



**Florida Job Growth Grant Fund  
Workforce Training Grant Proposal**

Proposal Instructions: The Florida Job Growth Grant Fund Proposal (this document) must be completed and signed by an authorized representative of the entity applying for the grant. Please read the proposal carefully as some questions may require a separate narrative to be completed.

**Entity Information**

Name of Entity: Orange Technical College - Westside Campus

Federal Employer Identification Number (if applicable): [REDACTED]

**Contact Information:**

Primary Contact Name: Colton Nessmith

Title: Culinary Department Chair

Mailing Address: 955 E. Story Road  
Winter Garden FL 34787

Phone Number: 407-905-2000

Email: colton.nessmith@ocps.net

**Workforce Training Grant Eligibility**

Pursuant to 288.101, F.S., The Florida Job Growth Grant Fund was created to promote economic opportunity by improving public infrastructure and enhancing workforce training. This includes workforce training grants to support programs offered at state colleges and state technical centers.

Eligible entities must submit proposals that:

- Support programs and associated equipment at state colleges and state technical centers.
- Provide participants with transferable and sustainable workforce skills applicable to more than a single employer.
- Are offered to the public.
- Are based on criteria established by the state colleges and state technical centers.
- Prohibit the exclusion of applicants who are unemployed or underemployed.



**1. Program Requirements:**

Each proposal must include the following information describing how the program satisfies the eligibility requirements listed on page 1.

- A. Provide the title and a detailed description of the proposed workforce training. please see attached MS Word doc. "culinary-short term description"

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- B. Describe how this proposal supports programs at state colleges or state technical centers.  
This proposal will translate into applicable credit transfers into both post-secondary certificate programs and degreed options in community colleges

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- C. Describe how this proposal provides participants transferable, sustainable workforce skills applicable to more than a single employer.  
Workforce skills obtained in this training proposal will be transferrable to any foodservice position with any employer as technical foodservice skills are common shared skills of the industry i.e. grilling, peeling, dishwashing, etc

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- D. Does this proposal support a program(s) that is offered to the public?

Yes     No

- E. Describe how this proposal is based on criteria established by the state colleges and state technical centers.  
Frameworks for this short term training proposal where written in accordance with articulation and a career pathway to tech and state colleges

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- F. Does this proposal support a program(s) that will not exclude unemployed or underemployed individuals?

Yes     No



G. Describe how this proposal will promote economic opportunity by enhancing workforce training. Please include the number of jobs anticipated to be created from the proposed training. Further, please include the economic impact on the community, region, or state and the associated metrics used to measure the success of the proposed training.

The number of jobs anticipated to be created from this training will be 50 during the 17-18 school year. A pilot program was launched last year that graduated 7 students in 2 months. The goal would be to raise that number to 15-20 graduates every 2-3 months. The program graduates would fill the ever growing applicant-to-job gap for the foodservice industry that currently stands at 10 openings for every 1 applicant

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**2. Additional Information:**

A. Is this an expansion of an existing training program?  Yes  No

If yes, please provide an explanation for how the funds from this grant will be used to enhance the existing program.

If additional space is needed, attach a word document with your entire answer.

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B. Does the proposal align with Florida's Targeted Industries? (View Florida's Targeted Industries here.)

Yes  No

If yes, please indicate the targeted industries with which the proposal aligns.

If no, with which industries does the proposal align?

Other Manufacturing "Food & Beverage"

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C. Does the proposal align with an occupation(s) on the Statewide Demand Occupations List and/or the Regional Demand Occupations List? (View Florida's Demand Occupation Lists here.)

Yes  No

If yes, please indicate the occupation(s) with which the proposal aligns.

If no, with which occupation does the proposal align?

35101 HSHW Chefs and Head Cooks

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D. Indicate how the training will be delivered (e.g., classroom-based, computer-based, other).

If in-person, identify the location(s) (e.g., city, campus, etc.) where the training will be available.

If computer-based, identify the targeted location(s) (e.g. city, county, statewide) where the training will be available.

