



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) After submitting the primary application, you will be contacted to schedule a tour of the facility and participate in a brief interview.
- 2) Next, we will provide a secondary application for you to fill out and schedule you to come volunteer with the other interns and participate in some of the activities we do on a daily basis for a few hours.
- 3) Following this experience, we will decide if you are a good fit for our program. If so, we will work with you to develop a feasible work schedule.

We will have interns attempt all jobs at least once and then evaluate their strengths and their preferences to decide where they will primarily be working. All interns will help with opening and closing daily cleaning lists and any other tasks necessary to operate as a team.

Interns currently come to Liberty's Station between 9:00 a.m. and 2:00 p.m. on Tuesdays and Thursdays, though additional hours are occasionally required due to events being held earlier in the morning. Upon opening to the public, Liberty's Station will likely have interns coming in on Wednesdays, Thursdays, Fridays, and Saturdays between 9:00 a.m. and 3:00 p.m. Due to the evolving schedule as we approach opening, some 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:**

Greeters will stand by the entrance of the restaurant and be responsible for greeting entering guests, thanking guests as they exit, answering guest questions, and directing guests on how/where to order. Greeters should have the following skills: friendly, outgoing, communicates well, team player.

Host/hostess:

The host/ess will be responsible for directing guests to available tables and arranging tables to accommodate seating larger parties. Hosts should be friendly, have good communication skills, and demonstrate the ability to problem-solve how to accommodate larger parties in a variety of different scenarios.

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.

Food truck cashier:

The food truck cashier will be responsible for taking orders and operating the smaller clover cash register as customers purchase food and retail items in the food truck. 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, ability to stand for duration of shift, be comfortable using technology, and work well as a member of a team.

Food truck cold food assistant:

The food truck cold assistant will receive verbal orders from the chef assistant and gather salads, drinks, dessert, chips, sauces, and dressings from designated spots and organize according to orders received. The food truck cold assistants must be able to stand for 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.

Food truck chef assistant:

The food truck chef assistant is responsible for taking the order receipts from the cashier and hanging on the line for the chef to see, calling out the order to the chef and cold food assistant, handling hot sandwiches and assisting with final prep as needed, cutting sandwiches and filling soup orders. The food truck chef assistant must 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.



Server:

The server is responsible for transporting food from food truck pickup window 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.

Busser:

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.

Dishwasher:

The dishwasher works in the kitchen, setting up the dishwashing machine, 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.

Prep cook:

The prep cook is responsible for preparing food items according to recipes, maintaining all health and safety requirements, and organizing and storing prepared food prior to final prep. Prep cooks should demonstrate awareness of health and safety requirements, ability to follow basic recipes, and ability to organize food items once prepared.

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.