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Culinary Assistant

ABOUT ICNC

The Industrial Council of Nearwest Chicago (ICNC) is a premier business incubator and economic engine. We advance innovation and measurable impact through strategic partnerships and scalable growth initiatives, empowering the entrepreneurs who drive Chicago's economy. Serving as an essential resource and advocate, ICNC supports hundreds of companies in its community, providing services designed to accelerate growth and foster innovation.

ICNC is the owner and operator of Make City, a thriving small business incubator offering over 416,000 square feet of space and supporting a diverse community of 100 business tenants. Through Make City, ICNC empowers entrepreneurs and businesses of all sizes by providing the resources and collaborative environment necessary to scale and succeed.

Additionally, ICNC is a co-founder of The Hatchery, an industry-leading food and beverage manufacturing incubator devoted to helping entrepreneurs launch and expand their ventures. The Hatchery addresses three fundamental challenges faced by food and beverage companies—access to affordable production space, financing solutions, and a robust support network—all within a single, purpose-built facility.

POSITION SUMMARY

The ICNC **Culinary Assistant** is responsible for providing support to the Culinary Instructor and for a wide range of classroom instruction support for Impact Culinary Training including preparing ingredients, leading meal production, setting up and breaking down service areas and following all food safety standards. If you're passionate about making an impact in a fast-paced environment, this part-time position could be your next exciting career move. You'll work directly with our Impact Culinary Instructor to make ICNC's vision come alive!

POSITION KEY RESPONSIBILITIES

Instructor & Kitchen Support

- Assist Culinary Instructor with inventory, thoughtful stewardship and ordering of product
- Mentor, coach and support students as they learn culinary fundamentals
- Plan and prepare student breakfast and lunch, with guidance from Culinary Instructor
- Support in daily cleaning and sanitation duties
- Organize and manage storing of food supplies
- Promptly transfer meal ingredients from cold/frozen/dry storage areas to and from the kitchen per instructions
- Maintain a positive outlook and use patience and kindness in helping instruct the students
- Perform monthly deep cleaning and organizing of the kitchen
- Support for Impact student events, such as our pop-up restaurant and graduations

Program Support

- Join Culinary Instructor on restaurant visits in support of Impact interns
- Provide real-world experience anecdotes and tips for success to students entering the culinary industry
- Participate in preparing for cohort graduation ceremony
- Perform other program-related tasks as assigned

QUALIFICATIONS

Education and Experience

- Minimum **3-years restaurant cooking experience** in high-volume establishments
- Must have **Illinois Food Protection Manager Certification** or be eligible to obtain it within 30 days of hire

Technical Skills

- Must be able to **lift up to 50 pounds** occasionally
- **Basic Microsoft and computer skills**
- **Comply** with all health and safety regulations

Essential Qualities

- Ability to **effectively communicate** both orally and in writing with students, peers and employers
- **Supervisory experience** in restaurants is a **plus**
- Great **follow-up and interpersonal skills**
- **Flexibility** in work/teaching style to adapt quickly to new projects
- Exercise exceptional **time management skills**
- **Commitment to delivering outstanding customer service** and building positive relationships
- **Creative problem-solving skills** and innovative thinking
- **Self-starter mentality** that is energetic with demonstrated ability to work independently
- **Ability to prioritize** multiple tasks and meet tight deadlines
- **Adaptability** to changing priorities and fast-paced environment

WORKING CONDITIONS

The Hatchery: much time will be spent in a state-of-the-art culinary kitchen and classroom environment. All classes are during the day and with prolonged periods of standing. The noise level in work environment is usually moderate.

POSITION STRUCTURE & BENEFITS/INCENTIVES

- This is a part-time (32-hour per week), hourly position, eligible for overtime; Monday-Friday, primarily 7:30am-2pm; this position is ineligible to work remotely
- During the probationary period of 90 days, this role will be contract and transition to a W2 employee afterwards
- Occasional evening and weekend work required for activities such as special events, seminars or trade shows, with advance notice given
- Starting hourly range is \$23-\$25, commensurate with experience
- Benefit incentives include: Fifteen PTO days, twelve paid holidays, comprehensive health, life and disability insurance, Simple IRA match, tuition reimbursement, professional development training, flexible spending accounts and employee assistance program

TO APPLY

Please email current resume to:

jobs@industrialcouncil.com

The subject line must include the position title

ICNC is committed to fostering a diverse, equitable, and inclusive environment for its team, the businesses it supports and ultimately the communities in which it works