



Dear Community Kitchen Applicant:

Thank you for your interest in the Community Kitchen Training Program at the Rhode Island Community Food Bank. Our training is 14 weeks long from 9:00 A.M. to 4:00 P.M., Monday through Friday.

Please retain this letter as it contains vital information about the application process.

Enclosed is the application for admission to our program. Please return the completed application with a current address and current working phone number where a message can be left. **If we are unable to reach you at the phone number supplied, your application will be incomplete and therefore not considered.**

When you are called to come in for an interview **you must bring with you specific required documentation**

Documentation of Identity, Age, & Eligibility to Work	Program Participation Requirements
<ul style="list-style-type: none"> • U.S. Passport OR Permanent Resident Card <p>OR</p> <ul style="list-style-type: none"> • Driver’s License OR Government ID PLUS • Social Security Card OR Birth Certificate 	<ol style="list-style-type: none"> 1. Notarized BCI (Background Criminal Investigation) dated <u>within 3 months of the class start date</u>. This is available for \$5 (check or money order) from: Office of the Attorney General, 150 South Main Street, Providence, RI 02903 2. Health Insurance card 3. Proof of completion of high school or GED, or college coursework. <i>If documents are not available, an educational assessment test will be administered.</i>

Failure to provide the required documentation will invalidate your application.

If you have a successful interview, you will then be scheduled to spend a day working in our kitchen alongside current students. If you do well during kitchen day and are accepted into our next class, you will be notified by letter before the class starts.

Please note we receive more qualified applicants than we can accept into the program. Often qualified candidates are placed on a waiting list. We also refer some applicants to other job training programs.

We are looking forward to receiving your completed application. Thank you in advance for starting the application process.

Sincerely,

Mev Miller
Life Skills Manager

In the selection of program participants (students), the Community Kitchen program of the Rhode Island Community Food Bank does not discriminate on the basis of race, religion, ethnicity, national origin, gender, gender expression, sexual orientation, age, marital status, veteran status or mental/sensory/physical disability.



Requirements for Admission into the Community Kitchen Training Program

- ❖ At least 18 years old
- ❖ Able and available to work full-time in the food service industry upon graduation from the program
- ❖ Have the legal right to work in the U.S. and provide documentation (Social Security card required)
- ❖ Documentation of High School Graduation or GED. If you are unable to provide documentation we will schedule an educational assessment
- ❖ Notarized BCI dated within 3 months of the start of class
- ❖ Physically able to stand and work for 8 hours without a break, able to lift 50 lbs, and tolerate a hot kitchen environment
- ❖ Able to work independently without supervision and contribute as a valuable team member
- ❖ Able to follow multi-step instructions in a fast-paced environment
- ❖ Have childcare or adult care arrangements in order
- ❖ Willing to adhere to all food bank policies and procedures related to attendance, punctuality, and other course requirements
- ❖ Willing to participate fully in all class activities
- ❖ Capable of the manual dexterity required for proper knife use
- ❖ Minimum of 1 year clean and sober

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