

INDIANAPOLIS MOTOR SPEEDWAY
POSITION DESCRIPTION

POSITION TITLE: Beverage Catering Inventory Receiver

DEPARTMENT: Food & Beverage

REPORT TO: Beverage Catering Supervisor

POSITION LOCATION: Various locations on IMS grounds

FLSA STATUS: Non-Exempt, Seasonal

SPECIFIC DUTIES:

With the Beverage Catering Supervisor and Manager of Beverage Catering, provides leadership of all IMS Beverage Catering Division activities. Responsibilities include but are not limited to:

Punctual attendance.

Upholding the level of service expected by the Indianapolis Motor Speedway.

Adherence to prescribed dress code.

Coordinate delivery of product to other warehouses in an efficient, accurate, and timely manner.

Conduct opening and closing inventory of warehouse stock on a daily basis and control the distribution of product.

Ensure that proper paperwork is filled out and/or obtained for any and all movement of product and equipment from receiving warehouse to the other beverage warehouses.

Monitor product quantity in all the beverage warehouses.

Notify Supervisor of any unusual changes or delays in products being delivered to the receiving warehouse by outside vendors.

Contact other beverage catering zone leaders about products and/or special orders that need to be purchased for a delivery to the suite.

Produce Purchase Order paperwork for the vendors.

Update the inventory in IMS Great Plains system by performing a proper receiver to all inventoried products being received from outside vendors.

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Beverage Catering Inventory Receiver

In charge of filling out proper return to vendor forms.

Ensure that warehouse is properly stocked to function and notify Supervisor of low product levels immediately.

Maintain and update Equipment Log on a daily basis.

Maintain an organized and clean warehouse. Stock and arrange product as it is received based on IMS guidelines.

Track all product transfers for the receiving warehouse in IMS Great Plains system and make updates as necessary.

Supervise, train, and evaluate all personnel in your zone to assure high customer satisfaction.

Ensure employee adherence to the prescribed dress code.

Ensure employee adherence to all company vehicle policies (ex. golf cart).

Ask for help when needed.

Various duties as assigned by the Beverage Catering Supervisor or Manager of Beverage Catering.

QUALIFICATIONS:

Supervisory and inventory control experience preferred.

21 years of age or older.

High school diploma or GED.

A valid driver's license.

Ability to work in an outdoor environment in various weather conditions.

Ability to lift up to 50 pounds.

Competence and learning ability in various computer programs.

High integrity and confidentiality.

Enthusiasm for and commitment to the company and the Vision, Mission, and Values.

Effective leader with strong people skills.

Innovative thinker and self-starter with a perseverance to lead teams to success.

Effective communication skills, time management, and detail oriented.

Knowledge of the Motorsport Entertainment World, the Legacy of the Hulman Family, IMS Events and other related activities of the company are a plus, but not required.

PHYSICAL DEMANDS:

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.

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.

TIMEFRAME:

Full-time hours March through August. Must be able to work overtime, weekends, and some nights.