In-person Orange Technical College - Westside Campus  
955 E. Story Rd Winter Garden FL 34787

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E. Indicate the number of anticipated enrolled students and completers.

50/50

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F. Indicate the length of program (e.g., quarters, semesters, weeks, etc.), including anticipated beginning and ending dates.

Begin Date: 150 hours                      End Date: 4 weeks

G. Describe the plan to support the sustainability of the proposal.

If grant funding is approved the florida job growth grant fund, industry partners will see the validity of the program and rally to the cause of sustaining it on a long term basis

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H. Identify any certifications, degrees, etc. that will result from the completion of the program. Please include the Classification of Instructional Programs (CIP) code if applicable.

ServSafe Foodhandler Manager Certification

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I. Does this project have a local match amount?

Yes  No

If yes, please describe the entity providing the match and the amount.

If additional space is needed, attach a word document with your entire answer.

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J. Provide any additional information or attachments to be considered for the proposal.

please see attached MS Word doc. "syllabus" & "short term culinary partners"

please see attached MS Word doc. "C150 curriculum frameworks"

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### 3. Program Budget

**Estimated Costs and Sources of Funding:** Include all applicable workforce training costs and other funding sources available to support the proposal.

A. Workforce Training Project Costs:

Equipment	\$5,000	
Personnel	\$50,000	
Facilities	\$5,000	
Tuition	\$25,000	
Training Materials	\$25,000	
Other	\$	Please Specify: _____
<b>Total Project Costs</b>	<b>\$</b>	

B. Other Workforce Training Project Funding Sources:

City/County	\$	
Private Sources	\$	
Other (grants, etc.)	\$	Please Specify: _____
<b>Total Other Funding</b>	<b>\$</b>	

**Total Amount Requested** \$ 110,000

**Note:** The total amount requested must equal the difference between the workforce training project costs in 3.A. and the other workforce training project funding sources in 3.B.



- C. Provide a detailed budget narrative, including the timing and steps necessary to obtain the funding, how equipment purchases will be associated with the training program, if applicable, and any other pertinent budget-related information.  
please see attached MS Word doc. "16-17 Program cost form\_culinary"
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#### 4. Approvals and Authority

- A. If entity is awarded grant funds based on this proposal, what approvals must be obtained before it can execute a grant agreement with the Florida Department of Economic Opportunity (e.g., approval of a board, commission or council)?  
If additional space is needed, attach a word document with your entire answer.
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- B. If approval of a board, commission, council or other group is needed prior to execution of an agreement between the entity and the Florida Department of Economic Opportunity:

- i. Provide the schedule of upcoming meetings for the group for a period of at least six months.  
If additional space is needed, attach a word document with your entire answer.
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- ii. State whether that group can hold special meetings, and if so, upon how many days' notice.  
If additional space is needed, attach a word document with your entire answer.
- 


- C. Attach evidence that the undersigned has all necessary authority to execute this proposal on behalf of the entity. This evidence may take a variety of forms, including but not limited to: a delegation of authority, citation to relevant laws or codes, policy documents, etc.



I, the undersigned, do hereby certify that I have express authority to sign this proposal on behalf of the above-described entity.

School Board of Orange County, Florida  
Name of Entity: \_\_\_\_\_

Name and Title of Authorized Representative: Dr. Barbara M. Jenkins, Superintendent

Representative Signature: 

Signature Date: 8/11/2017



## Short Term Culinary Partners

Disclaimer: Details including position titles, duties, benefits, schedules (including full or part time) and exact pay rate, etc. are the discrepancy of the employer and are all based upon proper qualifications, interviews and proper background checks and drug screening (in some cases). Please contact employer for more details.

There is no guarantee of hire.

