



Job Training At a Glance

- Training and Development
- Barista Knowledge
- Operational Excellence

Training and Development- providing resources and support for trainees to move toward their personal and professional goals

Barista Knowledge - robust coffee knowledge and barista skills

Operational Excellence - creating trust with guests and our community

Training timeline: employment at a glance

7 Days (One Week)	30 Days (One Month)	90 Days (Three Months)	180 Days (Six Months)	360 Days (One Year)
Training and Development - Customer Service - TOEIC (ESL) - Refuge Mission/ Vision/Values	Training and Development Goals Bus/Rail Transit ESL GED	Training and Development Personal Development Plan Diversity and Inclusion GED	Training and Development - LinkedIn - Resume - GED - Financial Literacy - Citizenship - Paired w/ Mentor	Training and Development - Enrolled in educational program AND/OR - Hired at next job - TOEIC (ESL)
Operational Slack When I Work Handwashing Dishwashing Cafe Check Clock in/out Employee Handbook	Operational Toast Opening and Closing Checklist Routine Cleaning Procedures Food Prep Cash Management	Operational Inventory Time/Temperature Control Catering To Go/ Delivery	Operational End of Shift Reports	Operational
Barista Batch Brewing Milk Frothing Espresso Hot Teas	Barista Manual Brewing Chai/Hibiscus Condiments Cold Coffee Blender Drinks	Barista Latte Art Drink Recipes Seed to Cup Tasting Extraction	Barista Certificate of Barista Training	Barista

Learning and Development

7 Days (One Week)	30 Days (One Month)	90 Days (Three Months)	180 Days (Six Months)	360 Days (One Year)
Training and Development Customer Service and Expectations ESL Refugee Mission/Vision/Values	Training and Development Goals Paired with Mentor ESL Bus/Rail Transit	Training and Development Personal Development Plan Diversity and Inclusion	Training and Development LinkedIn Resume GED Financial Literacy Citizenship	Training and Development Enrolled in educational program AND/OR Hired at next job

Curriculum Focus

7 Days (One Week)	30 Days (One Month)	90 Days (Three Months)	180 Days (Six Months)	360 Days (One Year)
Welcome	Dreams	Goals	Stories	Opportunities

Barista Training

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