



# The Culinary School

at the Food Bank of Delaware

## The Culinary School Job Training Program

**Class Hours: Monday thru Friday 9:00am to 4:00pm**

### **Self-Empowerment Life Skills Sessions**

Classes include discussion about thinking and behavior changes, moving from dependence to independence and of other life topics that identify and reinforce personal life changes that are needed for success. The goal is to assist the students in areas that may challenge their ability to secure and maintain employment in the following ways:

1. Changing Thinking and Behavior
2. Identifying Triggers
3. Coping Strategies
4. Resolving Conflict
5. Professional Behavior and Demeanor

### **These are the Self-Empowerment Life Skills that are taught:**

- Acceptance of Others
- Accountability
- Anger Management (3 day course)
- Appearance
- Attendance
- Company Policy
- Customer Service
- Dependability
- Flexibility
- Following Directions
- Honesty
- Handling Personal Business
- Self Confidence/Self Esteem
- Positive Attitude
- Conflict Resolution
- Self Improvement
- Team Player
- Time Management
- Realistic Self-Talk
- 10 Guidelines for Physical and Mental Health
- Marriage and Relationship Materials
- Managing Family Responsibility

### **Transition Group Re-Entry Program**

Participants in this group have been released from incarceration within 12 months of enrollment at TCS. The focus of this group is to identify challenges associated with reentering society. Participants begin to learn ways to cope with frustration, fear, trust, and anxiety. In addition, the group offers alternative choices to dealing with old ways of thinking, identifying self-sabotaging behavior, self perception, and what lies beneath.

### **Trainee Services: Personal Life Contracts/Personal Life Sessions**

Students meet weekly with the Program Manager to identify and discuss personal and professional goals. These sessions also include scheduling appointments for services such as rental assistance, mental health and dental health appointments, affordable housing, child care and energy assistance. Students also discuss program progress during these sessions.

### **Culinary Classes: 300 hours**

Students participate in Ten Modules covering the following Culinary Competencies:

1. **Module One**- Who we are & what we do, orientation to commercial kitchen, ServSafe, Safety, Knives.
2. **Module Two**- Advanced knife skills, flavor development, produce, dairy, smell, taste
3. **Module Three**- Intro to: vegetable cooking, bases, soups, sauces.
4. **Module Four**- Intro to: meat, poultry, fish, shellfish, starches, cooking techniques, time & temperature.
5. **Module Five**-Intro to: moist & dry heat cooking techniques, breakfast cooking, time & temperature..
6. **Module Six**- Intro to: pan & deep frying, BBQ, advanced dry heat cooking, time & temperature.
7. **Module Seven**-Intro to: baking, pastry, icings, yeast dough, sweet dough, cake decorating.
8. **Module Eight**- recipe creation, food cost, portion control, garde manger, cold food, sandwiches, presentation.
9. **Module Nine**- How to start your own catering business, entrepreneurial skills, speed & skill assessments.
10. **Module Ten**-Bringing it all together, cooking competition, Final & ServSafe exams, prepare for internships.

### **Experimental Learning Components**

Training opportunities outside TCS that provide learning activities such as cooking shows, food shows, conventions, and special holiday projects. These experiences further expose students to various culinary facets that augment, and reinforce training.

### **ServSafe: Food Protection Manager's Certification Course:**

#### **During entire 10 weeks**

This course will help students understand why food safety and sanitation is important, and how to apply critical food safety practices to food preparation.

### **Guest Chef Demonstrations**

Guest Chef visits are scheduled twice weekly to demonstrate classes related to each module topic. Students have an opportunity to experience hands-on training, participate in demonstrations, and ask industry related questions.

### **Field Trips: 6 Trips Quarterly:**

#### **Wednesdays 9:30 to 12:00**

Reading Terminal in Philadelphia, Vita Nova at the University of Delaware School of Hotel and Restaurant Management, DelTech, International Culinary School at the Art Institute in Philadelphia, Rastelli Foods in Swedesboro New Jersey, and visit a farm.

### **Fridays in the Field- 6 Quarterly:**

#### **Fridays 11:00am to 3:00pm**

Fridays in the Field is a day where the students are placed in an area restaurant to get four to five hours per Friday real life experiences working in a kitchen. The outcome of this is three fold, it will help them work on their skill of speed, it will lead them to a two week internship at the same location, and hopefully lead them to fulltime employment at the location because a relationship will have been established.

### **Student Cooking Competition- 1 Quarterly**

Students participate in an in-house cooking competition featuring a specific dish. Student teams develop the recipe and participate in 2 preparation classes for the competition dish. Students are judged by local chefs, media, or foodies who support TCS, and want to support our mission.

### **Volunteerism- 1 to 2 Quarterly**

On the Friday before the start of the first class, students are placed in our volunteer room to volunteer four to five hours to put together nonperishable food boxes that help feed those in need. They also have the opportunity to help in the field to volunteer in one of our mobile food pantry's that distribute food in local communities. The mobile food pantry usually feeds up to 400 people.

### **Mentor Program-Each Class**

Each student is paired with an industry professional mentor to help guide their future careers. These mentors are teachers, chefs, managers, and restaurant owners.

### **Financial Literacy Class- Every Wednesday for 1 hour for 8 weeks:**

Students are taught about financial management by the YWCA. Topics include: Budgeting, Saving, Credit, Credit Repair, Goal Setting, Banking, Consumer Protection, Identity Protection, and Predatory Lending. *Once students go through the Financial Literacy Class the following is available to them at no charge due to our partnership with the YWCA (normally this would cost \$100):*

- **Matched Savings Accounts**

If you are planning to buy a home, start or grow your small business or return to school or a vocational training program, you may be eligible for a matched savings account, or an IDA through the Delawareans' Save Program.

