

Chicago Anti-Hunger Federation Training Institute Oliver's Kitchen Foodservice Training Program Student Application and Survey Form

This preliminary application form will be reviewed by Oliver's Kitchen staff. Selected applicants will be scheduled for an interview at our training center. We will contact you by phone or mail if you are selected to interview so please give us a phone number where we can reach you and an accurate mailing address. Please complete this form and return it to Gabriel Sorci, Director, Chicago Anti-Hunger Federation Training Institute, 4345 W. Division, Chicago, IL 60651. Call me at (773)252-3663 if you have any questions.

Name: _____ Date: _____

Present Mailing Address: _____ City _____ Zip Code _____

Telephone number: (_____) _____

Home Shelter Neighbor Relative Other (Please tell us where) _____

Social Security Number: _____

How far did you go in school? less than 8th grade 8th grade graduate some high school
 high school graduate some college college graduate

Have you gone through a screening process, educational evaluation, or job readiness program? Yes No
If yes, please attach the results to this application, or be prepared to sign a release to enable the agency you are with to send them to CAHF.

Are you now or have you been (in the last two years):

Homeless On Public Assistance On SSI In a Transitional or second stage housing program

Who told you about the program? _____ Title: _____

Agency: _____ Phone #: _____

We will contact the person who referred you to the program to let them know if you are accepted.

Why are you interested in training to work in the foodservice industry? (Check off your top 3)

- There are lots of jobs in foodservice.
- I would like to learn how to cook professionally.
- I have worked in foodservice before and I want to improve my skills.
- Training in foodservice will help me reach my goal of: _____
- Other: Please specify: _____
- I am not interested in working in foodservice. I am applying to the Oliver's Kitchen program because:

1)What do you expect to learn from the Oliver's Kitchen class?

2)What do you think completing the Oliver's Kitchen class will help you to do?

3)What do you think are the most important things you can gain from completing the Oliver's Kitchen class?

4)Do you have a resume? Yes (Please attach a copy) No (We will refer you to an agency that will help you write one)

5)Oliver's Kitchen is a drug free program. We will require a drug test (to check for recent use of drugs) of everyone who is accepted into the program. Will you agree to a drug test as part of your eligibility screening? Yes No

6)We require a current health-screening test for infectious diseases for each student prior to acceptance into the program. Will you agree to a health-screening test as part of your eligibility screening? Yes No

7)Have you ever been convicted of a felony? Yes No
Are you willing to discuss the circumstances? Yes No

You will find a copy of Oliver's Kitchen policies and trainee agreement stapled to this application. Please read them and be prepared to sign the agreement if you are accepted into the program. You will then get a copy of the rules for your own records.

Chicago Anti-Hunger Federation Training Institute
OLIVER'S KITCHEN
Job Training and Placement Program
Training Policies

The training program will operate Monday through Friday from 8:30 AM to 3:30 PM. The program will last 12 weeks at the training site. The first two weeks are probationary. Set a pace early. If at the end of two-week probationary period, the staff feels that the trainee will not benefit from the program, the trainee will be released from the program. Weekly CTA passes will be provided for each student.

∅ Sign in and roll call begins promptly at 9:00 AM. Be on time: This means you must be dressed in your uniform and ready to begin learning exactly at 9:00 AM. The building opens at 8:30 am so you will have time to put on your uniform and store your personal things before 9:00am. Be ready to LEARN and WORK when you arrive. Wake up at home, not at Oliver's Kitchen. Part of preparation for class is getting a good night's sleep.

∅ Sanitation Certification Class absences, tardiness and early departures will not be permitted. The State and City require a specific number of training hours in order for a student to qualify to take the Food Service Manager's Certification Exam.

∅ Oliver's Kitchen Class will permit no more than three (3) absences. These absences are limited to emergency situations and will be reviewed by Training Institute staff. Three late arrivals or two early departures shall be considered equal to one absence. Call (773)252-3663, between 8:00AM-8:30AM if you will be tardy or absent. Speak first with the case manager and in his/her absence, the chef instructor.

