

# *Sleepy Coffee, Too Inc.*

*"Where kindness is served one cup at a time"*

*A non-profit 501c3 inclusive business  
Training and hiring people with disabilities*

# Hello! My name is Kim Kaczmarek

- Retired Special Education teacher of 40 years
- 35 of those years at Sleepy Hollow High School
- Lead teacher for a life skills/job training program for students with a variety of disabilities - The Experiential Learning Program, Project YOU
- Created a school based business called "Sleepy Coffee in 2016.
- Special Olympics coach for 40 years

# Teacherpreneur

My new title!!!

*Sleepy Coffee, Too*



*"Where kindness is served  
one cup at a time"*



## Our Mission:

Sleepy Coffee, Too's mission is to provide meaningful training and employment for people with disabilities in an inclusive cafe workplace. We are a non profit 501c3 business.

## A Problem Worth Solving!

Students who graduate from high school from special education programs have limited opportunities for meaningful training or employment. The unemployment rate for them is at about 80%. This issue causes them to experience regression, depression, isolation and to be dependent on others.

## Our Solution:

A solution to this problem is to create an inclusive workplace in the community that provides both job training and inclusive employment which enables these young people to feel respected and valued. Our concept is a coffee shop/bakery.

## Where this journey started- the original “Sleepy Coffee”

- Our journey started with the original “Sleepy Coffee” at Sleepy Hollow High School in 2016
- School based business created and run by the students and staff of our program
- Coffee/other beverages and daily homemade baked goods, along with healthy packaged snacks
- Job skill training was imbedded into the life skills curriculum
- Became a focal point of the school
- Helped to change the perceptions of the school community regarding people with disabilities
- A vehicle to teach a multitude of life, academic, social, vocational, and communication skills

# The original Sleepy Coffee at Sleepy Hollow High School!!!



# The birth of "Sleepy Coffee, **TOO**"

- I was seeing students graduate and not having employment opportunities, even though they had learned skills and had experience through our program
- I felt I needed to do something about it
- I made the very hard decision to retire in order to do so
- It seemed like a natural progression to start another version of Sleepy Coffee in the community.
- As soon as I retired in June, 2021, I began the journey to create this business
- 2 ½ years later, we are almost ready to open!

## Step by step....

- Had to decide what kind of business to be - decided on nonprofit
- Filed for 501c3 status
- Wrote my business plan
- Researched other similar businesses: Coffee For Good, Ethan and the Bean
- Talked to as many people as I could, asked lots of questions
- Presented my idea to families of my former students - got them on board
- Started to write grants
- Created a website
- Each conversation led me to the next person/thing I needed to do
- Little by little, everything has fallen into place

## The Breadth of *Sleepy Coffee, Too*

- Application Process
- Onboarding Process
- Training
- Supported Employment
- “After Hours” Social/Recreation Program
- Opportunities for participation in community special events
- Social media - website, Facebook, Instagram, Merch

## The Application Process - high schools should be preparing students for this

- Resume- required
- Letters of recommendation - 3
- Application - on website
- Read and signed onboarding documents
- Interview - in person
- If hired, Invitation for Employment - mailed

# Onboarding Process

- Applicant Certification
- Equal Employment Opportunity Statement
- Harassment Policy
- Voluntary and Confidential Self-Identification of Disability
- Photo/video Permission and Release
- New Employee Information Form
- W-4
- Direct deposit authorization form
- Employee Eligibility Verification

## Training

- Employee Manual - policies and procedures
- “Servsafe” Mandatory Food Service Training - 4 modules
- Equipment Training
- In House Coffee Shop Training

# Employee Manual

- Company Overview- Welcome letter, Mission Statement
- EEO/Harassment Policies
- Onboarding Documents
- Work Hours
- Shift Routine
- Pay Procedures
- Code of Conduct/Community Agreement
- Performance Review Process
- Termination Process

## Servsafe Mandatory Food Service Training - 4 Modules

- Good Personal Hygiene
- Controlling Time and Temperature
- Preventing Cross Contamination
- Cleaning and Sanitizing

## Equipment Training

Our equipment training will occur in three locations.

- Our roaster, Double Barrel Roasters, Yonkers, NY
- Rising Above Bakery, Nyack, NY
- Our own shop, Sleepy Coffee, Too, Sleepy Hollow, NY

## Equipment Training to include, but not limited to:

- Espresso machine
- Coffee Machines
- Grinder
- Ice machine
- Microwave
- Commercial Convection Oven
- Commercial Mixer
- POS system
- Dishwasher
- Freezer
- Refrigerator
- Relevant coffee shop vocabulary

# In House Coffee Shop Training

- Shift Procedures
- Customer Service
- Specific Station tasks:
  - Front Counter - Taking orders/POS
  - Back Counter - Filling orders
  - Baking - Baking Room
  - Greeter
  - Music Director/DJ
  - Coffee shop vocabulary
  - WE CREATED POSITIONS GEARED TOWARD THE EMPLOYEES STRENGTHS and INTERESTS

## What Supported Employment looks like at *Sleepy Coffee, Too Inc.*

- Part time employment
- Maximum - 9 hours a week
- Managers - maximum of 20 hours a week
- Three hour shifts per day - three different shift teams per day
- Job Coaching- personal and volunteers
- 15.00 per hour to start
- Ongoing training
- Ongoing feedback
- Supportive work environment
- Inclusive workplace
- After Hours - Social/Recreation program
- Involvement with our community

## How can you reach *Sleepy Coffee, Too?*

- Kim Kaczmarek, Founder, CEO
- Website: [sleepycoffeetoo.org](http://sleepycoffeetoo.org)
- Email: [sleepycoffeetoo@gmail.com](mailto:sleepycoffeetoo@gmail.com)
- Address:

110 Beekman Ave.

Sleepy Hollow, NY 10591

914-426-7815

But wait, there's more!!

*The Little Shop of Coffee and Dry Goods!*

Right next door to Sleepy Coffee, Too!

Opened June 17, 2023 - January 21, 2024

## The Little Shop logo and tag line:

*Sleepy Coffee, Too's...*

*Little Shop of Coffee*



*And Dry Goods*

*"Where what we learn here,  
Makes our dreams come true next door."*

Here are some of our staff in the Little Shop!



## The Little Shop has allowed us to:

- Train our staff sooner on the POS system, customer service and inventory
- Get our staff working and earning money
- Get our story out even more to the community and our followers
- Showcase our merchandise
- Have customers sample our coffee
- Showcase other merchandise by people with disabilities
- Introduce ourselves in person to the community
- Tell our story in person to the community
- Inspire others to invest in our mission
- Pay it forward to people who want to do what we are doing

## Meeting Ken

- Met through networking as part of Chamber of Commerce
- Realized we had same mission
- Collaborated to create opportunities for our individuals with differing abilities
- Through our “Little Shop”, People from YAI,
  - Pitched, created and sold jewelry - Luz, Lavette, Clare
  - “Artist in Residence” - Daryl
  - Poetry Readings - Katie
- “Beekman Kindness”
- Other community events
- Became friends!!!

Thank you for listening!

Any Questions?