



Position: Hospitality/ Food & Beverage Internship Length: Sept. 2019- May 2020 Deadline: April 19, 2019	Remit Cover Letter and Resume to: Paul Haugen Concessions Management 5225 31 st Ave. South Fargo, ND 58104 phaugen@scheelsarena.com
Reports To: Food & Beverage Manager	

Summary:

The Hospitality/ Food & Beverage intern would be responsible in assisting with all aspects of the Food & Beverage process at the Scheels Arena. The internship will provide those who desire a career in the hospitality industry with an opportunity to learn the business and event management side, while gaining valuable career experience, building a portfolio and enjoying networking opportunities in the process.

Responsibilities:

- Assist in day-to-day operations of the concession stands
- Assist in the operations of Suite service and Catering
- Provide excellent customer service
- Assist in ordering inventory
- Learning, operating, and troubleshooting our Point-of-Sale system, along with generating reports
- Assisting with scheduling game-day staff
- Keeping concession stands organized and customer friendly
- Assist in other areas when needed
- Work closely with the Food & Beverage Manager on events, inventory, and month end financials

Minimum Qualifications and Abilities:

Qualifications

- High school diploma or equivalent
- Ability to work nights and weekends for most large events at the Scheels Arena
- Strong verbal and written communication skills
- Ability to function in a fast-paced environment, handle multiple projects, meet deadlines, and have an understanding of appropriate business etiquette
- Proficiency in Microsoft Office programs including Word, Excel, and Outlook
- Must be able to work through the Fargo Force season, ending at the beginning of May

Work Environment, Physical Requirements and Additional Information:

Work Environment:

- Indoors, office and kitchen environment

Physical

- Sitting, standing, or walking for long periods of time
- May be required to do some moderate to heavy lifting at times

Compensation

- Hourly wage