

## Morning Meeting in the Dining Room - 9:30-10:00

### Kitchen Unit Meeting/Kitchen Unit-

Our industrial kitchen has all the equipment you would find in any modern restaurants. We have a commercial gas grill, convection ovens, industrial dishwasher, and more. Our members and staff work side by side and prepare meals for up to 100 people a day. In addition to teaching members how to prepare meals, the Kitchen Unit also assists members with acquiring their food handlers' permit. Here in the kitchen unit members learn skills that they can use to find jobs in the food industry.

# WAG Unit (Wellness/ Apparel/Grounds)-

The WAG Unit is responsible for maintaining the Clubhouse grounds, running the thrift store, and maintaining our wellness equipment. The WAG unit provides members with an opportunity to learn skills in the retail field, general building maintenance and janitorial work, as well as landscaping. The thrift store is the jewel of the WAG unit. It provides members with an opportunity to experience life in the retail job field. Members sort through donations to find which things to stock. Members then clean and stock the items as well as sell them. The WAG Unit is also responsible for putting together the weekly Clubhouse Fashion Show which is done through the thrift store.

### Lunch and Mingle- 12:30-1:30

### Business Unit-

The Business Unit specializes in providing members with the opportunity to learn valuable business and clerical skills. We provide members an opportunity to learn skills like data entry, ordering office supplies, reception work, and basic accounting. The Business Unit is also responsible for creating the Clubhouse monthly newsletter, as well as the clubhouse yearbook. Members interview members as well as write and edit all the newsletter articles. The yearbook gives members a chance to learn and practice photography and photo editing skills.

### Career Unit-

The Career Unit provides a variety of resources to assist members with acquiring employment skills such as creating a resume and job searching. Staff assists members with evaluating the different stages of their employment preparedness as well as helping them with finding the right job. The Career Unit also runs the Clubhouse Transitional Employment Program. The TE program is a 6 to 9 month job in one of our specially fitted job opportunities.

### Education Room (Part of Career Unit)-

The Education Unit provides the opportunity for members to further their educational goals. The Education Unit provides members with the opportunity to study for and receive their GED. We have a licensed teacher that comes to the Clubhouse Monday through Wednesday who assists members with creating their own individualized education plan as well as to providing tutoring for members.