



# Kitchen Assistant

## INTERNSHIP

### PROJECT SCOPE

The kitchen assistant intern will assist in preparing and packaging 500 meals a week for 3 weeks for delivery to Chicago community organizations. Pay is \$13.50/hr for the duration of the internship. Depending on the intern's performance, a part-time employment opportunity (20 hours/week) with a wage increase will be available upon conclusion of the internship, along with opportunity for full-time employment.

**Work Location:** The Hatchery 135 N. Kedzie Ave., Chicago

**Schedule:** Workdays start at 6 am on delivery days (Wed/Fri)

May 24 - 28 9 am - 5 pm

June 7 - 9 9 am - 5 pm

June 21 - 25 9 am - 5 pm

### RESPONSIBILITIES

- Handle, store and rotate all products properly
- Cook menu items with Executive Chef
- Follow proper techniques and food presentation
- Perform correct food handling and storage
- Clean kitchen, wash dishware and equipment
- Interact with customers & provide customer service
- Use POS software and equipment
- Follow Kitchen Manager's instructions
- Comply with all nutrition, sanitation and safety standards, including COVID safety guidelines - temperature checks and mask wearing
- Maintain positive, respectful, and professional workplace conduct with team members

### REQUIRED SKILLS

- Basic knife skills
- Able to read and write in English
- Basic computer skills
- Able to lift, push, carry up to 50 lbs of product/equipment
- Able to stand for up to 12 hours per day
- Strong interpersonal skills
- Always demonstrates professionalism
- Willing to learn, able to improve when given feedback
- Must always follow all safety regulations and COVID safety guidelines

### REQUIREMENTS

- Four-hour stage
- Basic set of knives
- Slip-resistant shoes
- IL Food Handler certification
- Willing to travel to assist with deliveries (no driving required)

### TO APPLY, CONTACT:

Alicia Feistamel

Workforce Development Community Liaison

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