

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

**POSITION TITLE:** Beverage Catering Zone Leader

**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 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 IMS paperwork is filled out and/or obtained for any and all movement of product and equipment in or out of your assigned zone.

Develop a positive rapport with each and every guest.

Monitor guest orders and concerns personally and professionally.

Notify Supervisor of any unusual delays or guest concerns.

Contact suites each afternoon regarding scheduling of any orders for the following day and/or pre-delivery of advance orders.

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.

*Rev 11/06*

*Beverage Zone Leader*

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

Track all orders for zone in IMS Great Plains system and make updates as necessary.

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

Conduct daily meetings with zone personnel.

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 April through August. Must be able to work weekends, some nights and overtime.