

**TERREBONNE
ARC**

**INTAKE
ORIENTATION**



BAYOU COUNTRY CAFE



Take Orders



JOB SKILLS TRAINING

- Customer Service
- Answer Phones
- Take Orders
- Wash Dishes
- Bus Tables
- Assist in Cleaning Duties
- Prepare & Package Food Items
- Various Other Skills



Table Service



Dishwashing



Other Duties

BAYOULAND YARD KREWE



Cut Grass



Trim Weeds



Landscaping

JOB SKILLS TRAINING

- Cut Grass
- Trim Weeds
- Clean Walkways
- Operate Push Mower, Gas Blower, and Riding Mower
- Basic Equipment Maintenance



Other Duties

BUY-U BEADS



Customer Service



JOB SKILLS TRAINING

- Receive and Organize Donations
- Prepare and Sort Donations
- Count and Package Beads
- Assist in Cleaning Duties
- Customer Service
- As abilities allow, frequently lift up to 25 pounds, and/or occasionally lift up to 50 pounds.



Pack Beads



Sort Beads



Stock Shelves

CAJUN CONFECTIONS



Food Prep



a Division of TARC

JOB SKILLS TRAINING

- Assist with Customers in the Lobby and Drive-Through.
- Sift and Measure Baking Goods.
- Label products, jars, etc.
- Count, sort, and place frozen pre-cut cookies
- Prepare Items for Retail Sales
- Operate Some Small Machinery
- Fold Premade Boxes
- Assist in Cleaning Duties



Customer Service

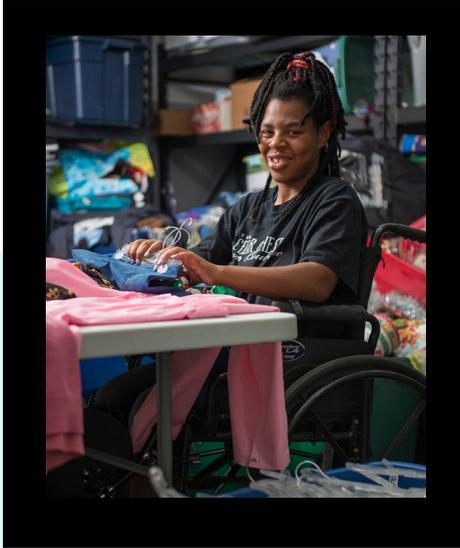


Sort Cookies



Food Production

CEDAR CHEST BOUTIQUE



Sort Donations

THE CEDAR CHEST *Boutique*

JOB SKILLS TRAINING

- Price & Sort Donated Items
- Stock Shelves
- Customer Service
- Answer Phones
- Assist in Cleaning Duties
- Cash Register Training



Stock Shelves



Retail Floor
Service



Other Duties

CEDAR CHEST DONATION CREWS



Bin Pickups

THE CEDAR CHEST DONATION CREW

JOB SKILLS TRAINING

- Transfer donations from bins to truck.
- Transfer bags from locations and truck.
- Collect donations from homes
- As abilities allow, frequently lift up to 25 pounds and/or occasionally lift up to 50 pounds.



Salvage Truck



Home Pickups



Transfer
Donations

CEDAR CHEST DONATION CENTER

THE CEDAR CHEST DONATION CENTER

JOB SKILLS TRAINING

- Load and Unload Donation Bins
- Sort and Bag items according to Retail, Salvage, and Garbage categories.
- Dispose of garbage in the dumpster.
- Clean all necessary items
- Assist in Cleaning Duties
- As abilities allow, frequently lift up to 25 lbs, and/or occasionally lift up to 50 pounds.



Clean
Donations



Prep Items



Clothing Care



Other Duties

GRAND DESIGNS



JOB SKILLS TRAINING

- Count, Fold, and Pack Products
- Screenprint T-Shirts
- Unpack Vendor Orders
- Remove Ink and Tape from Tools and Screens
- Clean Supplies
- Assist in Cleaning Duties
- Prepare Vinyl Images
- Heat Press T-Shirts



HOUMA GROWN



Food Prep



JOB SKILLS TRAINING

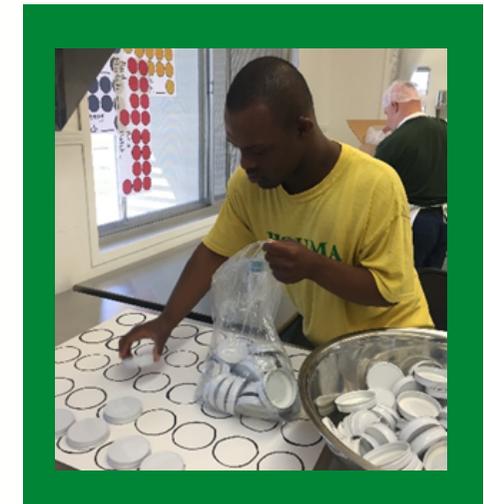
- Wash and Sanitize Dishes and Product Jars
- Prepare Food Items for Cooking or Freezing
- Assisting with the Deliveries Locally and in New Orleans
- Clean and Sanitize Food Processing Areas
- Sweep and Mop Areas



Stocking & Deliveries



Dishwashing



Other Duties

LAGNIAPPE CLEANING COMPANY



Clean Surfaces



JOB SKILLS TRAINING

- Dust mop, Sweep, and Vacuum
- Clean Restrooms and Kitchens
- Dust and Clean Walls, Doors, Windows, and Woodwork
- Dust and Clean Furniture
- Clean Stairwells
- Team Work Skills
- Keep Areas Stocked with Cleaning Items



Vacuum & Mop



Clean Offices



Other Duties

OPTIONS PLUS

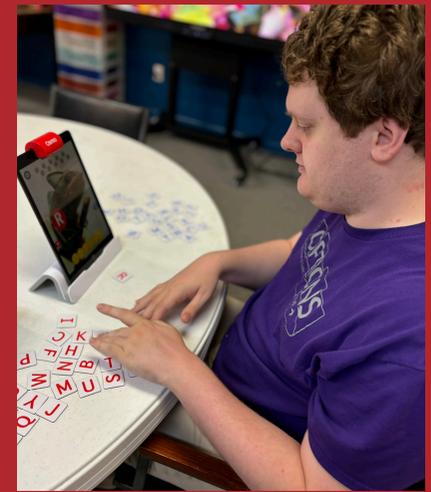


Field Trips



LIFE & SOFT SKILLS TRAINING

- Activities-Based Program
- Community Outings
- Volunteer Opportunities
- Arts and Crafts Classes
- Leisure Activities
- Exercise and Life Skills Activities



Learning



Technology



Volunteering

RESIDENTIAL SERVICES



Community Homes



Social Living Skills

LIFE & SOFT SKILLS TRAINING

- Live Independently and with Supports
- Help Manage Finances
- Learn to Cook and various Household Chores
- Grocery Shopping
- Meaningful Recreational Activities and Socials



Field Trips



Activities

TRANSPORTATION SERVICES



Qualified Drivers



ADA Buses

TRANSPORTATION SERVICES

- Provide Safe and Reliable Transportation
- Transport to and from TARC Work and Day Programs
- Monday through Friday
- Passenger Assistance
- For TARC People Only



Individualized



Safe Travels