



Community  
Kitchen Pgh

## Department of Labor Culinary Apprenticeship Program



The Department of Labor certified apprenticeship program allows a CKP culinary graduate to apply their program time at CKP and their first year of work experience toward a resume enhancing certification. It is also a way to connect employers that want to develop a professional workforce with staff who want to pursue a career in culinary. A win-win investment in the people that power the back of your house.

### Become a Host Employer!

We have three tracks: baking, inventory control, and professional cook. Upon graduation from CKP, the participant will join the host employer's payroll, where the apprentice will complete 1,580 hours of employment, with monthly training workshops at CKP. Apprentices must be paid at least \$14.50/hr to start and must receive three wage increase over the next 1500 hours to at least \$16.50/hr. Surpassing these minimums will increase your chances of being selected as a host location by apprentices!

### Summary of incentives for host employers

There is \$1,775 in wage reimbursement available for the first month of employment post-graduation from CKP. This is an opportunity to determine if the placement is a good fit for both the participant and the employer. If the placement is not a good fit, we will move the apprentice to another location.

At 6 months of employment, the employer will receive \$500 wage reimbursement.

At completion of 1,580 hours the employer will receive another \$500 in wage reimbursement. If the employer offers a permanent job placement at \$17 or higher, they will get an additional wage reimbursement of \$680 for a total of \$2,995 in wage reimbursement available to the host employer.

CKP can also assist with tax incentives available to employers hosting apprentices.

### To be eligible for wage reimbursement, employers must

- Sign the DOL employer agreement
- Sign our MOU outlining responsibilities
- Provide CKP with a signed W9
- Submit an invoice for the wage reimbursement with a payroll report showing the hours that have been achieved by the participant
- Complete a brief monthly google forms survey on participant's performance (and training needs if applicable).
- Participant must be able to attend at least 1 training class per month (CKP pays the participant directly for this time). If for some reason the participant is scheduled to work during all available training activities during a particular month, employer agrees to let the participant have unpaid time off to attend at least one training at CKP.
- If employer elects to keep the participant on permanently post-program completion, to be eligible for the additional wage reimbursement, CKP must receive a paystub indicating pay increase to \$17 or higher.

### Get in touch!

If you are interested in hosting an apprentice, please contact us at 412-804-8699, [info@ckpgh.org](mailto:info@ckpgh.org) [www.ckpgh.org](http://www.ckpgh.org)