

Tubby's Taste Kitchen Helper Internship Job Description

INTERNSHIP HOST INFORMATION

Company Name:	Tubby's Taste
Contact Name:	Danielle Tubbs
Contact Title:	Owner
Company Description:	Tubby's Taste is a vegan online cookie company. Each uniquely flavored vegan cookie of ours tells a story inspired by our Jamaican-American roots! Made with organic, nut- and soy-free ingredients, and boasting flavors like Mango Coconut Lime and Oatmeal Rum Raisin, you've NEVER had vegan cookies like this!
Total number of current employees:	1
As a company, why do you want to be an internship host:	We want to be able to provide work experience to a member of our west side community.
What are you hoping to learn and/or experience from having an intern:	We'd love to gain experience in establishing more of our company culture/management practices.

INTERNSHIP PROJECT DETAILS

Internship Title:	Kitchen Helper
Number of internship positions currently available:	1
Internship Description:	<p><i>(Please describe the overall project scope and the intern's responsibilities.)</i></p> <p><u>Kitchen Support</u></p> <ul style="list-style-type: none"> • Follow the prep list created by Manager • Prepare baking ingredients by portioning and prepping ingredients etc. • Package products and prepare packaging such as building boxes. • Clean, organize, stock and label storage areas and pantry • Maintain a clean and orderly kitchen by washing dishes, sanitizing surfaces, taking out trash etc. • Comply with nutrition and sanitation guidelines <p><u>Entrepreneur Support</u></p> <ul style="list-style-type: none"> • Support entrepreneurs in handing off or assist delivering food to community partners • Complete weekly kitchen close-out, inventory, tracking + deep clean • Follow all COVID-19 food sanitation and health procedures • Communicate issues, successes and challenges to Manager
Internship Objectives:	<p><i>(Internships should enhance the intern's skills and experiences, and should also provide interns with a broader view of the business and company. What are the specific skills the intern will obtain from this opportunity?)</i></p> <ul style="list-style-type: none"> • Prep-work and production planning for online orders • Prepare food items in accordance with production requirements and quality standards while maintaining a safe and sanitary work environment. • Assist head chef in menu planning and recipe alteration activities. • Learn vegan baking techniques • Assist with ordering of ingredients and supplies and maintenance of inventory within kitchen.



	<ul style="list-style-type: none"> • Work with major kitchen equipment, learning the ins and outs of a commercial kitchen. • Develop understanding of the mechanics of food preparation, teamwork, and overall back of the house experience.
Required Skills:	<p><i>(Please include any functional, technical, interpersonal, or software skills.)</i></p> <ul style="list-style-type: none"> • Have an active ServSafe Food Handler License • Positive can-do attitude a must • Attention to detail and empathy • Proven experience as a prep cook • Manual dexterity able to operate cutting tools and kitchen utensils • Knowledge of health and safety rules in a kitchen • Excellent customer service skills • Excel at problem solving and understanding big picture • A team player with good communication skills • Patient with an ability to stay positive under pressure • Be able to lift 50 pounds
Additional Requirements:	<p><i>(Please include any additional requirements an intern must have, such as a 4hr stage, a valid driver's license, access to a car, be willing to travel, slip resistant shoes, etc.)</i></p> <ul style="list-style-type: none"> • Valid Driver's license a plus • Access to a car is a plus • Be willing to travel within the city • Slip resistant shoes
Compensation:	<p>Through ICNC/The Hatchery's PepsiCo Grant, interns are allowed to work a maximum of 160 hours at \$13.50/hour for a total of \$2,160 – this cost is covered and paid for by this grant.</p> <p>Interns will submit their time sheet on a biweekly schedule and their internship stipend will also be given to them on a biweekly schedule.</p> <p>Interns are considered independent contractors and they will need to complete a 1099; please note, no taxes are taken out of your stipend check.</p>
Duration:	<p>Start Date: 10/19/2020 Anticipated End Date: 12/31/2020</p>
Schedule:	<p>Number of Hours per Week: 15 Days of Week: Mondays, Tuesdays and Thursdays Hours: 12pm to 5pm Location: The Hatchery @ 135 N. Kedzie Ave. Chicago, IL 60612</p>
Post-Internship Employment:	<p><i>(Will there be an opportunity for Full Time employment after graduation?)</i></p> <p>The opportunity to be hired really depends on our finances, I can see a longer hourly internship but I can't hire full time staff.</p>