



<b>Culinary Intern</b>	
<b>Department:</b> Human Resources	<b>Status:</b> Temporary (September to March)
<b>Location:</b> In Office one day a week	<b>Reports to:</b> VP of HR
<b>Supervises:</b> N/A	<b>Last Reviewed Date:</b> 8/31/2024
<b>HR Review and Approval Date:</b> 8/31/2024	<b>Effective Date:</b> 8/31/2024

**Position Summary:** The Culinary Intern will assist with a variety of duties, including ingredient preparation, station organization, and supporting meal service.

**Essential Duties and Responsibilities include the following, but are not limited to:**

- Assist in preparing weekly Familia menu
- Ensure all kitchen surfaces, equipment, and tools are cleaned and sanitized according to food safety standards
- Support during meal services
- Help with inventory-related tasks, including organizing and stocking supplies

**Qualifications including Knowledge, Skills and Abilities:**

- Basic understanding of cooking techniques.
- Basic knowledge of food safety and sanitation practices.
- Basic knowledge of food preparation and presentation.
- Strong attention to detail and accuracy.
- Excellent organizational and time management skills.
- Ability to work independently.

**Education and Experience:**

Currently enrolled in or recently graduated from a culinary arts program or relevant field

**Language Skills:**

Bilingual Preferred but not required

**Physical Requirements:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is regularly required to sit, talk



and hear. The employee frequently is required to use hands. Must be able to lift and carry up to 25lbs.

**Work Environment:**

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is usually moderate.

**Disclaimer:**

The statements herein are intended to describe the general nature and level of duties/task being performed by the intern in this position. The content of this job description is not intended to be constructed as an exhaustive list of all responsibilities, duties, and skills required of a person in this position.

**I acknowledge and understand that:**

Receipt of the position description does not imply nor create a promise of employment, nor an employment contract of any kind, and that my employment/internship is at-will.

- The job description provides a general summary of the internship in which I was selected for, that the contents of this job description are requirements, and, at this time, I know of no limitations which would prevent me from performing these functions with or without accommodation. I further understand that it is my responsibility to inform my supervisor at any time that I am unable to perform these functions.
- Duties, tasks, internship hours and requirements may be changed at any time.

Employee Name (print name): \_\_\_\_\_

Employee Signature: \_\_\_\_\_

Date: \_\_\_\_\_