### **Orlando World Center Marriott**

Pay Rate: \$11.00-\$12.00+ per hour

8701 World Center Drive Orlando FL 32821

Contact: Grace Coletti [Grace.Colletti@marriott.com](mailto:Grace.Colletti@marriott.com) 407-870-3861

### **Universal Orlando Resort**

Pay Rate: \$10.00+ per hour

1000 Universal Studios Plaza Orlando FL 32819

Contact: Wes Byron [wes.byron@universalorlando.com](mailto:wes.byron@universalorlando.com) 407-224-3486

### **Hilton Orlando**

Pay Rate: \$11.00+ per hour

6001 Destination Parkway Orlando, FL 32819

Contact: Katrina Ramsey [Katrina.ramsey@hilton.com](mailto:Katrina.ramsey@hilton.com) 407-313-8425

### **Orlando Marriott Downtown**

Pay Rate: \$10.00+ per hour

400 West Livingston Street Orlando, FL 32801

Contact: Sandra Picard [sandra.picard@marriottorlandodowntown.com](mailto:sandra.picard@marriottorlandodowntown.com) 407-969-2995

### **Walt Disney World, Co.**

Pay Rate: Undisclosed

1515 Buena Vista Dr, Orlando, FL 32830

Contact: Sandra B. Williams [sandra.b.williams@disney.com](mailto:sandra.b.williams@disney.com) 407-828-1724

### **SeaWorld Orlando**

Pay Rate: Undisclosed

7007 Sea World Dr, Orlando, FL 32821

Contact: Diego Ramirez [Diego.Ramirez@seaworld.com](mailto:Diego.Ramirez@seaworld.com)

### **Loews Hotels & Resorts** – Hard Rock, Portofino Bay, Royal Pacific, Sapphire Falls, Cabana Bay

Pay Rate: Undisclosed

6800 Lakewood Plaza Dr, Orlando, FL 32819

Contact: Patrick Restifo [Patrick.restifo@loewshotels.com](mailto:Patrick.restifo@loewshotels.com) 407-503-9081

Please mention that you are “a successful culinary program graduate and have received basic entry level training and a certificate of completion from Orange Technical College-Westside Campus” upon contact with employer



August 15<sup>th</sup> 2017

To whom it may concern,

This letter is to recommend OCPS Orange Technical College- Culinary Training Programs the Florida Job Growth Grant Fund - Workforce. The current economic landscape of Central Florida's hospitality industry is that in which 10 positions are available for every 1 qualified applicant. Jobs are available and waiting to be filled, but employees lack the proper entry level skills to be successful, benefit the employer and climb the career ladder. Proper training and immediate job placement is essential to ensure healthy growth for our tourist driven region and state. The hospitality industry is the heartbeat of our Central Florida region and it is imperative that qualified, adequately trained individuals are entering the culinary and hospitality workforce to ensure positive economic growth for our region as well as our State of Florida. Culinary & hospitality training's and their options that Orange Technical College provides will be the fuel to keep our hospitality industry thriving. This grant can provide training opportunities to strengthen the bond and partnership between employers, schools and their training programs and our state's hospitality/food and beverage job seekers.

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Anthony Fraske

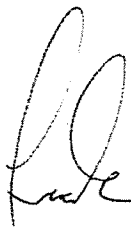

Executive Chef, Spencer's for Steaks and Chops

Orlando Hilton

6001 Destination Pkwy

Orlando, Florida 32819

Anthony.fraske@hilton.com



8/15/17



PROGRAM SYLLABUS

STUDENT NAME \_\_\_\_\_ START DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

<b>PROGRAM NUMBER &amp; NAME</b>	C120 Culinary - Short Term		
<b>PROGRAM COST</b>	0\$ FREE (upon successful program completion & immediate placement)		
<b>COURSE NUMBERS AND TITLES WITHIN PROGRAM:</b>	Course #	Course Title	Hours
	C121	Steward/Prep Cook	40 hrs
	C122	Garde Manger/Pantry	40 hrs
	C123	Hot Station	40 hrs
	C124	Professionalism	30 hrs
	TOTAL		150 HRS
<b>CLASS MEETING DAYS AND TIMES</b>	Monday & Wednesday 7:45am-2:25pm Lunch 10:45am-11:25pm		
<b>CLASS LOCATION</b>	Westside Campus Bldg. 8 rm. 104 (kitchen) Westside Campus Bldg 7 rm. 94 (classroom)		
<b>INSTRUCTOR NAME/CONTACT INFO</b>	<u>Chef Colton Nessmith</u> Email: colton.nessmith@ocps.net (email for absence) Office Phone: 407-905-2083 (call in line, leave voicemail)		
<b>ENTRANCE REQUIREMENTS</b>	Mathematics = 6 TABE Language = 6 TABE Reading = 6 TABE	Age: 18 or above	Completed Application Clean Criminal Background Reliable Transportation
<b>GRADUATION REQUIREMENTS</b>	75% Total Grade	90% Attendance	

