

# Partnering for Success

Collaborating with Local Businesses for On-site Learning  
John Wood Community College Adult Education &  
Dot Foods, Inc



## Dot Foods and Dot Transportation

- ▶ Dot Foods, Inc. carries 125,000 products from 1,020 food industry manufacturers making it the largest food industry redistributor in North America.

- ▶ The company distributes foodservice, convenience, retail, and vending products to distributors in all 50 states and more than 55 countries.

- ▶ Dot Foods has 12 distribution centers with headquarters in Mt Sterling, IL in Brown County.

- ▶ Population of Mt Sterling - 2,026



# John Wood Community College

## District Information

- **District Size:** 2,363 square miles
- **District Population:** 91,082
- **Main Campus:** Quincy, IL

Fall 2022 College Enrollment – 1,728  
ABE/GED, ESL FY22 Enrollment - 154



# Developing the Partnership

Liaison with Dot Foods - Development Coordinator, Center for Career Development

Dot Foods Operations Support Manager

JWCC Adult Education Program Manager

Dot shift managers, Dot Employee Volunteers, ESL Instructors

**Create Class Schedule - days, time, location**

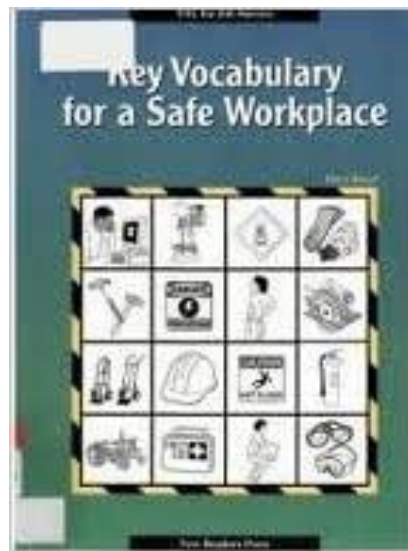
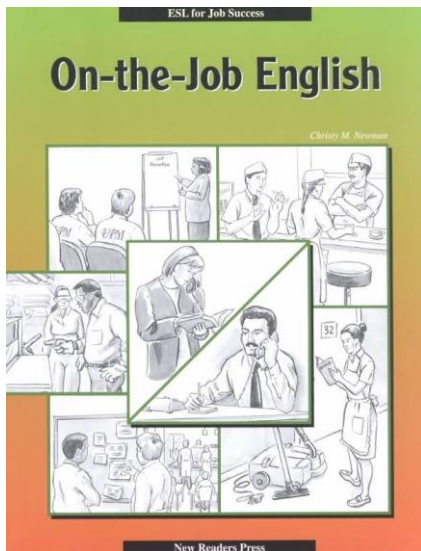




