

**INDIANAPOLIS MOTOR SPEEDWAY**  
**POSITION DESCRIPTION**

**POSITION TITLE:** Beverage Catering Zone Assistant

**DEPARTMENT:** Food & Beverage

**REPORT TO:** Beverage Catering Supervisor

**POSITION LOCATION:** Various locations on IMS grounds

**FLSA STATUS:** Non-Exempt, Seasonal

**SPECIFIC DUTIES:**

With the assistance of the Beverage Catering Supervisor, responsibilities include, but are not limited to:

**Event Responsibilities**

Provide a high level of customer service to each suite/hospitality coordinator in your zone.

Check in with host/hostess as they arrive and assist with their initial order and set-up.

Continue making rounds throughout the day to ensure each suite coordinator has what they need to host a successful event.

Help to quickly resolve any issues that may arise.

If the suite/hospitality area has a bar, ensure that the bartender is upholding all policies and procedures.

Communicate any problems which you cannot resolve to the Beverage Supervisor.

Assist with opening an assigned beverage warehouse each event morning.

Assist with staging the first beverage orders of the day for the beverage attendants to deliver.

Assist Zone Leader in set-up and restock of all special events, hospitality rooms, and tent locations.

Towards the end of each day, assist with the beverage set-up of the next day's events.

At the end of each day, assist with the closing of the warehouse and inventory control.

Rev 11/06

*Beverage Zone Assistant*

Non-Event Responsibilities

Assist the Zone Leader with product delivery, stocking, product transfers and removal.

Assist with product return and equipment clean-up.

Assist in the set-up of each warehouse in preparation for the next event.

Maintain an organized and clean warehouse. Stock and arrange products as they are received based on IMS guidelines

Special Event Opportunities

Throughout the summer, IMS schedules several special events in which the Food & Beverage Department is responsible for providing beverage and sometimes catering service.

Some of the special events you may be asked to assist in set-up and provide customer care are: The Victory Banquet following the Indianapolis 500, Concerts, Various Museum and Pavilion parties, Functions held in the Pagoda and Media Building, The School Box Lunch Program, The Food & Beverage Call Center / Beverage Order Processing

**QUALIFICATIONS:**

18 years of age or older.

Must have a valid driver's license.

Ability to lift up to 50 lbs.

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

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

Effective communication skills, time management, and detail oriented.

Goal oriented a must.

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:**

A candidate must be available to work the following dates to be considered for this position:

April:	The last two Saturdays for training.
May - August:	Available full-time; Opening Weekend of the Indianapolis 500 through the Allstate 400 at the Brickyard.

Please be aware that we work all event weekends and some weekends prior to events. Our days and hours will vary and therefore candidates need to be flexible in their schedules. Expect to work 50-60 hours or more during event weeks and 30-40 hours non-event weeks.