**PROGRAM DESCRIPTION**

Orange Technical College's short term training mission is **"To prepare students for immediate entry level employment with Central Florida foodservice and hospitality industry partners."** It is a program with little to no academic cost and is for the student who is interested in the foodservice and hospitality industry and has a passion for food and making a career out of cooking. After successful program completion, each student chooses one of our spectacular partners to start work immediately at a great starting hourly wage. Students enter a rigorous, hands-on 150 hour program designed to prepare them for positions such as steward, prep cook, pantry cook, fry cook, banquet cook, retail and cafeteria cook & line cook.

Some of our Central Florida partners include:

- Hilton Hotels & Resorts
- Marriott international
- Loews Luxury Hotels & Resorts
- Walt Disney World
- Universal Studios Florida
- SeaWorld Orlando

### REQUIRED TEXT

- ServSafe Manager (book/voucher)
  - 0\$ FREE

### REQUIRED CLASSROOM MATERIALS

- Program Binder
  - \$0 FREE (receive first day)
    - ✓ (1) 2" three ring binder
    - ✓ 8x11" college ruled paper
    - ✓ Pencil pouch
    - ✓ Pens, pencils, highlighter
- Knife Kit
  - \$0 FREE
    - ✓ Chef knife, boning/filet knife, serrated knife, honing steel, peeler, paring knife, knife roll

X

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### UNIFORM REQUIREMENTS

- \$0 FREE
  - ✓ 1 ea. White skull cap or "beanie"
  - ✓ 2 ea. White chef coat
  - ✓ 2 ea. Checkered chef pants
  - ✓ 1 pair Nonskid, closed toe/heal black shoes
    - Shoes must be black, closed toe (without holes), with heel
  - ✓ 1 Permanent marker (black only)
  - ✓ 1 Blue or black pen
  - ✓ 1 Thermometer
  - ✓ 1 Student ID
    - Id's must be valid, current and worn and shown EVERY DAY with lanyard
    - Additional lost lanyards and I.D's must be purchased by the student
- Students must dress out EVERY DAY
- Uniforms must be clean, wrinkle free and complete EVERY DAY

X

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### COURSE SCHEDULE

- Monday & Wednesday
  - 7:45am-2:25pm
  - Lunch 10:45am-11:25pm
- 150 hours – 25 days
- Lab : 70% of program hours
- Classroom : 30% of program hours

## PROGRAM POLICIES

- **Classroom Rules**
  - ✓ Come dressed out and show-up/leave on time every day
  - ✓ Bring a positive attitude, ready & willing to learn and be coached
  - ✓ Treat equipment, faculty, facilities & peers with respect
- **Attendance Policy**
  - ✓ All students must clock in and clock out daily.
  - ✓ Students are expected to telephone or email the instructor when absent or tardy. A student is expected to be in attendance at least **90% of scheduled hours**.
  - ✓ **Student will be withdrawn at 3 NCNS (no call no show)**
  - ✓ All absences must be communicated via email before the end of the school day or be considered a "no call no show"
- **Dress Code Policy**
  - ✓ Students are expected to dress out in full uniform every day of training. See "uniform requirements" above for details
  - ✓ Absolutely no street clothes are to be worn

X

- **Discipline Policy**
  - ✓ Gambling, tobacco use, drug use (including marijuana) fighting, insubordination, threats/intimidation, harassment, bullying or stealing among other infractions will be treated seriously and dealt with in accordance with OCPS district policy.
  - ✓ Students that violate district policies will be subject to dismissal and termination from program
- **Tardy Policy:**
  - ✓ Each student is expected to arrive 15 minutes early to their training time and clock in
  - ✓ Each student must clock out within 15 minutes of end of training time
  - ✓ 0's for calling in, arriving late, leaving early
- **Cellphone Policy:**
  - ✓ Keep cellphone use to a minimum and always on vibrate

