



# Culinary Arts

**Location:** JobTrain- 1200 O'Brien Drive, Menlo Park, CA 94025

**Length of Training:** There are two modules that include approximately 75% hands-on learning. The first module, Introduction to Professional Cooking, must be completed before continuing to the second module of Basic Professional Cooking. Each module is geared more toward how to work in a commercial kitchen than it is toward how to cook.

**Module I:** 180 Hrs. – 6 weeks, Introduction to Professional Cooking

Life Skills
Class Time and Assignments
Cooking Hands on
Job Readiness

**Module II:** 180 Hrs. – 6 weeks, Basic Professional Cooking

Cooking Hands-on
Special Projects
Class Time and Assignments
Job Readiness

**Days/Time:** Monday through Friday – 8:30 AM to 2:45 PM. Starting time is promptly at 8:30 AM.

**Entry and Class Requirements:** Registration, JobTrain Orientation, WONDERLIC Assessment, Computer Literacy, and Culinary Math must be completed before start date. Before enrolling the student will be asked to spend a day in the course as a “shadow student.” At the end of the shadow day the instructor and the counselor will meet to decide if the class is appropriate for the student.

***Students are required to maintain a 95% attendance. Students may be dropped from the class if the student has 5 absences regardless of the reason for absence.***

Student must have good attitude, willingness to work hard and study unsupervised, and ability to stand for six hours continuously. The student must attend each class daily and be drug and alcohol free.

Student needs to have basic English comprehension – speaking, reading and writing in order to interact in the class and understand lectures. Student also needs to be able to stand for up to 6 hours and be able to lift 50 pounds.

**Instructional Outcomes:** How to obtain and keep a job in the commercial food industry, basic food preparation, knife skills, food safety and sanitation, and kitchen safety. Also included are catering, nutrition, garnishing and presentation, management skills, food costs, restaurant economics, minimizing food wastage, being supervised and supervising other people. Life Skills and Job Readiness workshops are included in training.

**Completion Requirements:** Are based upon entry/class requirements, completing instructional outcomes as well as completing the minimum number of hours.

**Career Opportunities:** Job placement assistance provided upon successful completion. Careers are available at restaurants, hotels, schools, bakeries, supermarkets, food manufacturers and distributors, resorts, hospitals and country clubs.

**Mission Statement:** JobTrain is committed to helping those who are most in need to succeed. Our purpose is to improve the lives of people in our community through assessment, attitude and job skills training, and high potential career placement.

**Reported Outcomes:**

Calendar Year	Number of Graduates	Graduates Available for Employment	Graduates Employed in the Field in 6 months	Placement Rate % Employed in the Field in 6 months
2013	49	45	33	73%



## **ADMISSION POLICY**

JobTrain vocational training programs are open to students regardless of their eligibility for funding. Students must be 18 or over upon completion of vocational training. Some programs are open to non-high school graduates.

- JobTrain counselors enroll students in classes based on professional assessment of the students' ability to benefit from training, considering a broad range of factors including students' academic skills, employability, availability, completion of prerequisite activities or classes, attitudes, and previous training and employment history.
- In case enrollments are limited by class size, priority may be given to students based on availability of funding, education, aptitude, and other factors. Since some funding sources impose particular requirements regarding residence, barriers to employment, Selective Service registration, income, gender, etc., those may be factors considered in prioritization of enrollments. Assessment process may take a minimum of 2-3 weeks.

Non-vocational training classes such as: English as a Second Language, Success Through Academics and Training (STAT), GED, and Computer Literacy are open to members of the community based on their needs consistent with JobTrain's Mission which is to serve those most in need.