



Position Description

Title: Spice Kitchen Catering and Events Intern

Location: Salt Lake City, Utah

Start Date: January 2020

BACKGROUND: Founded in 1933, the International Rescue Committee is a leading, non-sectarian, non-profit organization providing emergency relief, protection, rehabilitation assistance, resettlement services and advocacy for refugees and victims of oppression or violent conflict. Domestically, our 22 offices across the U.S. ensure new arrivals have food, shelter and clothing, and work with refugees to help them gain self-sufficiency.

SCOPE OF INTERN WORK: This intern will support the International Rescue Committee in Salt Lake City's Spice Kitchen Incubator program, a food business incubator program supporting new American and low-to-moderate income entrepreneurs. The intern will assist Spice Kitchen Incubator businesses during their time at special events, and will work with the Retail and Events Specialist to plan and carry out catering events for Spice Kitchen customers.

RESPONSIBILITIES:

- Coordinate with Retail and Events Specialist on all caterings and food truck events that Spice Kitchen facilitates with customers in our local community.
- Assist and educate entrepreneurs about the planning and behind-the-scenes logistics involved in a small food business catering from start to finish.
- Confirm initial details for each event and secure a caterer. Prepare caterer(s) and menu(s) for event, draft event contracts, oversee invoices and payments, and create and print menu materials.
- Assist with catering and event drop-offs and set ups, and tear downs when necessary
- Assist in the creation of a streamlined catering process and file documents accordingly
- Work with entrepreneurs to ensure timely scheduling and reservations in the commercial kitchen
- As needed and relevant: Support entrepreneurs at special events, including food handling, set up and tear down, managing the cash register, recording and tracking sales, commercial kitchen and equipment oversight, and general customer service as needed

REQUIREMENTS:

- Suggested for candidates currently pursuing an undergraduate or graduate degree, ideal for those with or in need of experience in hospitality and/or food service
- An interest in the food industry, business incubation, refugee communities and Spice Kitchen Incubator is an important consideration for people interested in this position as is an understanding or willingness to learn about the issues confronting disadvantaged communities interested in entering the food industry
- Willing to learn about IRC history, philosophy, global work, and local efforts; adhere to IRC volunteer and workplace policies
- Experience in working under Utah Health Department food standards preferred- must have Food Handlers Card or be willing to get one
- Reliable transportation and availability to work on evenings and weekends as needed. Background and driving record check is required
- Customer service experience in the culinary industry or elsewhere
- An outgoing personality and ability to work with individuals from diverse backgrounds. Willing to learn about cross-cultural communication and ethnic backgrounds of clients. Flexibility and a sense of humor helpful!
- Experience working in self-directed, high initiative, and low supervision environments. Independent and able to take on a project assignment and ask for help when needed. This position requires above all else a mind for organization and logistics, an ability to develop and stay on a set schedule, and a passion for food and sharing that food with your community.
- Ability to communicate clearly and effectively in English; fluency in additional foreign language preferred

This position is at least 20 hours/week for at least 12 weeks, and is voluntary (unpaid)

This position reports to Cameron Silva, the Retail and Events Specialist. Please email casidhe.holland@rescue.org with a resume (required) and cover letter (optional).

IRC leading the way from harm to home.

IRC is an Equal Opportunity Employer IRC considers all applicants on the basis of merit without regard to race, sex, color, national origin, religion, sexual orientation, age, marital status, veteran status or disability.