

Ghirardelli Summer Work Experience Job Descriptions

Unless otherwise stated, all positions require the following skills:

- Interest in the work and functions of your department
- Self-motivated with high level of follow-up, availability and responsiveness to department needs
- Flexible and able to work on multiple projects simultaneously
- Strong computer and organizational skills (Word, Excel, PowerPoint, Outlook)
- Strong analytical skills
- Able to work independently as needed
- Strong competitive spirit and organizational skills
- Undergraduate entering your junior or senior year of college with a minimum 3.0 GPA

HUMAN RESOURCES DEPARTMENT

Location: Ghirardelli San Leandro Headquarters

Do your friends call you a people person? Are you the type that is always trying to recruit people for parties, games and events? Well we want you! Ghirardelli is looking for a Recruiting Intern who will work on various projects that will help bring in the best and brightest talent to our organization.

What you will do:

- Help create and design social content for Facebook, Twitter & Glassdoor to attract the best talent for Ghirardelli
- Help provide candidates who come onsite with exemplary candidate experience
- Help identify and recruit the best talent for the organization
- Help manage Ghirardelli's philanthropy program and host a volunteer event for the organization
- Attend weekly recruiting meetings to brainstorm and enhance the recruiting process

Additional Skills Required:

Must have stellar verbal and written communication skills, be outgoing and enjoy talking to candidates of all backgrounds and have an interest in recruitment and social marketing.

NOR CAL INDEPENDENTS SALES MERCHANDISING REP

Location: Greater Bay Area

Overall, the role of the Sales Merchandising position is to build and develop excellent relationships with Ghirardelli's Independent Grocery customers and execute superior retail merchandising within the assigned territory.

- Work in the field 3+ days per week calling on stores to increase Ghirardelli sales and distribution
- Work ~2 days in office assisting with display and distribution trackers, researching new stores, etc.
- Execute sales merchandising activities such as product rotation, freshness, ensure base sku authorizations are on shelf as well as sell opportunities for new distribution with store management support
- Ensure all merchandising activities are properly executed at store level to support sales, distribution, display goals
- Adhere to the merchandising schedule and work plan assigned by company mentor
- Bring the enthusiasm of the Ghirardelli Chocolate Company that so many of our consumers have come to know us for in the premium chocolate segment to your retail stores each day

Additional Skills Required:

Self-Motivated, with high level of follow-up and responsiveness to customers, working in retail conditions, building displays, fixing shelves, and pulling stock from the backroom. This is a physical role with lifting and bending. **Must have car and ability to drive throughout Bay Area- all mileage will be reimbursed.**

INFORMATION TECHNOLOGY DIVISION

Location: Ghirardelli San Leandro Headquarters

Intern will work closely with the IT Retail Enterprise Information System Analyst assisting with maintaining, updating, and documenting Restaurant & Retail (R&R) applications and processes. The ideal intern is detail-oriented and able to multitask. No direct experience in Restaurant & Retail applications is required, but an ability to pick up systems quickly is necessary. Experience in the hospitality industry a plus.

Projects in scope:

- Creation and Documentation of Menu Items and Discounts
- Price Tier and Standard Cost updates
- Assist with L1 trouble shooting and updating TrackIt
- Follow-up on Oracle cases
- MyInventory store setup and implementation ('my inventory is name of system')
- MyInventory variance audit and support
- Assistance with OPI implementation
- Assistance in Fusebox management and audit transactions
- Works cross-functionally with the R&R department at corporate as well as in the stores

RESEARCH & DEVELOPMENT DEPARTMENT

Location: Ghirardelli San Leandro Headquarters

Are you a passionate, creative individual who is interested in learning about the science of food, how food ingredients interact, and how all of this comes together to make exciting new food products? If this sounds like you, then you could be our Research & Development Intern! Projects will vary and are still in the process of being determined, but they may include:

- Help Technologists create Chocolate bars, squares and holiday shaped items
- Help Technologists create delicious baked items made with Ghirardelli ingredients
- Help make lattes, mochas and hot chocolate
- Help our Sensory team prepare for and execute Sensory tests on site and potentially off-site
- Basic data analysis and entry
- Basic analytical testing – weights, pH, % moisture, etc

Additional Skills Required:

An interest in food, cooking and/or baking, preferably studying in a Science or Culinary field.

SALES MERCHANDISING

Location: San Francisco

Overall, the role of the Merchandising position is to build and develop excellent relationships with Ghirardelli's high volume retail customers and execute superior retail merchandising within the assigned customer base.

- Work in mostly downtown San Francisco five days per week calling on retail sales stores and creating Ghirardelli presence within assigned stores such as Target and Walgreens across the city
- Execute sales merchandising activities such as product rotation, freshness, ensure base sku authorizations are on shelf as well as sell opportunities for new distribution with store management support
- Ensure all merchandising activities are properly executed at store level to support Ghirardelli sales, distribution, displays goals
- Adhere to the merchandising schedule and work plan assigned by company mentor
- Bring the enthusiasm of the Ghirardelli Chocolate Company that so many of our consumers have come to know us for in the premium chocolate segment to your retail stores each day

Additional Skills Required:

Self-Motivated, with high level of follow-up and responsiveness to customers, working in retail conditions, building displays, fixing shelves, and pulling stock from the backroom. This is a physical role with lifting and bending. **Must have transportation to and from San Francisco (all locations are BART accessible). We will provide a clipper card to cover the expense of BART**

MARKETING

Location: San Leandro

We develop and execute growth plans for Ghirardelli Confections (Squares, Bars, Seasons) and Ghirardelli Baking products. Your job will be to support these teams at our corporate headquarters in San Leandro.

Projects will vary and are still in the process of being determined, but they may include:

- Support one of the brand teams with event management
- Assess in-store promotional ideas and recommend highly-visible tactics for further exploration, managing any approved execution
- Analyze coupon redemption history to understand how format and offer level affect redemptions
- Research food brands with super-premium line extensions and analyze positioning and marketing tactics
- Help with preparation for annual sales meeting

Additional Skills Required:

Interest in marketing and consumer products.