



La Cocina VA

Bilingual Culinary Training Program

Eligibility Criteria

La Cocina VA will perform the admission process taking into consideration set standards by the culinary industry, with the goal of ensuring the appropriate integration of candidates to the program.

La Cocina VA will evaluate each candidate's need to participate in the program, based on their unemployment situation. La Cocina VA will also ensure that the working environment provided will be the most appropriate to perform the training.

The admission process involves a one week evaluation period hands-on in our partner's kitchen facilities, as one more element for the final admission decision.

The admission process will determine if the candidate:

- has realistic goals;
- is interested and focused in the culinary industry;
- will be able to reach goals within the set time line for the training program;
- if the program will improve opportunities for the candidate to reach his/her goals.

Admission Process

Eligibility Criteria:

A. Organizational Characteristics

The candidate must be referred in writing to the bilingual culinary job training program by the agency, state or federal department functioning as sponsor.

An authorized person from the entity presenting/referring the candidate must complete the Referral Form

All admitted candidates will have been previously approved by the sponsor department or agency.

La Cocina VA will invite the sponsor/referring institution to participate as entity of collateral support mechanism to follow up on the progress and success of the candidate.

La Cocina VA must ensure that the candidate:

has the appropriate social support system, such as a place to live, daily meals, child day care during training hours;

- is able to move and transport him/herself;
- identifies any handicap which may limit his/her labor and activity;

La Cocina VA will perform the admission process, reserving the right to take the final decision of admission if the candidate doesn't meet all necessary requirements, such as:

- Personal interview with chef-instructor and social worker
- Evaluation of basic reading, writing and mathematical abilities
- Evaluation of knowledge of the English language
- Evaluation of culinary skills
- Completed Admission Forms
- Provides a valid referral

B. Candidate characteristics:

The candidate must:

- be at least 18 years of age
- be available to attend classes from 8:00am until 5:00pm Monday through Friday
- have strong interest in pursuing a career within the culinary industry
- be drug free for at least 120 days before the first day of class
- have passed all necessary readiness evaluations to participate in the program
- have passed the evaluation of basic reading, writing and mathematical skills needed to, recipe conversion, budgets, and know how to read and write at levels that will allow him/her to study a textbook, complete exams, read and write recipes and work-related documents, etc.
- have cleared the interview with the program coordinator and chef-instructor
- agree to be subject to random drug-testing during the time of the program
- be unemployed or underemployed (person with the capacity for jobs of higher responsibility and knowledge, but are performing lesser tasks)
- have basic working knowledge of vocabulary and terminology in the English language
- be willing to learn English for basic communication, such as technical culinary English.
- have eye-sight ability to read up to 3 feet away
- be able to stand for a minimum of 4 hours
- be able to lift up to 50 pounds
- be able to hear in a loud environment to a distance of up to 20 feet.
- be registered with the Arlington Employment Department, or be referred by another state or federal agency
- present a valid photo identification document, such as a driver's license, state ID, or passport.
- present a valid referral letter from social worker from sponsor entity.
- have and submit a copy of latest tuberculosis medical exam
- have and submit a copy of social security card or valid verification of social security number

Candidates should present the following:

1. Application form
2. Referral form
3. Recent (within the last year) TB Test
4. Police clearance
5. Picture identification
6. Social security card.
(We will make copies of ID and SS Card)

After submitting the application form and complementary documents, we will pre-screen the applications and contact selected candidates to schedule the first interview. It is important that you understand that not all applicants will be scheduled for the first interview.

If the interview goes well, candidates will be scheduled to do a 5-day evaluation period at our partner's kitchen facilities, where they will work in various food production stations and will be evaluated on the following criteria:

- Punctuality
- Ability to follow instructions
- Speed
- Ability to focus
- Team work
- Attitude
- Entry Exam

If the candidate receives favorable evaluations from the station chefs – meaning at least “GOOD” in each category, they will qualify for a 2nd interview.

If the 2nd interview goes well – they seem to be still interested, motivated, and exhibit a passion for cooking and wanting to move on with a full-time career in foodservice, and pass the drug screening; their application will be placed in a pool of eligible matches for enrollment.

La Cocina VA will select 15 candidates and place 5 candidates on a wait list. After the program start date, there is a 2 – week probationary period, in which candidates may drop out or does not work out, for any number of reasons. Candidates on the wait list may be enrolled to fill those spots within the first eight to ten days of the program.

The wait list selection process is determined by the candidate most qualified to ***pick up and catch up*** – eight to ten days into the program.

Access to La Cocina VA's culinary training program shall not be restricted, abridged or otherwise adversely affected on the basis of race, color, religion, age, sex, sexual orientation, national origin, marital status, or disability.