

Nine Times Bakery Internship Job Description

INTERNSHIP HOST INFORMATION

Company Name:	Nine Times Bakery
Company Address:	135 N. Kedzie Ave. Chicago, IL 60612
Company Website:	www.ninetimesbakery.com
Company Description:	Gluten-free, dairy-free bakery selling dessert-style baked goods online, direct-to-consumer.
Total number of current employees:	2
As a company, why do you want to be an internship host:	We are always looking to bring in new ideas and new perspectives, and education is at the core of our business. The more we can help share our knowledge of on alternative baking styles, the better the industry becomes at adapting the new food intolerances and allergies.
What are you hoping to learn and/or experience from having an intern:	Our primary production goal at the moment is operational efficiency. Our head of production, Vivian, has made incredible progress on that front, but we hope that another operationally minded person in the kitchen could help take our operations to the next level.

INTERNSHIP PROJECT DETAILS

Internship Title:	Production Assistant
Number of internship positions currently available:	1
Internship Description:	<p>Please describe the overall project scope and the intern's responsibilities.</p> <ul style="list-style-type: none"> • Measures, mixes, and prepares raw materials according to company specifications and recipes • Forms, cuts, molds, shapes, and bakes dough • Monitors cooking completion times; sets heat and humidity temperatures on commercial ovens • Checks product to ensure it meets Nine Times Bakery quality standards • Ensures kitchen clean-up checklists are completed • Arrives to work station on time, appropriately groomed, dressed and ready to work • Follows and complies, or ensures compliance, with established procedures, including weights and measures, health and sanitation, and safe work practices • Performs opening, mid, and closing duties as assigned • Immediately reports safety hazards and violations • Performs other duties as assigned by owner or head of production
Internship Objectives:	<p>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?</p> <p>Intern will learn the following skills:</p> <ul style="list-style-type: none"> • In-depth knowledge of ingredients for allergy-friendly baking • Organizational and process skills for running a fast-paced commercial kitchen • Sanitation and sterilization standards for allergen-free baking • End-to-end experience of running a start-up from order to fulfillment



	<ul style="list-style-type: none">• Opportunities for additional experience in finance, accounting, marketing, product development, and customer and investor relations
Required Skills:	<p>Please include any functional, technical, interpersonal, or software skills.</p> <ul style="list-style-type: none">• ServSafe Food Handler Certified<ul style="list-style-type: none">◦ If you don't have it, ICNC can help you obtain it• Passion for baked goods and the mission of Nine Times Bakery• Strong work ethic and ability to work in a fast-paced environment with a sense of urgency• Basic math skills for recipe conversions and modifications• Strong to excellent communication skills and willingness to work as part of a team• Ability to follow directions and procedures• Effective time management and organization skills• Thorough product knowledge• Working understanding of and compliance with all Nine Times Bakery quality goals, policies and procedures
Additional Requirements:	<p>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.</p> <ul style="list-style-type: none">• Must be able to lift 50 pounds• In an 8-hour work day: standing/walking 6-8 hours• Hand use: single grasping, fine manipulation, pushing and pulling• Work requires the following motions: bending, twisting, squatting and reaching• Exposure to FDA approved cleaning chemicals• Exposure to temperatures: <32 degrees Fahrenheit (freezing), 32-40 degrees Fahrenheit (refrigerators), >90 degrees Fahrenheit• Ability to work in wet and dry conditions• Ability to use tools and equipment, including knives, box cutters, electric pallet jacks, and other heavy machinery
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>Anticipated Start Date: 1/15/2021 Anticipated End Date: 4/15/2021</p>
Schedule:	<p>Number of Hours per Week: 15 Days and Hours: Mondays 8am-5pm and Thursdays 10am-4pm Work Location: The Hatchery @ 135 N. Kedzie Ave. Chicago, IL 60612</p>
Post-Internship Employment:	<p>Will there be an opportunity for Full Time employment after graduation?</p> <p>Yes depending on how well the intern does.</p>