



Liberty's Station Internship: Information for Adults with Employment Barriers

Thank you for your interest in Liberty's Station! Liberty's Station is a job training program for adults experiencing employment barriers due to intellectual or developmental disability, physical disability, justice-involved, veterans, addiction recovery, etc. At Liberty's Station, occupational therapists observe the interns doing their work tasks and implement modifications or adaptations to enhance their independence and efficiency. Working at Liberty's Station will give you a unique opportunity to work with individuals from many backgrounds with varying employment obstacles as you build your resume and gain skills in a variety of areas. The goal of the internship program will be to give you work experience and then help you transition to competitive employment in a local business where you want to work and your skills can

be utilized.

How do I become an intern?

- 1) Complete the Application for Adults with Employment Barriers along with the referral agency box filled out. You can download an application from our website (libertysstationtn.org) or pick one up in person during our business hours. Return completed application to us via email or in person.

- 2) After submitting the application, you will be contacted by one of the occupational therapists on our team to schedule an interview and tour of our facility.

- 3) Next, we will ask the applicant to come volunteer with the other interns and participate in some of the activities we do on a daily basis for a few hours.

- 4) Following this experience, we will decide if the applicant is a good fit for our program. If so, the applicant will be presented with a uniform in a special ceremony, and we will work with the new intern to develop a feasible work schedule.

Interns currently come to Liberty's Station between 10:00 a.m. and 1:00 p.m. on Tuesdays and Wednesdays through Saturdays 8:45 a.m. and 2:00 p.m., though additional hours are occasionally required due to training and other events. Flexibility is required by the person providing transportation for the intern if they are unable to provide their own transportation.

We have multiple program tracks with the ability for interns to cross-train in different skills as appropriate. Current tracks offered include: hospitality, culinary, and cleaning. Potential jobs and their descriptions are listed below.

Greeter/Host/hostess & Busser:

This can be a one to two-person job. Greeters will stand by the entrance of the restaurant and be responsible for greeting entering guests, thanking guests as they exit, answering guest questions, arranging tables to accommodate seating larger parties, and directing guests on how/where to order. Greeters should have the following skills: friendly, outgoing, communicates well, team player, and demonstrate the ability to problem-solve how to accommodate larger parties in a variety of different scenarios.

The busser is responsible for clearing dishes from tables once customers have finished eating and transporting back to the kitchen, cleaning tables to health code standards, and sweeping/mopping the floor as necessary. The busser must be able to push the cleaning cart, wipe tables and sweep the floor, organize dishes by type, and work well as a member of the team.

Cashier:

The cashier will be responsible for taking orders and operating the clover cash register as customers purchase food and retail items. The cashier will receive both card and cash payments, make appropriate change, and answer customer questions as needed. Cashiers must have adequate math/money skills to make change, basic literacy to input orders accurately, knowledge of different menu items, and be comfortable using technology.

Kitchen cook(s):

The prep cook is responsible for taking the order receipts from the printer and hanging on the line, preparing food items according to recipes, handling hot sandwiches, maintaining all health and safety requirements, and organizing and storing prepared food prior to final prep. They will also be responsible

for operating and sending sandwiches through the conveyor oven. Kitchen cooks should demonstrate awareness of health and safety requirements, be able to stand for the duration of shift, reach overhead to hang orders, have good verbal communication skills, have good bimanual coordination and safety awareness, and work well as a member of a team, ability to follow basic recipes, ability to operate machinery safely, and ability to organize food items once prepared.

Kitchen order prepper:

The kitchen order prepper will look at printed orders and gather boats, salads, soups, chips, sauces, plasticware, and dressings from designated spots and organize according to orders received. The kitchen order prepper must be able to stand for the duration of shift, squat to reach low cabinets to pull food items, have adequate verbal comprehension to gather appropriate food items, demonstrate ability to organize items in a logical manner, and work well as a member of a team.

Server:

The server is responsible for transporting food from the kitchen to the appropriate table and responding to any additional customer needs that arise. Servers should be friendly, have good communication skills, have the ability to push the cart of food, and demonstrate the ability to match order numbers to table numbers.

Dishwasher:

The dishwasher works in the kitchen washing all cookware and dishes according to sanitation guidelines, and returning dishes to appropriate storage areas as appropriate. Dishwashers should demonstrate ability to operate machinery safely, sequence steps appropriately to meet sanitation requirements, organize dishes by type, return items to storage areas, and work well as a member of the team.

Retail assistant:

The retail assistant is responsible for labeling retail items with appropriate barcodes, stocking shelves, and taking inventory of items. The retail assistant should be familiar with products offered, answer customer questions, have basic literacy to match product labels to product, have basic math skills to count items, and communicate well with others.