∅ Dress properly for school. Do not wear sleeveless shirts, tank tops, or shorts. Wear shoes that are clean, sturdy, closed (no open toes), non-skid, and comfortable. The only hats allowed are hairnets (do-rags are not hairnets), or student chef caps.

Hair - must be cut above the collar or pulled back and restrained with a hairnet or chef hat. Males must be clean-shaven. Neatly trimmed mustaches are allowed.

Jewelry - No jewelry may be worn in the kitchen. Only wedding bands and watches are permitted, but watches must be kept in your pocket during food preparation and cooking.

Uniforms – Clean uniforms are provided daily and must be kept clean and neat and are laundered as part of the curriculum. Aprons must be worn whenever the student is in the kitchen. All uniforms and aprons may never be taken home. They must remain in the building. Students must stay in their uniform until the mid-afternoon break (or longer if required by Oliver's Kitchen staff). Never wear anything dark or lettered under the chef coat. A white t-shirt or blouse is the only item to be worn under the chef coat. Aprons must always be taken off before entering the bathroom.

∅ Alcohol and drugs are strictly forbidden on the premises. Anyone coming to class under the influence of drugs or alcohol will be sent home and notice given to your sending agency. Anyone testing positive for drugs will be referred out of the program.

∅ Good personal hygiene is essential. The student is required to shower or bathe daily. Fresh and clean clothing must be worn daily. Fingernails must be kept trimmed and clean. No nail polish, decals, or fake nails will be permitted.

- ∅ Hands must be washed thoroughly upon arrival, before entering the kitchen, after using the washroom (in the restroom, and again when you return to the kitchen), after tasting food, when changing tasks, after breaks, after cleaning or handling garbage, and whenever hands could become contaminated. (The student will learn more about this in the program.)
- ∅ Eating is allowed only in designated areas, and only during lunch break. Eating in the kitchen is not allowed. When tasting for correct seasonings use a clean tasting spoon. Never remove food from the kitchen without the kitchen manager's permission. Violation will result in termination from the program. Students are allowed one meal per day. Students may not bring food from the outside into the kitchen. Students may bring their lunch but will not be allowed to use Oliver's Kitchen to prepare it. Students may not prepare personal lunches using food from Oliver's Kitchen.
- ∅ Kitchen clean up and daily assigned tasks are to be performed in a timely, organized manner. All students must remain in the kitchen until released by the Chef Instructor.
- ∅ Students may not accept personal phone calls. Emergency calls may be made to the Training Institute Director or the Case Manager. A pay-phone is made available for student use but may only be used by permission of a training institute staff member.
- ∅ Obscene or abusive language will not be tolerated. Such behavior is subject to the disciplinary process.
- ∅ No beepers, cell phones, radios, or other personal entertainment devices may be used while in the building. Such devices must be turned off and stored away.
- ∅ No weapons of any kind are allowed on the premises.
- ∅ The Chef Instructor is in charge in the kitchen. Failure to follow his/her instructions will result in being placed on the disciplinary process.
- ∅ The student must remain in the kitchen or classroom unless permitted to leave by the instructor. This includes using the restroom.
- ∅ No smoking is allowed anywhere inside the building. Smoking is allowed outside the building during lunch and designated breaks. A designated area for smoking will be pointed out by staff.

I understand and agree to the following.

- a. the policies listed above
- b. I will continue meeting with my Case Manager throughout the program
- c. Oliver's Kitchen reserves the right to terminate my participation in the program for violation of these rules or for any other reason it deems appropriate.
- d. All written disciplinary documentation will be reviewed and discussed with me and must be signed by me and the Chef Instructor.
- e. A copy of all disciplinary documentation will be sent to my Case Manager for immediate disciplinary action.
- f. I am voluntarily enrolled in this training program.
- g. I am not an employee of the Chicago Anti-Hunger Federation or Oliver's Kitchen.

Signature

Date