



Culinary Training Program Policies and Procedures

Program Description and Goal

The Virginia Peninsula Foodbank (VPF) Culinary Training Program is a program designed to help disadvantaged adults gain culinary skills, jobs, and self-reliance through a free training program that will also benefit and expand the food support for Kids Cafe. It is patterned after the successful "Cincinnati Cooks!" program which has been operational since 2001. The 12-week curriculum will train individuals in basic culinary skills to include ServSafe Manager Certification, sanitary practices, job readiness skills, resume development, time management, teamwork, leadership, decision-making skills, goal setting, and conflict resolution. Trainees will participate in an intensive academic and hands-on training environment that will produce a graduate ready to work immediately in the food service industry as a successful employee. The daily hands-on training in culinary skills and kitchen management in the VPF's commercial kitchen will support expanding the number of meals provided by the Kids Cafe program. In addition, culinary trainee graduates will receive assistance to transfer their new skills to a job in one of the various VPF's partner businesses that support the program.

The Program's goal is to graduate culinary interns each year and at the same time increase the number of meals the Kids Cafe program provides to its current sites in order to feed more children each year.

Trainee Minimum Admission Requirements

- Trainees must:
 - Read and comprehend at or above the 6th grade level
 - Receive a nomination and recommendation from partner Virginia Peninsula Foodbank organizations
 - **Submit a one-page, hand-written essay explaining why he/she wants to attend the program**
 - Pass unannounced drug tests as appropriate
 - Be physically fit to perform kitchen work in this facility's kitchen
 - Pass a structured interview with Culinary Training Program faculty
 - Have daily transportation to training site
 - Possess the ability to work well with others and take directions
 - Be available for class Monday through Friday from 8:30-4:00
- Trainees will not be:
 - A registered sex offender
 - A repeat violent criminal offender
- Criminal background checks are mandatory for all trainees. The Virginia Peninsula Foodbank runs all background checks with Innovative Enterprises, Inc. and/or Checkpoint.
- All final admission decisions are at the discretion of the Virginia Peninsula Foodbank Culinary Training Program Director.