X

- **Lab Procedures:**
  - ✓ Wash hands and be dressed out appropriately
  - ✓ Set up side work and stations at the same time

- ✓ Observe demonstration (if applicable) and continue to production
- ✓ Observe proper hand hygiene (gloves with RTE food, cover cuts, no nail polish or false nails, hand washing)
- ✓ Dish area - Full Hands In/Full Hands Out
  - Every student is expected to scrub and run their own dishes and clean their own stations
- ✓ No eating or drinking in the kitchen. Only tasting
- ✓ Never leave personal items unattended
- ✓ Never leave the area without notifying instructor
- ✓ Wrap, label & date all product
- ✓ Students may not wear jewelry. Only plain wedding bands are permitted
- ✓ Student will not participate in class unless they are dressed out

X

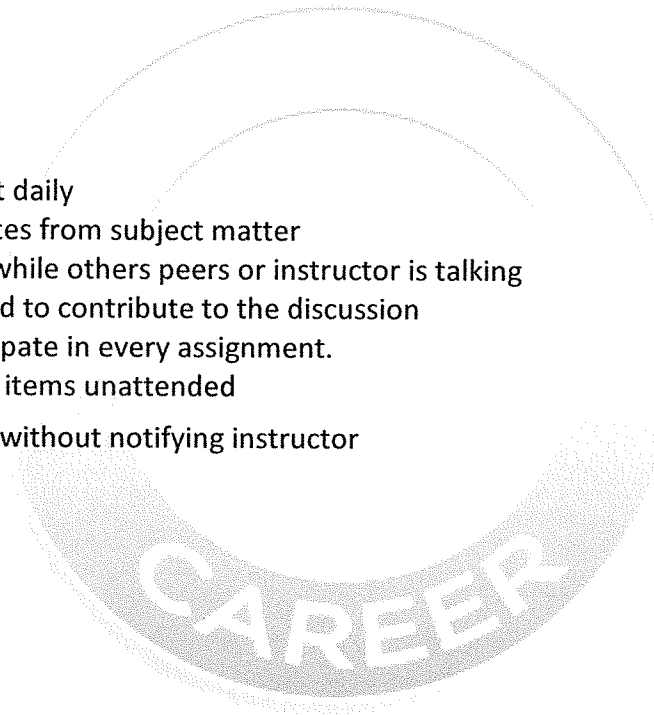
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- **Classroom Procedures:**

- ✓ Clock in and clock out daily
- ✓ Take summarized notes from subject matter
- ✓ Refrain from talking while others peers or instructor is talking
- ✓ Please raise your hand to contribute to the discussion
- ✓ Students must participate in every assignment.
- ✓ Never leave personal items unattended
- ✓ Never leave the area without notifying instructor

X

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## EVALUATION OF STUDENT PERFORMANCE/GRADING:

Final Grade Determination	
<b>Attendance</b> 40%	Must maintain <b>90%</b> attendance or withdrawal from program Withdrawal at <b>3</b> NCNS <b>0's</b> calling in, late & leaving early
<b>Technical Skill</b> 20%	Lab/Kitchen skills & strategies (hands on)
<b>Academic Skill</b> 10%	Classroom skills & strategies
<b>Professionalism</b> 25%	Weekly work ethic sheets Daily uniform, sanitation, personal hygiene
<b>Final</b> 5%	Final Lab & Written Exam
<b>Total</b> 100%	

## OTHER INFORMATION

- **Work Ethic Sheets**
  - ✓ Given once every 30 hours (5-6 days)
- **Lab safety procedures**
  - ✓ Adhere to instructions, wear PPE (personal protective equipment) and refer to MSDS to prevent injury from chemicals
  - ✓ Training will be provided during the first week of class on safety of large equipment, knife handling and small wares
  - ✓ Lockers are available for personal belongings
    - OTC is not responsible for lost or stolen items
    - Save locker combinations and keep in a safe place
- **Computer access**
  - ✓ Computer lab is available to all culinary students with instructor(s) permission.
  - ✓ Personal laptop computers and tablets must be authorized by instructors.
    - Do not bring in laptops or tablets unless it has been approved
- **Program Assessing Administrator**

