team
- Follow trainers instructions at all times
- Follow instructions demonstrating the proper attitude
- Display safe technical skills and comprehension- Sign the Disciplinary Code of Conduct

THE DISCIPLINARY CODE OF CONDUCT

Disciplinary action may be taken by the training staff for:

- Code violations
- Disregarding program policies
- Endangering a fellow student or trainer
- Demonstrating any physical violence
- Using cell phone during class time
- Taking unscheduled breaks
- Failure to comply with kitchen safety and sanitation laws- possessing any alcohol or drugs on premises.
- Attending class under the influence of alcohol or drugs
- Smoking during class
- Not wearing proper uniform
- Repeated tardiness or absenteeism
- Sexual or any other form of harassment

COMPLETION AND GRADUATION

Any student who is consistently late or absent from training may be subject to dismissal. Decision to do so will be at the discretion of the instructor. Participants who are not successful in the food handling certification process will be required to retake and pass the test before receiving a certificate of completion from the program.

CULINARY TRAINING PROGRAM POLICY AND TRAINING AGREEMENT

I, _____, am a LFCC Culinary Program Participant, I agree to follow the LFCC Training policies listed hereunder. I understand that during training I am to remain drug and alcohol free. I also understand that I will not be able to use my cell phone for any reason during class time other than an emergency (which I will communicate to the trainer prior to using). I fully understand that LFCC reserves the right to terminate my participation in the program for any violation of the program's guidelines and regulations. I also understand that I may withdraw from the program at any time.

Sign _____ Date _____

COURSE DESCRIPTION - The LFCC Culinary Training Program is a food service / life skills job training program. Each training cycle is 10 weeks long (150 hours), Tuesday-Thursday from 2PM - 6PM and possible additional hours for outside classroom experience serving dinner or breakfast.

ATTENDANCE AND PUNCTUALITY – Participants are expected to attend training on time daily. Attendance will be taken at 2:00 pm each day. Participants are advised to arrive early, be dressed in Chef's attire and in the classroom ready to begin on time.

Participants are advised to schedule personal appointments for outside the training hours. If a participant must be unavoidably absent - the participant must provide written notice two-days in advance and provide documentation of the meeting or appointment upon return to the classroom.

SIGN IN AND SIGN OUT - Trainees are required to sign the daily attendance sheet - both in and out. These sheets will be posted in the school / conference room. Failure to sign in will result in an absence being recorded for the day.

PROBATION – A participant will be placed on probation if/when he or she has is late three times or more or has two unexcused absences.

CALL IN NOTIFICATION - Students who are ill or need to be absent at the last minute need to call or text Chef Program Director and leave word that they will not be in class and the reason. Un-excused absences and failure to call are reasons for dismissal from the program.

CHEF'S UNIFORM

LFCC will provide each participant with a Chef's coat, one hat and all kitchen tools and supplies to be used. Participants will be responsible for washing the Chef's jackets. Participants will be responsible for providing their own black pants; under coat tee shirt which must be in a light color; sturdy black rubber-soled shoes; black sox.

No shorts, sandals, shoes with heels, sagging jeans, tank tops or sleeveless shirts will be allowed. Excessive jewelry can be hazardous in food preparation so it is recommended to wear minimal jewelry, if any, for each participant's safety.

GROOMING:

Nails need to be kept short, and appropriate hygiene will be enforced.

ATTITUDE AND CONDUCT

- All participants are expected to display appropriate professional conduct at all times during the training sessions and in all outside campus facilities visited. Participants will wear their Chef's uniform at all times during training.
- Only designated breaks are to be taken
- No cell phones are to be in use during class time. No phone call is to be made or received unless in the case of emergency except during the official break.
- Participants are only to leave class with the authorization of LFCC
- NO SMOKING on the premises.
- Participants are not allowed to prepare or cook any non-menu items
- Participants are only allowed to take food out of the facility with proper authorization. This guideline is firm and if failure to comply occurs it is reason for immediate dismissal.
- There is no official parking in the area; it is up to each participant with a car to find a space within the surrounding area.
- Any participant showing signs of drug or alcohol use will be subject to immediate dismissal from the program. There will be mandatory drug testing.

STUDENTS WILL BE EVALUATED ON THE FOLLOWING:

- Attendance and punctuality
- Attitude and Conduct
- Technical Abilities
- Comprehension and retention
- Following rules
- Performance on food handling certification test
- Following Trainer's instructions

Any student who is consistently late or absent from training may be subject to dismissal. Decision to do so will be at the discretion of the instructor.



