

**2018 SUMMER INTERNSHIP POSITION DESCRIPTION**

DEPARTMENT: Tsyunhehkwa Cannery

LOCATION/ADDRESS: Norbert Hill Center

SALARY PREDETERMINED: **\$10.10/ HR**

NAME AND TITLE OF ASSIGNED COACH/MENTOR WHO WILL BE SUPERVISING INTERN AND CONTACT INFORMATION:

NAME: Vickie Cornelius  
TITLE: Food Processing Supervisor  
EMAIL: vcorneli@oneidanation.org  
PHONE: 869-4379

DATES OF EMPLOYMENT: **JUNE 11<sup>TH</sup>, 2018 THRU AUGUST 3<sup>RD</sup>, 2018**

NUMBER OF HOURS PER WEEK: **36 HOURS PER WEEK**

INTERN DUTIES/PROJECTS (LIST IN PRIORITY ORDER.  
(INCLUDE PERCENT OF TIME SPENT ON EACH DUTY/PROJECT WEEKLY):

- Assist in canning, drying and freezing Cannery products. 25%
- Assist Community members in preparing their food for processing; wash, cut their produce. 15%
- Maintain food processing records. 5%
- Clean, sanitize Cannery work areas.5%
- Clean, rinse, sanitize jars. 5%
- Unpack, date purchased food supplies. 5%
- Assist in preparing and cooking weekly Departmental orders. 10%
- Assist with Tsyunhehkwa Community garden project, planting, weeding, transplanting, harvesting produce, cleaning produce. 30 %
- Work in other areas of Tsyunhehkwa as needed.

INTERN SKILLS/QUALIFICATIONS/COLLEGE MAJOR YOU ARE REQUESTING:

- Food Service Major
- Knowledge and experience in food preparation and food processing.
- Food Handlers certificate is required within 1 month of employment.
- Ability to work independently and assume responsibility is required.
- Ability to bend/scoop, reach above shoulder level, push/pull and carry thirty pounds and ability to lift up to 50 pounds with assistance is required.
- Must be able to work evenings and weekends.
- Back ground in planting , harvesting garden produce preferred.