



SOCIAL ENTERPRISE KITCHEN JOB TRAINING PROGRAM

POLICIES AND TRAINEE AGREEMENT II

The BACS Social Enterprise Kitchen training program will operate from Monday through Friday, from 7:30 AM to 1:30 PM, or 1:00pm to 7:00pm. The program will last 12 weeks. The first two weeks are an introductory period. During this period the BACS Social Enterprise Kitchen staff will evaluate each trainee's suitability for and commitment to the program. If, at the end of the introductory period, the BACS staff feels that a trainee will not benefit from the remaining 10 weeks, the trainee will be released from the program.

ATTENDANCE

- **Class begins promptly at 7:00 a.m. or 1:30 p.m. or 1:30 p.m. to 7:30 p.m.** This means that you should arrive at least ten minutes early in order to be dressed in uniform and ready to start on time. Be on time! Breakfast will be served between 6:15 a.m. and 6:45 a.m. for the morning class and lunch is served between 12:45 p.m. and 1:15 p.m., for the afternoon class. Trainees will receive one meal per day during class sessions.
- Any trainee arriving after 7:00 a.m. or 1:30 p.m. is tardy. You will be required to make up the time within the same week. A violation will be given if a trainee is tardy.
- You must call (510) XXX-XXXX and leave a message if you will be late or absent. Any absence over 1 day due to illness requires a note from a doctor or clinic. If you know in advance that you have a medical appointment you should notify your instructor at least one day in advance that you will be absent. You will also need to bring a confirmation note from the clinic or your doctor's office when you return.
- All personal appointments should be scheduled outside of the training hours. Any exceptions to this rule must be approved at least two days in advance by your instructor.
- Do not leave the kitchen without the permission of your instructor. Anyone who violates this rule will receive a violation.
- To graduate from this course trainees must complete a minimum number (324 hours) of class hours. Trainees will be dismissed on the 10th absence whether or not the absences have been approved.
- If for any reason a trainee does not complete the training course, he/she is responsible for returning all items such as training manuals, locks, books, etc. to BACS instructor.

EATING

- NEVER remove food from the kitchen for personal consumption. Any violation of this rule will result in immediate termination from the training program.
- Do not eat or drink in food preparation areas except when tasting food using the proper procedures.
- The staff refrigerator is for staff use only. Please do not remove food from this refrigerator.

DRUGS AND ALCOHOL

- Possession of alcohol or drugs is not allowed in the kitchen or on BACS property. Any violation will result in immediate termination from the training program.
- Trainees who arrive showing signs of alcohol use (intoxication, breath, etc...) will be sent home. Furthermore, the trainee will be placed on indefinite probation. If the situation arises again the trainee will be dismissed from the training program.
- In addition, trainees who are taking prescription drugs which could impair their motor skills or judgment, like narcotics, must provide the BACS Social Enterprise Kitchen Instructor with a letter from their doctor certifying that they may work safely around kitchen and kitchen equipment. We will provide any trainee who needs to obtain such a medical statement with a list of the machines and tasks used in the training program. This letter must be provided before the end of the first week or, if the trainee is prescribed the medication during the program, immediately upon the trainee's return to the kitchen.
- Smoking is not allowed within the BACS premises, only outside, the building and 25 feet from any entrance. Trainees will not be excused for smoke breaks. Breakfast/Lunchtime is the only time for this purpose.

UNIFORM

- The required uniform consists of: long black professional pants (loose-fitting cotton pants if possible) or chef pants, sturdy, comfortable rubber-soled shoes (no heels) with socks, a BACS shirt, apron, and a BACS hat (hats & tee shirts will be issued in the second week). The uniform code will be enforced after the second week of training. No one is admitted into the kitchen in sleeveless shirts, tank tops, shorts, sandals or high heels. Trainees sent home for being out of uniform will be issued a violation and must make up the time during the same week.
- Each trainee will be issued three (3) BACS Kitchen t-shirts and a cap to wear as part of his/her daily uniform, these t-shirts must be worn when in the kitchen and/or classroom.

- Trainees will be required to purchase new hats (\$10) or shirts (\$15) if they become lost or stolen.
- Trainees in classes are issued one apron daily that must be worn at all times in the kitchen. All aprons must be returned at the end of each day. Trainees who do not return aprons will have to supply their own aprons.
- Please do not bring valuables to the Training Program. The BACS Social Enterprise Kitchen is not responsible for lost or stolen items. No items should be placed on top or underneath lockers.
- No beepers, cell phones, radios, iPods or headphones are allowed when on BACS premises.

