

BEST Program

(Building Employment Skills Training)

JOB TRAINING FOR FOOD AND BEVERAGE INDUSTRY

ServSafe Certification Class

A one-day class providing food safety training, exams and educational materials to food service workers. Earn a ServSafe Certification upon completion.

Schedule: June 24 from 10 a.m.-2 p.m. in the Main Library Next STEP Lab.

NEW: TIPS Certification Class

TIPS (Training for Intervention Procedures) On-Premise Alcohol Training is a dynamic, skills-based training program designed to teach safety, responsibility, and best practices to servers at restaurants, bars, hotels, in-store tastings, or other establishments where alcohol is served on the premises. The TIPS course and certification process is completely online.

Schedule: June 30 from 10 a.m.-3 p.m. in the Main Library Next STEP Lab.

NEW: ServSafe Management Certification Class

The ServSafe Manager Certification verifies that a manager or person-in-charge has sufficient food safety knowledge to protect the public from foodborne illness. This is a three-day, in-person class. Receive a ServSafe Certification and wallet card upon completion.

Schedule: July 8, 15, 22 from 10 a.m.-2 p.m. in the Main Library Next STEP Lab.

COMPUTER TRAINING

Computer Skills Lab

Schedule a one-hour session with library staff to work on your computer skills.

Schedule: Tuesdays from 9:30 a.m.-10:30 a.m. and 11 a.m.-12 p.m. at Richmond Branch Library; Fridays from 10-11 a.m. and 11 a.m.-12 p.m. at Main Library. *Tentatively scheduled to change in June.

Walk-in Job Skills Lab

Receive assistance with job-related tasks, such as creating a resume, writing a cover letter, and searching and applying for jobs online. *Registration not required for this lab.

Schedule: May 13, 27, June 3, 10, 17, 24 from 9:30 a.m.-12 p.m. in the Main Library Next STEP Lab.

Job Skills Workshops

Two-day workshops focusing on Word, Excel, PowerPoint and resumes/cover letters. Participants can earn a certificate of completion.

Schedule: Word on May 9 & 11 from 2:30-5 p.m., and June 6 & 8 from 2-4 p.m.; Excel on May 16 & 18 from 2:30-5 p.m., and June 13 & 15 from 2-4 p.m.; PowerPoint on May 23 & 25 from 2:30-5 p.m., and June 20 & 22 from 2-4 p.m.; Resume & Cover Letter on May 30 & June 1 from 2:30-5 p.m.

NEW: Computer Basics

Need help with technology basics? These classes will give participants a basic understanding of the featured topic.

Schedule: Mondays from 10 a.m.-12:30 p.m. Keyboard & Mouse on June 5, Internet on June 12 and Smart Devices on June 26.

ENGLISH AS A SECOND LANGUAGE (ESL) CLASSES

ESL: Virtual and In-person Classes

Classes are for non-native, English speakers. Interactive learning focusing on the listening, speaking, reading, grammar and writing skills of the students.

Schedule: Virtual classes on Mondays at 7 p.m., Wednesdays at 7 p.m. and Fridays at 10 a.m.; In-person classes TBA.

Registration required unless noted. All classes and labs are free.

Visit the Main Library Help Desk (1 North Tennessee Ave.) or call (609) 345-2269, ext. 3012, to register.



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