



## **Zimt Bakery's Internship Job Description**

### **INTERNSHIP HOST INFORMATION**

<b>Company Name:</b>	Zimt Bakery
<b>Company Website:</b>	<a href="http://www.zimt.com">www.zimt.com</a>
<b>Company Description:</b>	Direct to consumer bakery of Plätzchen (German cookies); have a customer base online and at local events with pop up booth.

### **INTERNSHIP PROJECT DETAILS**

<b>Internship Title:</b>	Baker
<b>Internship Description:</b>	<b>Please describe the overall project scope and the intern's responsibilities.</b> The internship will cover our holiday season rush, and include in and out of the kitchen responsibilities including baking, packaging, transporting and selling baked goods in person with our Baker in Chief at local markets and events.
<b>Internship Objectives:</b>	<b>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?</b> <ul style="list-style-type: none"><li>• Grow and hone your fine pastry baking skills</li><li>• Learn about responsible ingredient and packaging sourcing</li><li>• Interact with customers at events and educate them on our unique business model</li><li>• Give back to the community with leadership opportunity in our donation baking drive</li></ul>
<b>Required Skills:</b>	<b>Please include any functional, technical, interpersonal, or software skills.</b> <ul style="list-style-type: none"><li>• Be over the age of 18</li><li>• Have ServSafe Food Handler Certificate (or be willing to obtain prior to start date)</li><li>• Friendly and engaging with strangers</li><li>• Excited about sustainability and community giving</li><li>• Love baking including detailed pastries</li><li>• Ready to grow and learn new skills</li><li>• Able to work flexibly on multiple tasks at once</li><li>• Be willing to travel to events (particularly the Christkindlmarket in Wrigleyville between Thanksgiving and Christmas (excluding holidays themselves) -</li></ul>
<b>Additional Requirements:</b>	<b>Please include any additional requirements an intern must have, such as a valid driver's license, access to a car, be willing to travel, etc.</b> <ul style="list-style-type: none"><li>• Complete a 2-4 hour stage (aka trial run)</li><li>• Slip resistant shoes</li><li>• Prefer to hire someone who is vaccinated against Covid-19</li><li>• Be flexible with your schedule – some weekdays are required to prepare for the weekend markets</li></ul>
<b>Compensation:</b>	<b>Through ICNC/The Hatchery's PepsiCo Grant, interns are allowed to work a maximum of 150 hours at \$15/hour for a total of \$2,250 – this cost is covered and paid for by this grant.</b> <ul style="list-style-type: none"><li>• Interns will submit their time sheet on a biweekly schedule and their internship stipend will also be given to them on a biweekly schedule.</li></ul>



	<ul style="list-style-type: none"><li>Interns are considered independent contractors and they will need to complete a W9 Form; please note, no taxes are taken out of your stipend check.</li></ul>
<b>Duration:</b>	<b>Anticipated Start Date:</b> 11/1/21 <b>Anticipated End Date:</b> 12/31/21
<b>Schedule:</b>	<b>Number of Hours per Week:</b> 30 <b>Days and Hours:</b> Will vary but will include 10 hours per week at events between Thanksgiving and Christmas <b>Work Location:</b> The Hatchery @ 135 N. Kedzie Ave. Chicago, IL 60612 and at the Christkindlmarket in Wrigleyville
<b>Post-Internship Employment:</b>	<b>Will there be an opportunity for Full Time employment after graduation?</b> Yes, depending on how well the intern does and the sales of the business.

**If you are interested in applying to this paid internship opportunity, please send your resume to ICNC/The Hatchery's Workforce Development Community Liaison, Alicia, at [alicia@industrialcouncil.com](mailto:alicia@industrialcouncil.com) to be scheduled for a virtual interview.**