HYGIENE

- Uniforms must be neat and clean.
- ALWAYS wash hands thoroughly upon arriving, after using the bathroom, after tasting food, or when changing work tasks.
- Shower, brush teeth and use deodorant daily. Keep fingernails trimmed short and clean (No extended fingernails, beyond the end of the finger). Nail polish should not be worn.
- No perfume or body scents may be worn in the kitchen.
- Do not wear jewelry or rings on your fingers, only a plain wedding band may be worn.
- Hair must be contained with a hairnet and hat.

ATTITUDE

- A Professional attitude and demeanor must be maintained at all times.
- The chefs are in charge. Follow their directions and learn from their experiences.
- Participation in all activities (morning and afternoon) assigned by the instructors is required.
- Physical or verbal violence will not be tolerated and will be cause for immediate dismissal from the training program.
- Obscene or abusive language is not allowed.

PHONE CALLS

- No phone calls are to be received or made, except in the case of an emergency.

HARASSMENT

- All trainees are expected to conduct themselves in an appropriate and professional manner.
- The BACS Social Enterprise Kitchen does not discriminate based on race, gender, religion, national origin, ancestry, genetic characteristic, age, sexual orientation, marital status, pregnancy, gender identity, registered domestic partner, medical condition, physical or mental disability, veteran's status, political affiliation, or other status protected by law. Harassment of employees, trainees, volunteers, or clients based on any of these characteristics also is prohibited.
- Sexual harassment is illegal and contrary to the policy of the BACS Social Enterprise Kitchen.
- The BACS Social Enterprise Kitchen prohibits any officer, employee, trainee, volunteer, or client from making unwelcome and unsolicited sexual advances, or engaging in other verbal or physical conduct of a sexual nature, when an individual's submission to that conduct is made explicitly or implicitly a term or condition of that individual's employment, or when that conduct creates an intimidating, hostile or offensive working environment. Any trainee who believes that he or she is being subjected to discrimination or harassment should immediately report his/her concerns to your instructor or the Director of the Culinary Department or Senior Nutrition Program. The BACS Social Enterprise Kitchen will undertake a prompt and thorough investigation of the allegation. Individuals who are found to have acted improperly will be subjected to discipline up to potential dismissal from the training program, if applicable.

VIOLATIONS/PROBATION/DISMISSAL

If a trainee violates any of the following rules below, he/she will be issued a violation. Three violations (three or more) will result in the trainee being placed on probation. This rule will be enforced the beginning of the second week of the training class.

- 1) Not wearing the proper or clean uniform
- 2) Not being prepared for class
- 3) Tardy
- 4) Lack of professionalism
- 5) Unauthorized breaks
- 6) Undocumented/unexcused absence
- 7) Under 90% attendance rate

PROBATION

Any trainee that has consistently violated any of the signed rules agreed upon in the training agreement will be placed on probation. Trainees may be placed on probation on the occurrence of their fourth absence.

Probation means the student is in danger of being dismissed if any further violation of any rule occurs.

EVALUATIONS

All trainees are evaluated throughout the training program. Graduation from the training program is contingent upon meeting the goals established by the staff of the BACS Social Enterprise Kitchen as well as maintaining a 70% average. Trainees will be evaluated on the following criteria:

Weekly Exams (including ServSafe Sanitation Exam) 50%
Daily Performance 50% (consisting of):

- 1) Attendance 10%
- 2) Attitude 10%
- 3) Teamwork 10%
- 4) Technical Ability 10%
- 5) Understanding of Theory 10%

PARKING

Due to limited space, parking is NOT permitted in the BACS designated spaces on 22nd Street. BACS Social Enterprise Kitchen will not be responsible for tickets incurred or towing of vehicles.

I understand and agree to follow the BACS Social Enterprise Kitchen Training Program Policies. I also understand that, as part of the training program, I am required to remain drug free.

Furthermore, I understand that the BACS Kitchen reserves the right to terminate my participation in the program for violation of the rules above, or for any other reason. I also understand that I am voluntarily enrolled in this training program, and that I am not an employee of Bay Area Community Services or Alameda County Adult Education.

Signature _____ Date _____

Print Name _____