- **Yale/Second Level Picker:** Most common machines in the warehouse, used for picking first and second level slots.
- **Wide:** Forks are two pallets deep. Used for dragging pallets to dock or to be put away.
- **Narrow Aisle (NA):** Dual face but a Crown or a Raymond Narrow Aisle. These are used for putting away and pulling pallets from upper-level slots.
- **Steel Picker/Chain Picker:** Much like the Yale/Second level pickers, but will rise to the ceiling. Operators must be tethered and wearing a full body harness.
- **Sit Down:** Used primarily on the dock for loading and receiving. The operator is buckled to a seat.
- **Stand Up:** Used primarily on the dock for loading and receiving. The operator is standing while operating the machine.
- **TBT/Twin Stacks:** Large turret machines in Dry W-45. Locked in 1st floor and ceiling and supplies both upstairs and downstairs pickers.
- **Battery Charger:** An area where a machine can have a low battery switched out for a full one.
- **Operator's Charge:** A station that charges a machine's battery when not in use.
- **Recharge:** A person who uploads or removes products from a trailer.
- **Picker/Chaser:** Entry level job in the warehouse. Picking customer orders.
- **Loader:** A person who loads or puts products in a trailer.
- **Spotter:** A person responsible for moving the trailers to and from the docks on DOT's property.
- **ID Tag/ID LP:** A small label with a barcode and a number that Chase's scan to attach an order to.
- **LP License Plate:** Bar codes, stickers used for filling machines, orders and in receiving.
- **Transfer Station:** The person on the receiving dock who scans the product and quantity of an item to a LP (Receiving LP) to be put away in the warehouse.
- **Scanner/Printer:** A machine where you scan tags (small LP) to print out shipping LP's.
- **ES:** Just an abbreviation for employee.
- **Full Out:** Slang term used by a chaser to have a NA put a pallet with product on it out of the rack for them. "Can't get a full out?"
- **RF: Radio Frequency Link:** The computer on each machine that talks you through your voice.
- **Red Profile:** Warehouse Computer System.
- **RF Link:** Is the RF link we use to get work in Red Profile.
- **RF Portal:** Is the link we use to run programs like PA at Work, Location Display, and Sarey Machine Inspection.
- **Pallet Walk:** A RF portal program that shows locations, descriptions, and pick counts of a staged slot.
- **Location Display:** A RF portal program that shows the description and possible amount of cases in a particular slot.
- **Sarey Machine Inspection:** A RF portal program that lets visual and mechanical points to check on your machine to insure it is ready for use. (Mandatory)
- **Line/Stop/Location:** Part of what your production is based on. Simply means how locations you have had to stop at in a workday.
- **Cube:** A measurement of pallet height.

# Curriculum

- ▶ Workplace Specific
- ▶ Video/handbooks/news letter
- ▶ Standards Based



BURLINGTON ENGLISH®

# Recruiting Students

Flyers on bulletin boards and TV screens - translated into French and Spanish



## Want to improve your English?

Join our **free** ESL class!

**Class begins Monday August 22 + Thursday August 25**

Class meets every Monday and Thursday evening from 5:00pm to 6:45pm in the Dorothy Room. Come join us!

*Interested?* Talk to your manager to register and discuss schedule.

**Managers:**  
Send Employee Name#, Work Schedule, and Phone Number to [lori.orr@dotfoods.com](mailto:lori.orr@dotfoods.com)



Learn more at [jwcc.edu/ESL](http://jwcc.edu/ESL)



## Envie d'améliorer votre anglais?

Rejoignez notre cours ESL **gratuit** !

**Début des cours lundi 22 août + jeudi 25 août**

Les cours auront lieu les lundis et jeudis soirs de 17h00 à 18h45 dans la salle Dorothy.

*Intéressé?* Parlez à votre gestionnaire pour vous inscrire et discuter du calendrier.

**Managers:**  
Send Employee Name#, Work Schedule, and Phone Number to [lori.orr@dotfoods.com](mailto:lori.orr@dotfoods.com)



En savoir plus : [jwcc.edu/ESL](http://jwcc.edu/ESL)



## ¿Quieres mejorar tu inglés?

Únase a nosotros para una clase de ESL **\*GRATIS\***

**La clase comienza el lunes 22 de agosto + el jueves 25 de agosto**

La clase se reúne todos los lunes y los jueves por la noche desde 5:00 a 6:45 pm en la sala de Dorothy.

*Interesado?* Hable con su gerente para registrarse y discutir el horario.

**Managers:**  
Send Employee Name#, Work Schedule, and Phone Number to [lori.orr@dotfoods.com](mailto:lori.orr@dotfoods.com)



Aprende más: [jwcc.edu/ESL](http://jwcc.edu/ESL)

# Student/Instructor Comments

Student:

Location is an advantage. Having the class at Dot takes a trip out of their day. They can come to class directly before or after work without having additional travel time to go from class to work.

Student:

Schedule is the biggest advantage. Having class start at the end of a shift or at the start of a shift for night shift employees is helpful.

Instructor:

The meeting rooms at Dot have all the same resources that our JWCC classrooms have. I can project from a computer to a big screen TV or projector. Whiteboards in all rooms.

