

## 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
  - Undergraduate entering your junior or senior year of college with a minimum 3.0 GPA
  - Bring your enthusiasm and competitive spirit
  - Be prepared to learn how Ghirardelli makes life a bite better!
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### MARKETING DEPARTMENT

**Location: Ghirardelli San Leandro Headquarters**

We develop and execute plans for how to grow Ghirardelli Confections (Squares, Bars, Seasons) and Ghirardelli Baking products. Your job will focus on projects that support these teams at our corporate headquarters in San Leandro.

Displays represent a critical opportunity to deliver our business goals and grow our business; however, they are often complex and costly. This project will focus on analyzing our display business from a company standpoint and provide a recommendation on strategically consolidating our display offerings to meet both the retailer and company objectives. Key project workstreams include:

- Work with sales and customer marketing to create a master list of displays types offered by the company
- Use IRI data to analyze the performance of the various displays, including data such as # units executed year over year (YOY), \$ sales for each display YOY, Key Retailer executions YOY, etc.
- Work with Finance to analyze the financial performance of the various displays
- Work cross functionally with Project Management & Operations, Packaging R&D and Design to identify new designs, optimal configurations and to analyze the complexity of manufacturing.
- Using Excel to perform analytical work

The anticipated project deliverables are:

1. Share market and financial analysis with the marketing, sales, and finance leadership team
2. Develop a streamlined list of displays needed to fulfill our business (sales and profitability) and align with Brand Managers & Sales, i.e. which to keep, which to discontinue, new ideas & configurations
3. Present final analysis, recommendations, and creative mock up to Leadership Team

### PROFESSIONAL PRODUCTS DIVISION (PPD)

**Location: Ghirardelli San Leandro Headquarters**

The Professional Products Division (PPD) is one of our fastest growing divisions. We are the food service entity, selling our products to other food manufacturers, restaurants and cafes. This is a unique opportunity for someone who may be interested in a career in sales.

In this role,

- You will learn how sell our products to other businesses
- Learn the art of persuasion and learn critical listening skills.
- You will also accompany highly successful sales professionals on customer visits as well as attend a broker meeting.
- You will also learn the art of lead generation and how to make effective phone calls.

### SALES/CUSTOMER MARKETING DEPARTMENT

**Location: Ghirardelli San Leandro Headquarters**

Do you enjoy creating new processes? Come and join the Sales/Customer Marketing department and leave your mark on Ghirardelli! In this role you will have the opportunity to create a best practice process for tracking and improving Distribution on Core SKU's. You will work with various Sales Teams, as well as creating your own sustainable tracking system.

- Learn to pull IRI data using Excel
- Learn about business needs around Core Distribution
- Outline Best Practice Process
- Create ongoing tracking tool to manage performance against best practice
- Identify biggest distribution gaps and recommend Distribution Targets to address

## SALES MERCHANDISING

### Location: San Francisco

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. The ideal candidate will be self-motivated 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 a local BART station for daily travel to San Francisco (all store locations are BART accessible). However, we will provide a clipper card to cover the expense of BART.

- Works mostly in downtown San Francisco four 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 sales, distribution, displays goals.
- Adhere to the merchandising schedule and work plan assigned by company mentor who works mostly with you day to day.
- Bring your enthusiasm and the Ghirardelli spirit that our consumers and customers have come to know.

## OPERATIONS DEPARTMENT

### Location: Ghirardelli San Leandro Headquarters

Ghirardelli's manufacturing team produces chocolate on 6 different production lines. We monitor and track continuous improvement by analyzing data that is tracked consistently in various systems to ensure maximum performance in production. To increase efficiency we aim to reduce inconsistency in these systems.

The objective in this role will be to collect data, present and implement improvement opportunities to minimize data inconsistencies, utilizing a Lean Practitioner Project (A3)

During this program you will have an opportunity to work alongside a Lean Six Sigma Blackbelt and their client groups, production and warehouse.

#### Some of the tasks include:

- Partner with production & warehouse personnel to analyze current data collection methods
- Map & analyze current inconsistencies between daily reports and JDEdwards system

#### Project deliverable will be to:

- Present an overview of current state
- Present improvement ideas
- Recommend personnel training to implement viable suggestions for continuous improvement

## HUMAN RESOURCES – TOTAL REWARDS DEPARTMENT

### Location: Ghirardelli San Leandro Headquarters

Total Rewards encompasses the tools that collectively define and organization's strategy to attract, motivate, retain and engage employees. From an employee perspective, Total Rewards includes the employee's perceived value of the employment relationship.

This opportunity within Total Rewards, encourages you to understand various positions that make up the Ghirardelli Chocolate Company. The outcome of this project is a Job Descriptions Library which will be used to attract motivated job seekers to the Ghirardelli family.

- Learn about ADP's Recruiting Management system
- Research job description styles
- Work with Ghirardelli's Creative Team to develop a template that is appealing to job seekers
- Integrate Ghirardelli's brand language along with job summaries to scope jobs for the job seeker
- Present completed work to the broader HR Team