



About Sunburst Snacks

Sunburst Snacks is the premiere program of *Sunburst Enterprises*, DSANEO's adult employment initiative to prepare, connect, and employ adults with Down syndrome across Northeast Ohio.

This paid training program, offered in seasonal sessions, will provide participants ("Team Members") the opportunity to acquire transferable job skills through the operation of a small snack business. Working independently and collaboratively, Team Members will sell delicious boxes of snacks online and in-person across Northeast Ohio. Through a combination of classroom education and real-world application, they will gain experience in marketing, communications, and customer service.

The Details

- Date: September 18 – December 20, 2023 (14-week session)
- Days: Monday-Wednesday (We will not meet on Monday, October 3 and Wednesday, November 22)
- Time: 10:00am-2:30pm
- Frequency: 1-3 days per week, based on Team Member availability
- Location: DSANEO Offices: 6533-B Brecksville Road, Independence, OH 44131
- Pay: \$12/hour

What's Inside the Box?

Each box will include a mix of chips, cookies, candy, trail mix, granola bars and fruit snacks, as well as information about the Team Member who prepared it!

Boxes can be made-to-order for pick-up/delivery or purchased pre-packed at a variety of locations, including Artful 21 (Online and In-Person), DSANEO Special Events (Sunburst Gala, Buddy Walk, Holiday Party) and Pop-Up Marketplaces (Businesses, Schools, Civic & Community Centers, Conferences).

How to Apply

Application periods for each session will be announced in advance online at dsaneo.org. To learn more, contact Will Sanborn, Adult Employment Coordinator at (216) 447-8763 ext. 150 or will@dsaneo.org



Job Summary

As a Team Member, you will play an integral role in the production, sales and distribution of exceptionally crafted snack boxes. Working on a team of adults with Down syndrome, you will experience many aspects of running a successful business, and develop transferable job skills in areas such marketing, sales, inventory, purchasing, assembly, delivery, and more. We are looking for team members who are willing to learn, eager to help, and bring a collaborative attitude to everything they do!

Job Description

Job Requirements

Applicants must be adults (18 years of age or older) who have Down syndrome. Prior work experience, though useful, is not required. Related experience in a group environment, such as extracurricular activities, volunteer service and school/community programs, is helpful.

Job Responsibilities

Over the course of the session, Team Members will be responsible for:

- Researching and designing an original snack box with a name, color, and product description.
- Developing an assembly guide with a list of supplies and an example photograph.
- Assembling snack boxes accurately using the correct items and proper placement.
- Purchasing and stocking item inventory as needed.
- Participating in program promotion through the design and delivery of marketing materials.
- Organizing pop-up shops at businesses and community events.
- Setting up and breaking down the sales table and products at event locations.
- Providing outstanding customer service and greeting guests in a friendly manner.
- Completing accurate transactions using cash, credit cards, and linked payment platforms.
- Maintaining a clear and organized workspace.
- Promoting and participating in an environment that embraces diversity, inclusion and respect for Team Members, customers, vendors, and the community.



Employment Application

Applicant Information

Full Name: _____ Date: _____
Last First M.I.

Address: _____
Street Address Apartment/Unit #

City State Zip Code

Date of Birth: _____

Home Phone: _____ Cell Phone: _____

Education & Experience

Please select the highest level of school completed and enter the school's name

High School _____ College/Beyond _____

Tell us about an employment, volunteer, or extracurricular experiences where you were a member of a team. What were your responsibilities? Was there a skill or process that you had to learn? Was there a challenge that you had to overcome? How did you grow and develop as a result of your experience? Please use the space below and feel free to attach any additional pages if needed.



References

Please list the names and contact information for two personal references. Examples include family member, teacher, manager, coach, friend. Please list at least one non-family member.

Name: _____ Relationship: _____

Email Address: _____ Phone Number: _____

Name: _____ Relationship: _____

Email Address: _____ Phone Number: _____

Disclaimer and Signature

I certify that my answers are true and complete to the best of my knowledge.

If this application leads to employment, I understand that false information in my application or interview may result in my release.

Signature: _____ Date: _____