Instructor:

If students have questions about their work environment or workplace vocabulary, we can go directly to those areas on-site to talk through the situations.

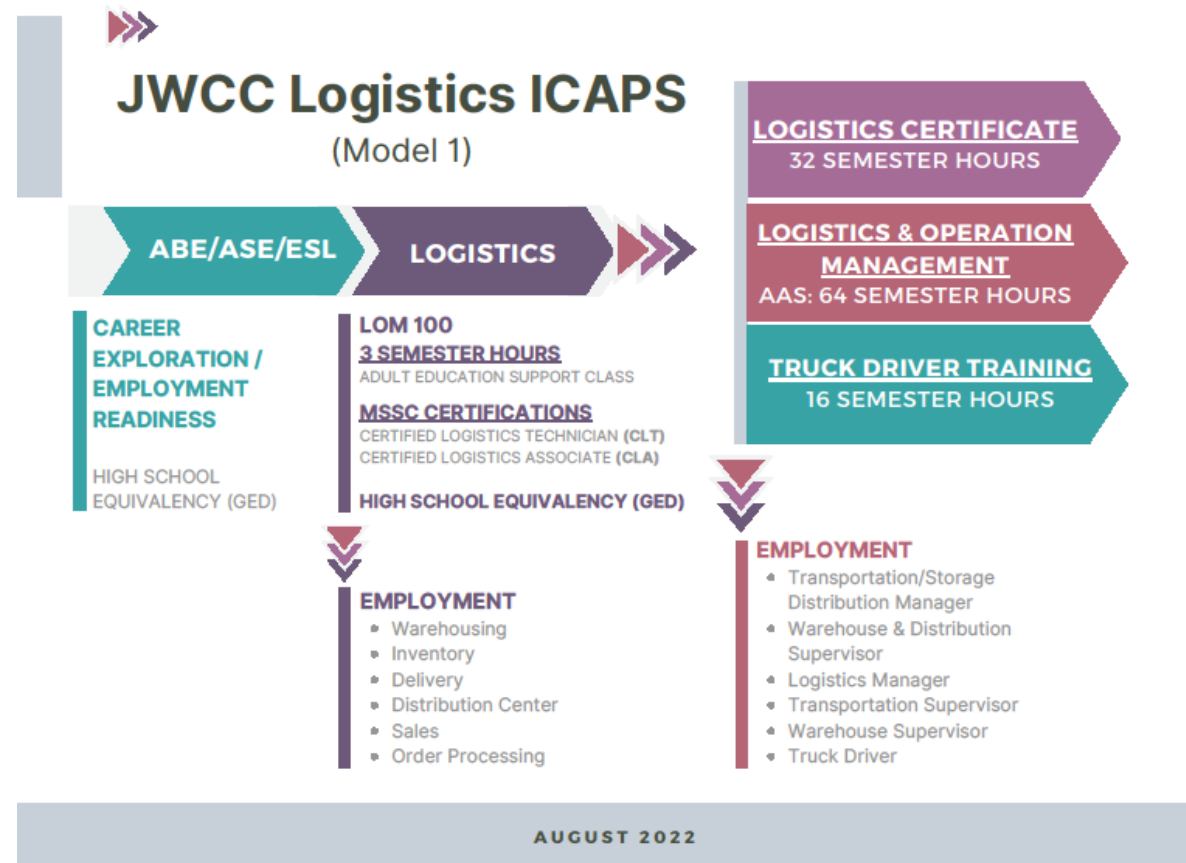
# Sergio's Story





# Next Steps at Dot

- ▶ Logistics ICAPS to provide credential & opportunities for job promotion.



# Next Steps for JWCC



ESL class started January 2022  
Pittsfield, IL in Pike County

- ▶ Identify new employer partners
  - ▶ LWIB Meetings
  - ▶ College workforce training staff
  - ▶ WIOA Business Services Team

# Contact Information

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