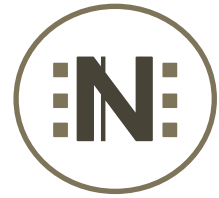


NEIGHBOURS TABLE  
COFFEE + COMMONS



# NT JOB TRAINING PROGRAM

---

2023

NEIGHBOURSTABLE.COM

BARISTA@NEIGHBOURSTABLE.COM

2830 NE FLANDERS ST  
PORTLAND, OR 97220

# NT JOB TRAINING PROGRAM

The Neighbours Job Training Program provides a job development on-ramp for marginal youth & young adults (foster care, sober living, job gap), to learn the coffee shop business from “beans to barista.” The NTJT objective is to give selected participants work experience and prepare them for future career opportunities. NTJT is a paid three month program covering technical skills and soft skills including but not limited to communication, customer service, coffee roasting, barista development, food prep, and leadership formation.

## TIMELINES & SCHEDULES

### JOB TRAINING APPLICATION DEAD LINE:

Interviews will begin after all applications have been received

### JOB TRAINING SCHEDULE:

Thursday (7:30am - 1:30pm)

Fridays (7:30am - 1:30pm)

Saturday (7:30am - 1:30pm)

- Total Hours: 16-18 per week



## NTJT PARTNERSHIP:

CASCADIA COFFEE ROASTERS - PORTLAND OREGON  
CASCADIAROASTERS.COM

“Cascadia” stands for the spirit of independent thinkers and dreamers who see life as an adventure and say, “I can do that.” Our name refers to the majestic Cascade Mountains of the Pacific Northwest... as well as the adventuring spirit of the holds who live here.  
*(from Cascadia website)*

Neighbours Table proudly serves Cascadia Coffee, specifically the coffee line **LOVE COFFEE** which is a partnership with Laundry Love National, a nonprofit washing the clothes and bedding of low to no income families and persons across the country.

Cascadia Coffee Roasters will directly assist in developing the bean roasting experience for NTJT under the guidance and leadership of Jason and Susan Thomas, Cascadia Coffee founders.

# NTJT MODULES OF LEARNING & DEVELOPMENT

There are three learning modules created for the job trainee. These modules provide the structure, development, and scheduling for the trainee. Slight adjustments are expected due to the nature of business and partnerships.

## MODULE 1

---

### WEEK ONE

Barista One - part one

### WEEK TWO

Barista One - part two

### WEEK THREE

Barista One - part three

### WEEK FOUR

Barista One - part four

## MODULE 2

---

### WEEK FIVE

Coffee Roasting Part 1 Introduction (Thursday & Friday @ Cascadia)  
Behind the Bar (Saturday)

### WEEK SIX

Coffee Roasting Part 2  
Behind the Bar (Saturday)

### WEEK SEVEN

Coffee Roasting Part 3 (Thursday & Friday @ Cascadia)  
Behind the Bar (Saturday)

### WEEK EIGHT

NT in the neighborhood - this week we take NT to the streets. Introducing NT to everyday people out and about the neighborhood. Passing out free pastries and information about Neighbours Table.

## MODULE 3

### WEEK NINE

Barista Two - part one

### WEEK TEN

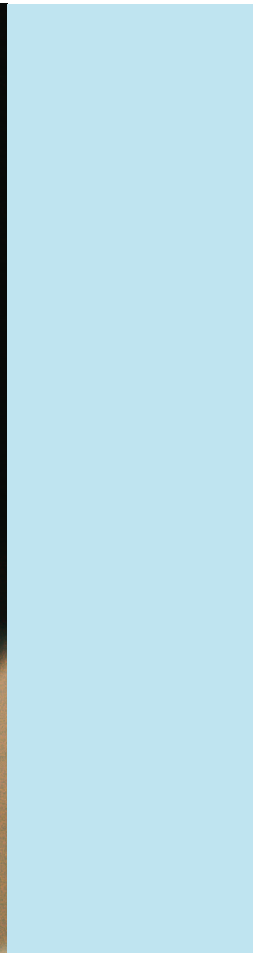
Barista Two - part two

### WEEK ELEVEN

Barista Two - part three

### WEEK TWELVE

Barista Two - part four



# MODULES

---

01

## MODULE ONE BARISTA TRAINING

Overview, goals, and objective include;

- Food safety
- Using a POS (point of sale)
- Sale transaction from start to finish
- Food and drink recipes
- Customer Service
- Basic Coffee bar knowledge

02

## MODULE TWO COFFEE ROASTING / EVENTS

Overview, goals, and objective include;

### INTRODUCTION TO COFFEE ROASTING

directed by Cascadia Roasting Company.

The coffee roasting and production training provided by Cascadia Coffee Roasters will focus training on tasks associated with work in a coffee roasting facility. This will include:

- Food safety protocols a certified food manufacturing facility
- Packaging and labeling coffee products
- Working with certified weights and measures protocols
- Order fulfillment processes
- Introduction to coffee roasting
- Wholesale order prep and organization

## SATURDAYS BEHIND THE NT COFFEE BAR

- Different coffee brewing methods
- Milk steaming methods
- Drink identification (Americano, Latte, Breve, Cortado, Macchiato)
- Preparing drinks from start to finish

### 03

## MODULE THREE BARISTA TRAINING

Overview, goals, and objective include;

- Continued Barista Development
- Space cleaning and sanitation
- Time management
- Pastry order
- Goods inventory
- Perishable goods rotation

In Module Three the trainee is to host an event they have imagined and processed with NT Team. The purpose of this event is to welcome friends and family into the space to see what the job training has developed in the trainee. This event idea will be discussed in Module One, outlining expectations and general idea.

## NTJT TRAINING STRUCTURE

---

### GREG RUSSINGER

Director of NTJT training ideation, development, execution.

### NICK ALLEN

Oversight job trainee implementation and experience.

### ALLISON HESTER

Legal, insurance, financial oversight

### JASON & SUSAN THOMAS

Cascadia Roasting oversight and development.

### MICHELE RUSSINGER

Property and use of space.

All possible candidates will be interviewed by Greg Russinger, Nick Allen, Allison Hester.

All hired candidates will go through legal background check processes. They must have updated drivers license or ID card, and are legal to work in the country.

Transportation is a must.

## NON-PROFIT & INSURANCES OF EMPLOYMENT

---

Neighbours Table Coffee is a business and human care initiative under the charitable nonprofit organization Alongsiders Community Development. Neighbours Table will issue a certificate of insurance for the activity of our employees during their time away from Neighbours Table campus.

[WWW.ALONGSIDERSCD.COM](http://WWW.ALONGSIDERSCD.COM)