



INTERNSHIP DESCRIPTION

POSITION TITLE: Internship, Concessions Zone Manager
Position to begin weekends in March then increase hours in Spring and Summer

DEPARTMENT: Food & Beverage

REPORT TO: Concessions Supervisor & Equipment Supervisor

LOCATION: Various locations on IMS grounds

DURATION OF INTERNSHIP: Weekends in late March and April, Full time May through August

WORK HOURS: During Event Season, days and times will vary. Applicant must be flexible. Must be able to work event weekends. Must be able to work overtime. Non-Event Hours: Monday-Friday, 7am-4pm.

SPECIFIC DUTIES:

Event Responsibilities (Indianapolis 500, Brickyard 400, Red Bull Indianapolis-GP)

Manage the daily operations of the concession stands within assigned zone.

Supervise and guide all personnel in assigned zone.

Check-in non-profit groups each morning and assist in the opening of their stands.

Assist in conducting an opening inventory for each stand in your assigned zone.

Maintain an accurate inventory level for each stand and warehouse in zone.
Communicate inventory needs to Concessions Supervisor.

Assist with stocking and re-stocking of products in stands and warehouses.

Ensure that proper paperwork is filled out and filed for all movement of product in or out of assigned zone and signatures are obtained.

Accurately enter data on all zone inventory transfer documents into computer system.

Assist the non-profit groups in the closing of their stands; including stand closing checklist and completion of ending inventory procedures.

Non-Event Responsibilities

Assist the Concessions Supervisor with product delivery, stocking, and removal.

Assist the Equipment Supervisor with equipment set-up in concession stands.

Participate in the training of non-profit groups to operate concession stands.

Clean and prepare stands for winter closure. Remove equipment for storage.

Assist in cleaning and repairing equipment as directed by Equipment Supervisor.

Assist in the food preparation and sales during special events on IMS grounds.

QUALIFICATIONS:

A valid driver's license.

Currently pursuing a college degree.

Experience in customer service and supervision of personnel preferred.

The ability to lift up to 50lbs.

The ability to work outdoors in all types of weather conditions.

Competence and learning ability in various computer programs.

High integrity and confidentiality.

Effective leader with strong people skills.

Innovative thinker and self-starter.

Effective communication skills, time management, and detail oriented.

Professionalism and ability to handle customer needs.