**LOAVES AND FISHES OF CONTRA COSTA COUNTY
CULINARY TRAINING PROGRAM APPLICATION**

835 FERRY STREET, MARTINEZ, CA 94533
PH: 925-293-4792 FAX: 925-957-6155 www.loavesfishescc.org

Personal Information

Full Name:

Are you 18 or older: Yes / No

Are you currently employed? Yes / No

How did you hear about this opportunity?

Street

Address: _____

Cell Phone: _____

Secondary Phone: _____

Email: _____

Emergency Contact _____ Relationship: _____

Phone: _____ email: _____

HOUSING

Describe your current living situation briefly.

Do you have any food related allergies? Yes _____ No _____.

If yes, what are you allergic to? _____

What happens if you ingest it by accident?

Personal Statement:

What are your reasons for applying to this program? _____

What are your employment goals?

Education:

Name of high school/college: _____

Do you have a high school diploma or equivalent? Yes No If yes, year earned: _____

Employment History

Please list last three jobs: employer and dates you worked.

1. _____ Dates: _____

2. _____ Dates: _____

3. _____ Dates: _____

Additional Information:

Have you ever been convicted of a crime? If so, when, where and what was the disposition case? _____

Culinary Training Rules and Requirements:

Please initial each one demonstrating that you understand.

___ The hours of the class are Tuesdays, Wednesdays, Thursdays 2:00-6:00pm, possible 2 evening classes.

___ Students will have more than 72 hours notice if there is a change in schedule for a required event.

___ Daily attendance is mandatory. Absences must be cleared with Program Director and are only approved for illness or family emergency.

___ Students must be on time, wearing proper attire, and sober.

___ Students must be willing to work under the direction of instructors and as a member of a team.

___ A positive attitude is required and respect for others is a must.

___ Good personal hygiene is required.

___ No drugs or alcohol use during class

Applicant's Full Name: _____ **Date:** _____

LOAVES AND FISHES OF CONTRA COSTA COUNTY RELEASE AND WAIVER OF LIABILITY

CULINARY TRAINING PROGRAM

This release and waiver of liability is executed on this day by the signer below in favor of Loaves and Fishes of Contra Costa County, a non-profit organization, its directors, officers, employees and agents. The signer wishes to be a student of LFCC and engage in activities related to their Culinary Training Program. .

Waiver and Release: The signee does hereby release and forever discharge and hold harmless the non-profit organization Loaves and Fishes of Contra Costa County (LFCC) and it's successors and assigns from it any and all liability, claims and demands of whatever kind of nature, wither law or equity, which arise or may hereafter arise from the student's participation in the Culinary Training Program provide by LFCC. The signee understands that this release discharges LFCC from any liability claim that the student may have against LFCC with respect to any bodily injury, personal injury, death or property damage that may result from the student's work whether caused by the negligence of LFCC, it's officers, directors, employees, agents or otherwise. The student and signee also understand that LFCC does not assume responsibility for or obligation to provide financial assistance or other assistance including but not limited to medical, health, or disability insurance in the event of injury or illness.

Medical Treatment: Except as otherwise agreed to by LFCC in writing, the student, parent or guardian does hereby release and forever discharge LFCC from any claim whatsoever rising out of or any hereafter arise on account of any injury, loss, accident or damages in connection with the student's participation in the Culinary Training Program.

Assumption of Risk: The student or guardian expressly and specifically assumes risk of injury or harm in the Culinary Program activities and releases LFCC from all liability for injury, illness or death or property damage resulting from activities of the student's participation in the Culinary Training Program.

Insurance: The student or guardian understands that LFCC does not carry or maintain health, medical or disability coverage for any student.

Photographic Release: The student or guardian does hereby grant and convey unto LFCC all rights, title and interest in any and all photographic images and video or audio recordings made by LFCC during the students work participation. This includes, but is not limited to any royalties, proceeds or other benefits derived from such materials. **Other:** The signee expressly agrees that this release is intended to be as broad and inclusive as permitted by the laws of the State of California and that this release shall be governed by and interpreted in accordance with the laws of the State of California. The student or legal guardian agrees that in the event that any clause or provision of the Release shall be held to be invalid by any court of competent jurisdiction, the invalidity of such clause or provision shall not otherwise affect the remaining provisions of this release which shall continue to be enforceable.

Applicant's Full Name _____ Date: _____

Return application to Attn: Loaves and Fishes Culinary Arts Program 835 Ferry Street, Martinez CA 94553 or email to info@loavesfishescc.org or Fax to: 925-957-6155