- **Strategies for success in this program**
  - ✓ Bring a lunch daily
  - ✓ Always communicate absences via email or voicemail and provide documentation
  - ✓ Bring snacks and drinks (straw and lid, no eating in kitchen)
  - ✓ Wear complete uniform every day
  - ✓ Secure personal belongings
    - Westside Campus is not responsible for lost/stolen items
  - ✓ Bring a positive attitude and a smile to class every day
  - ✓ Bring great work ethic to class every day



*I have read and understand the policies and procedures for*

**DATE**

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**PRINT STUDENT NAME**

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**STUDENT SIGNATURE**

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# Approved Training Program Information Form

Training Provider Information				Date Submitted:	
School Name: OCPS - Orange Technical College			Campus: Westside Campus		
Website: orangetechcollege.net					
Address: 955 E. Story Road					
City: Winter Garden			State: FL	ZIP Code: 34787	
Contact Name: Colton Nessmith			Contact Phone: 407-905-2083		
Contact Email: colton.nessmith@ocps.net					
Training Program Information					
Training Program Name: Culinary - Short Term					
6-Digit CIP Code:	SOC Code:	High Wage High Skill: X Yes No		Maximum WIOA Scholarship:	
Career Cluster: Hospitality & Tourism		Career Pathway:			
Credential Earned: <input type="checkbox"/> A.S. <input type="checkbox"/> A.A.S. <input type="checkbox"/> CCC <input type="checkbox"/> Diploma <input type="checkbox"/> ATD (Technical certificate) <input type="checkbox"/> PSAV (Vocational certificate) <input checked="" type="checkbox"/> Cert. of Completion					
Pell Grant Eligible: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		Hours: 150	<input checked="" type="checkbox"/> Clock Hours	<input type="checkbox"/> Credit Hours	Program Duration (# of weeks): 6
Program Completion Rate:			Program Placement Rate in Field of Study:		
Detailed Cost Information					
<b>Total of \$1,077 per student</b>	WIOA Eligible	Non-WIOA Eligible	<b>Certifications required during Program - List Separately</b>	Fee Included in Tuition	<b>Cost</b>
	Tuition	\$492		Yes / No	When NOT included in tuition
Instructional Materials (total)	\$80		SafeStaff Foodhandler Certificate FRLA	YES	
Textbooks, Workbooks (servsafe&voucher)	\$70		ServSafe Foodhandler	YES	
Other Required Materials - Describe <sup>1</sup>	\$10				
Training Supplies (total)	\$505				
Uniforms (2 sets) and Shoes (\$40)	\$100				
Equipment / Tools	\$120				
Consumables - Describe <sup>2</sup>	\$285				
Other - Describe <sup>3</sup>					
Other Fees (total)					
Registration / Application Fees			Licenses, Exams, Certifications obtained after program completion, required for employment - List Separately	Fee Included?	<b>Cost</b>
Background Screening				When NOT	
Health Screening					
Parking Pass					
Lab Fees					
Facility Use					
Insurance					
Other - Describe <sup>4</sup>			<b>TOTAL Training Costs</b>		
<sup>1</sup> Other Required Materials - List Separately	WIOA Eligible	Non-WIOA	<sup>3</sup> Training Supplies Other - List Separately	WIOA Eligible	Non-WIOA
3 ring binder, paper, pens, pencils, pencil holder, highlighter	\$10				
<sup>2</sup> Consumables - List Separately	WIOA Eligible	Non-WIOA	<sup>4</sup> Other Fees Other - List Separately	WIOA Eligible	Non-WIOA
Grocery (produce, dairy, meats, frozen, dry goods)	\$200				
Paper & Plastics	\$30				
Janitorial & Chemical	\$55				