



Student Employment Agreement
Cary Culinary Academy

Student's name _____

Employer's name _____

Mentor's name _____

Dates of employment— From _____ To _____

SECTION 1—The Student

According to this agreement, [_____] agrees to:

- Adhere to all applicable policies, practices, and rules of Cary High School, Cary Culinary Academy, and _____.
Maintain consistent, acceptable attendance at Cary High School.
Maintain a grade of "C" or better in the ProStart academic program.
Maintain an overall grade-point average of 2.0 on a 4.0 scale or better.*
Pass Chapter Tests for Chapters 1, 2, and 3 from Becoming a Restaurant and Foodservice Professional, Year 1 before beginning a ProStart work experience.
Adhere to all policies, practices, and rules of Employer's Name.
Maintain consistent, acceptable attendance at Employment Location according to scheduled hours.
Complete all work assigned by Employer's name, satisfying required performance standards.

Address all work-related problems or concerns to the attention of _____.

Student signature _____ Date _____

* Students who meet all criteria except the overall grade point average may participate in an internship on a probationary basis for one semester on the following conditions:
- Student must have a "B" average or higher in the ProStart class.
- Student is approved for internship by the local program coordinator and/or their teacher.
- Student must have a recommendation from at least two of the following: teacher (any discipline), principal, guidance counselor, employer, or mentor offering ProStart internship.
- Student's overall grade point average is 2.0 or higher the following semester.

SECTION 2—The Employer

According to this agreement, [_____] agrees to:

- Provide a trained mentor for at least 1/2 hour per week to supervise the student's work and oversee the student's experience at [_____].
- Meet all state and local sanitation requirements at the worksite.
- Satisfy all OSHA safety standards, as well as any state or local safety standards, at the worksite.
- Orient the student to the employment culture of [_____], including its policies, procedures, employees, etc.
- Schedule the student for at least 10–12 hours of work per week.
- Give the student ongoing, job-related feedback, both positive and negative.
- Help the student complete the *Student Work Experience Checklist* during the work experience to satisfy the ProStart work experience requirements.
- Conduct a formal performance evaluation with the student at the end of the work experience.
- Maintain ongoing communication with _____ concerning the student's progress.
- Address any concerns or problems concerning the student immediately by contacting _____.

Employer Representative Signature

Date

SECTION 3—The School

According to this agreement, Cary High School agrees to:

- Provide classroom instruction using the ProStart curriculum in its entirety.
- Maintain ongoing communication with the employer concerning the student's progress at work. This function will be the responsibility of Wendy Gressett.
- Maintain ongoing communication with the student concerning the student's progress in school and at work.
- Maintain ongoing communication with the student's parents or guardians concerning the student's progress in school and at work.
- Counsel the student on issues related to work and a career in the restaurant and foodservice industry. This function will be the responsibility of Wendy Gressett.
- Oversee the progress of the student's accomplishing the competencies.
- Maintain records relating to the student's academic and work experience.
- Serve as the administrative liaison between the student, parents or guardians, teachers, and employers.

School Representative Signature

Date

SECTION 4—Parents and Guardians

According to this agreement, the parent(s) or guardian(s) of [_____] agree to:

- Support the student's involvement in the ProStart program at school, and the student's employment experiences.
- Communicate any problems or concerns relating to the student to Cary Culinary Academy ~ Wendy Gressett, Ashley Whitesides, or another appropriate person.
- Help the student adhere to the policies, practices, and rules of Cary Culinary Academy and [_____].
- Help the student arrive at work according to the employee schedule, on time, and ready to work.

Parent or Guardian signature

Date