

Sweet Miss Giving's FAQ

Question: What is the Sweet Miss Giving's program and how long is it?

Answer: *Sweet Miss Giving's (SMG) is a food and beverage internship. The program lasts seven and a half months. The first six weeks are spent in a classroom course, the next six months is an in-bakery apprenticeship. The six week classroom course is a mixture of typical classroom teaching (i.e. reading from a textbook, taking quizzes and tests, doing homework) and hands-on training in the bakery. The six-month apprenticeship is all hands-on in the bakery and sometimes includes internships in other bakeries.*

Question: How do I apply for SMG?

Answer: *Ask your career specialist for an application! You will need to submit that along with an up-to-date resume and cover letter. You will also need to pass a literacy and math skills test called the TABE test. This test will evaluate your reading and math skills. After submitting an application and passing the TABE test, all applicants will be interviewed to determine their level of interest and commitment to the program.*

Question: What would I be doing in the bakery?

Answer: *You can do a lot in the bakery! Interns can learn every aspect of the bakery, or specialize in one area. The areas generally are:*

- *Production (baking and mixing ingredients),*
- *Customer Service (answering phones, delivering goods), and*
- *Packaging (plating the baked items and packaging food for storage and delivery).*

Interns are also all expected to contribute to the cleanliness of the bakery by sweeping, mopping, washing dishes, walls, and sanitizing surfaces. Be aware that no matter what you specialize in you are expected to help out in every area to make SMG the best it can be! Also – throughout your internship special opportunities will arise such as farmer's markets and demonstration events that will allow interns to learn new skills and interact with customers in a new way!

Question: When do I get paid and how much?

Answer: *You get paid only during the SIX MONTH internship. You are paid \$8.00/hour with no overtime, vacation etc. as you are technically an "intern" and not an employee. If you would like more information regarding the difference between an employee and an intern please read the Sweet Miss Giving's Internship Manual which the Program Director can provide for you.*

Question: What shifts will I work and how many hours a day will I work?

Answer: *There are multiple shifts at SMG. Generally the three shifts are:*

- *Overnights: 11pm-7am*
- *Days: 6am-2pm and 7am-3pm*

The number of hours you work each day is dependent on production need and your individual skills. Individuals who show enthusiasm and skill will be given more

shifts and more hours per shift. If you believe that you will be unable to work full-time please note that on your application so that management is aware of your restrictions.

*Please note however that you may be asked to work **anytime** the bakery is open depending on staff availability and production needs. Schedules are decided by **production needs first**, and staff preference second. If you know you will have continuous conflict with scheduling, you will need to consult SMG management as to what shift you can work or whether the program is a good fit for you at this point.*

Question: What happens when my seven and a half months is over?

Answer: *As your internship draws to an end, you and your career specialist will work together to find you a job that matches your interest to your skills. Sometimes Sweet Miss Giving's hires interns but this is not guaranteed. You will have opportunities towards the end of your internship to work for a day or more at other bakeries throughout Chicago. These are opportunities for you to experience other kitchens and make a good impression on a potential employer. We encourage all interns to be pro-active and start looking for jobs early on in their internship!*

Question: When does the next training start? When is the application deadline?

Answer: *Classes run every six-months. Ask your career specialist for the dates and deadlines to be part of our next class of interns!*