



Culinary Job Training Program | Application Process

Submitted Application Packet must include these documents:

- Application ([Online](#) or Paper Copy)
 - Candidates may pick up a paper application at the DC Central Kitchen Klein Center for Jobs and Justice at 2121 1st St. SW Washington, DC 20024
- [Referral form](#) or reference letter
- Recent (within the last year) TB Test
- Government-issued photo ID
- Social security card

After submitting the application packet 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 candidate successfully completes the interview, he/she will be scheduled to do a 3-day evaluation period at the Klein Center. Candidates will work in various food-production stations and will be evaluated on the following criteria:

- **Punctuality**
- **Ability to follow instructions**
- **Speed**
- **Ability to focus**
- **Teamwork**
- **Attitude**
- **Entry Exam**

If candidates receive 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, and candidates pass the drug screening, their application will be placed in a pool of eligible matches for enrollment.

DC Central Kitchen's CJT Program receives over 70 applications during each enrollment period. The Culinary Job Training Staff will select 20- 25 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 withdraw. This is also a time for instructors to assess candidates on their performance. During the probationary period, wait-list applicants 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.



Culinary Job Training Program | Eligibility Criteria

The applicant must:

1. Be at least 18 years of age.
2. Be available to be in class from 8:00 am to 4:30 pm, Monday through Friday. **NO EXCEPTIONS.**
3. Be curious, ready to learn, and able to complete all homework assignments.
4. Be interested and eligible to work full-time in a food service career. **If there is anything that would prohibit you from working FULL-TIME, you will not be eligible.**
5. Must not have any outstanding arrest warrants.
6. Must live in a stable housing environment.
7. Have **120 days drug free** before the first day of class and be willing to undergo random drug screenings throughout the training.
8. Be either unemployed or underemployed.
9. Be able to pass the culinary job training entry exam.
10. Have the basic English skills needed to benefit from the program.
11. Be able to see well enough to read at 2.5 feet with reasonable accommodations.
12. Be able to stand for a minimum of 8 hours with two 15 minute breaks and be able to lift 50 pounds with reasonable accommodations.
13. Be able to hear in a noisy environment with background noise from a distance of 20 feet with reasonable accommodations.