## Employment Skill Development Program



## The Work Experience

Gallery 304 is a small art gallery and coffee shop with big ambitions. Shape your future with us! Skill building experiences prepares participants in the areas of marketing, advertising, retail operation, maintenance, housekeeping, gallery operations and coffee shop service. With this skill set retail stores, art galleries, restaurants and event services are potential employers. Our beautiful 2story building in downtown Selinsgrove offers the perfect setting for learning and apprenticing while building friendships and a sense of community. All positions pay minimum wage.

## Skill Building Areas:

Marketing and Advertising: sign preparation, distribution of marketing materials, staffing, at community events

## Retail:

cashier, stock, display, greeter, bagger, inventory, sales assistant, waitstaff, gift wrap, shipping services

## Maintenance:

patch drywall, paint, yardwork, small repairs, lighting, electrical

## Housekeeping:

sweep, mop, clean, wash, launder, dishwasher, dust, re-stock

Gallery Operations:
unpack art, display set-up, program distribution, refreshment preparation, show break-down

## Barista Training

 menu preparation, sale transaction, coffee machine operation, bus tables, load dishwasher, clean equipment
## Staff

Highly qualified staff (ACRE certified) develop vocational plans suited to each person. Vocational training/ coaching is in small groups of 1:3 or done individually depending on the person and the task.

## Make a Referral

Referrals accepted from schools, agencies, and families

Call: 717-221-8004
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