The matching savings account matches every dollar saved by participants with two dollars and fifty cents. The maximum a participant can save (and have matched) in this program is \$1,500; with the match of \$2.50 for every \$1 they save, a participant could walk away with over FIVE THOUSAND DOLLARS (\$5,250 exactly).

- **Credit Builder Program**

A credit builder program is available to those who complete the Money Management Rewards course and who opt to enter into a Financial Coaching arrangement with the counselors at the YWCA Delaware.

- This program, the benefit of partnership between the YWCA Delaware and Artisans bank, allows participants with absent or damaged credit to establish or rebuild their credit. Participants agree to make on-time payments on a loan they agree to (a loan for anywhere between \$500 and \$2000, to be paid over 12 months). This loan product has the added benefit of helping participants build savings, which can be used towards homeownership, small business, or education.

- **Financial Coaching**

Financial Coaching is available to those who want help working on their financial goals. Your Financial Coach will be there to help you:

- Review your credit report and guide you on how to build and or repair.
- Develop, revise and teach you how to implement a monthly budget.
- Develop and hold you accountable to implementing your personalized action plan.
- Brainstorm ways to increase income while lowering monthly expenses.
- Serve you holistically by referring you to other community support services.
- Support and guide you until you reach your goal of:
  - Gaining control of your financial life
  - Homeownership – purchasing and maintaining your home.
  - Starting a business
  - Post-purchase education

The Culinary School assists students with opening their own checking, and savings accounts.

**Nutrition: 2 per Quarter:**

The Food Banks Registered Dietician talks about proper eating, nutrition habits, nutrition shopping on a shoe string budget, and SNAP benefits.

**The Culinary Bistro- 1 per Quarter:**

The Culinary Bistro is converted into a real live restaurant for the students. Selected patrons by the TCS staff are invited as our guests for lunch, and the students are responsible for: menu creation, advertising, ordering, preparation, cooking, serving, and clean up.

**Culinary School Catering-As needed:**

As business warrants, students get the opportunity to experience our very own catering business at the Culinary School. TCS has a full catering menu that caters to private, and corporate customers. They learn what it takes in food preparation, quantity, delivery, and timing.

**How to Start Your Own Catering Business: 1 week class per Quarter**

The students are taught the fundamentals of how to start, operate, and manage their own catering business. During this time, the students will get hands on experience preparing food for catering events. They will also participate in a real live catering event from taking the initial catering call, to writing the contract, collecting the funds, ordering, preparation, and delivery. We will discuss catering opportunities, advertising/promotion, and business plans. The YWCA will also summarize their program on how students can use their service to put their dream into action, and will discuss how to secure funding.

**Internships- 2 Sessions Quarterly (60 to 80 hours per student)**

Students participate in a two week 30 to 40 hour internship at preselected internship sites. Students work closely with mentoring chefs in a commercial kitchen such as a restaurant, hotel, or catering facility. Students experience working in various food stations that include grill stations, garde manger, salads, pastry, and hot foods. Internship sites are provided an internship checklist to ensure each students works in different parts of the kitchen, and an evaluation form to fill out on each intern.

Students are evaluated by mentoring chefs in the following area:

- Attendance & punctuality
- Attitude
- Ability to follow directions
- Knife skills, Practical skills, & Application
- Food Safety & Sanitation-Knowledge & Practice
- Teamwork

**Employment Skills & Job Search: 15 Sessions**

The employment component of the Culinary Program begins with Career Exploration classes, when students examine their career goals, interests, and skills. The class later progresses to Employment Skills, when students learn how to fill out applications, write resumes and cover letters, interview successfully, and search for, and apply to jobs on the internet.

Students have the opportunity to speak to chefs and employers about successful job searching strategies, and each student receives a free interviewing suit from a partner agency.

**The Career Exploration & Employment Skills Component includes the following modules:**

- A job vs. a Career
- Skills Inventory
- Employment Hurdles/Goal Setting
- Work and Skills History
- Using Email – (2 sessions)
- Applications
- Job search on the internet – (2 sessions)
- Resumes
- Online Applications – (2 sessions)
- Mock Interviews
- Punctuality, Positive Work Ethic & Professional Behavior
- Mock Interview Sessions/Informational Interviews
- Job Search

**Job Search:**

The last four weeks of the program consist of a full-time job search, when students are required to visit employers that are hiring, and request an application to fill out. After successfully filling out application, the TCS Program Manager reviews it with the student. It is then turned in, and an interview is requested. Our goal is to support all of our students to successfully obtain employment before they graduate.

**Graduate Support:**

Graduates are contacted monthly for one year following their graduation and receive support in the form of job advice, employment search assistance, and help with a variety of other social service resources.

Graduate workshops are currently being developed, and will take place every 2 months. In the future, an Alumni Leadership Council will be formed, and will plan annual alumni events.

**Culinary School Advisory Board:**

Our **Culinary School Advisory Board** (made up of industry-wide professionals) will guide the implementation of program improvements. This council will advise the Culinary Arts Program at the Food Bank of Delaware in this role:

- Provide an industry overview of our training
- Critique and advice regarding curriculum
- Provide expert speakers for culinary and life skills self empowerment topics
- As a resource for private funding and scholarships