



RS Collective Internship Job Description

INTERNSHIP HOST INFORMATION

Company Name:	RS Collective Inc.
Company Website:	www.simpliciteco.com
Company Description:	Manufacture and distribute non-alcoholic cocktail syrup.
Total number of current employees:	4
As a company, why do you want to be an internship host:	Need help with packaging, shipping and labeling.
What are you hoping to learn and/or experience from having an intern:	Looking for future employees as we grow.

INTERNSHIP PROJECT DETAILS

Internship Title:	Kitchen Assistant
Number of internship positions currently available:	1
Internship Description:	Please describe the overall project scope and the intern's responsibilities. Assist kitchen staff with bottling, labelling, packaging and shipping of product.
Internship Objectives:	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? Process for product manufacturing as well as process for client shipping.
Required Skills:	Please include any functional, technical, interpersonal, or software skills. <ul style="list-style-type: none">• ServSafe Food Handler Certificate<ul style="list-style-type: none">○ ICNC can assist if you don't have this already• Be over the age of 18• A Willingness to learn
Additional Requirements:	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. <ul style="list-style-type: none">• Slip resistant shoes• Be able to stand for 4 hours at a time
Compensation:	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. Interns will submit their time sheet on a biweekly schedule and their internship stipend will also be given to them on a biweekly schedule. Interns are considered independent contractors and they will need to complete a 1099; please note, no taxes are taken out of your stipend check.



Duration:	Anticipated Start Date: 2/15/2021 Anticipated End Date: 5/1/2021
Schedule:	Number of Hours per Week: 10 – 20 Days and Hours: Required Wednesdays and Thursdays from 11am to 5pm; you may also work other days of the week as well depending on need. Work Location: The Hatchery 135 N. Kedzie Ave. Chicago, IL 60612
Post-Internship Employment:	Will there be an opportunity for Full Time employment after graduation? Yes, if the intern does a great job.

How to Apply for Internship

1. Have your case manager email your resume to Alicia at alicia@industrialcouncil.com for review.
2. Email your resume directly to Alicia at alicia@industrialcouncil.com for review; please include how you heard about the internship.