

Components of Job Description

- **Job Title:** The job title is important for recruiting and assigning salary/hourly rate.
- **Company description:** Should encompass the uniqueness of the organization, including what you value. Include a public statement such as “minority owned, active founder, female owned, we support hiring justice involved/LGBTQ candidates.”
- **Primary Responsibilities/Job Overview:** Identify the tasks associated with the position, reporting structure and the percentage time doing the activity. Example *“The right candidate will help our organization grow by being curious, have excellent organizational skills and likes early mornings (6AM start). This position reports to the Production manager and will manage one person”*
- **Qualifications**
 - **Qualifications:** What prior work experience and education are needed? Is a college degree necessary/required?
 - **Certificates or License Requirements:** ServSafe Food Handler Certification, ServSafe Manager Certification. Is a driver’s license and access to a vehicle required?
 - **Wants and Must Haves:** Example: *“2 years of experience, knife skills, bilingual, customer service experience, computer skills, etc.”*
- **Working Conditions:** When and where are important to know. Remote work can also be included.
 - **Hours of Operation:** Denote what days and time the business open, Open early, open late, and weekends
 - **Work Location:** Noting the address assists candidates in understanding available public transportation or driving time (*i.e. Kedzie and Lake Street*)
- **Position Structure**
 - **Part-time or Full-time Position:** Denotes the hours the employee will work *“i.e. 10 hours a week, 40 plus hours, overtime available”*
 - **Rate of Pay:** Note hourly/salary rate and gratuities if any. Ensure you are following the minimum wage requirements.
 - **Hours of Work:** Determine if schedule will be consistent on a weekly basis, or if the hours/availability will change each week. Be specific if someone must work weekends, if need to start early, if they need to work late nights, be on-call (if someone doesn’t show up) and if flexibility is required.
 - **Physical Abilities:** Example: *“Standing for 8 hours, ability to consistently lift/periodically lift 25 pounds.”*
- **Benefit Incentives**
 - Career Path Progression: Answer the question is there room for growth? How long will it take?
 - List benefits offered including PTO and nontraditional incentives

- **How to Apply**
 - Identify who should receive resumes and include an email address
- **Other**
 - Can list employer website and that they are an EOE
 - Social Media Comments: For Food and Beverage businesses note Yelp reviews etc. *“as published on Yelp....”*
- **Background Checks.** Will you consider candidates with a criminal background? If not why? If yes, are there any offenses that are not negotiable? ICNC can process background checks for a fee.
- **Use of Hyperlinks:** Use in Job Descriptions if appropriate