



Ghirardelli Makes Life a Bite Better

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!

Locations:

Ghirardelli Chocolate HQ1

1111 139th Avenue
San Leandro, CA 94578

Ghirardelli Chocolate HQ2

1500 Alvarado St. 6th Floor
San Leandro, CA 94577

FINANCE DEPARTMENT

2 POSITIONS AVAILABLE - SALES FINANCE & FINANCIAL PLANNING & ANALYSIS

Location: Ghirardelli San Leandro HQ2

Learn about Finance and help the Finance team by assisting with reporting, developing process documentation, conducting analysis, and developing reporting to provide visibility into expenses and revenue.

Objectives:

- Timely delivery of routine reports
- Insightful analysis and reporting of expenses to identify budget risks and opportunities

Scope:

- Sales Finance: Revenue reporting
- FP&A: Cost Center Spend reporting

Deliverables:

1. Daily, weekly, and monthly sales reporting
2. Insightful Cognos reports
3. Reporting of P-card and Travel expenses by person
4. Summaries of transaction level cost data for cost center budget owners

MARKETING DEPARTMENT

Location: Ghirardelli San Leandro HQ2

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:

Scope:

- Support one of the brand teams with digital content and best practices
- Develop a centralized product image library
- Research food brands with super-premium line extensions and analyze positioning and marketing tactics
- Analyze coupon redemption history to understand how format and offer level affect redemptions
- Help with preparation for annual sales meeting

Skills Required:

- Interest in marketing and consumer products

QUALITY ASSURANCE

Location: Ghirardelli San Leandro HQ1

This position will help to pioneer a culture of learning by building and contributing to the first learning management system at Ghirardelli with a focus on quality assurance and operations. This position within the Quality Assurance team will focus on creating materials and plans and populating the system, as well as reporting and monitoring usage.

- Uploading training material to online learning management system including presentations, videos, documents, etc.
- Creating assessments, courses and learning plans in the learning management system
- Transferring content from one learning platform to another (Docebo)
- Monitoring participants activity in learning management system
- Support training for Operations and QA in our new learning management system

Objectives:

- Learning plans created
- Training materials created
- Courses transferred

Deliverables:

- Upload phase 2 QA learning plans to learning management system
- Create learning plans for 5 operations roles
- Transfer all QA courses (10) from Alchemy template to new learning management system(Docebo)

Skills Preferred:

- PowerPoint presentations
- Social sciences preferred: Communication, English, Marketing, Psychology

OPERATIONS /PROJECT MANAGEMENT

Location: Ghirardelli San Leandro HQ2

Provide Support to Project Management by helping to create materials that cross functional teams can utilize to reference their requirements in Devex

Objectives:

- Meet with 5 – 6 cross functional team members to understand what inputs are and what requirements are needed for item setup and dev ex
- Create documents that can be given to any person in that department to help facilitate Devex item setup.

Project Scope:

- Sit with cross functional subject matter experts to determine inputs and requirements for Devex item setup process. Create quick reference cards for each department to utilize and train in the future.

Deliverables:

5. Reports
6. Quick Reference Cards

OPERATIONS /INDUSTRIAL PERFORMANCE

Location: Ghirardelli San Leandro HQ1

Ghirardelli's Industrial Performance department is responsible for defining the production goals. Historically, the production speeds had to be defined for each product individually without much (if any) correlation to the actual equipment constraints.

The purpose of this project is to provide a structured way set production goals and to document the details that determine these goals.

Objectives:

The desired outcome of this project is to have processes and tools that allow Ghirardelli to automatically set production goals for our products based on equipment constraints, product families and other variables.

Scope

- Identify needs based on conversations with Industrial Performance and other departments.
- Design the relational database structure that meets these needs.
Note: The exact software to use for this database is t.b.d., but we believe Excel is the most likely tool.
- Work with Production, Engineering and other cross-functional departments to identify equipment constraints, product families and other variables.
- Develop and create the relational database.

Deliverables:

7. Database
8. Documentation, outlining purpose and functionality of the database and instructions on how to use it.

OPERATIONS/PRODUCTION - POSITION #1

Location: Ghirardelli San Leandro HQ1

This position within the Operations Production environment will focus on improvement in production waste reporting & reviewing labor standards on the mouldwash

Objectives:

- Weigh 100% of waste at the dumpster
- Reduction of labor from 3 to 2
- Moulds washed per hour per person current vs. improvement

Scope:

- Control waste
- Improve throughput in mouldwash

Deliverables:

9. Review waste reporting at waste dumpster (& requirement of food waste)
10. Find flaws in reporting (& requirement of food waste)
11. Come up with an improvement process to match the weight
12. Perform an ECRS on the mouldwash operators current
13. Improve the process and review labor standard
14. Perform an ECRS on the mouldwash operators on improved process

OPERATIONS /PRODUCTION - POSITION #2

Location: Ghirardelli San Leandro HQ1

This position within the Operations Production team will focus on Improvements in the Operations Training Department

Objectives:

- Update plant job descriptions (G1-G9)
- Create training content for trainer onboarding
- Create certification process for completed trainings

Scope

- Training department tasks for hourly employees only

Deliverables:

- Review and update job descriptions by consulting Plant Supervisors
- Create simple intro classes for Word and Microsoft Outlook
- Create a certificate and certification process for completed trainings

OPERATIONS - SAFETY TEAM

Location: Ghirardelli San Leandro HQ1

Safety is a top priority at Ghirardelli. We have documented many near misses in our manufacturing plant, which can contribute to serious accidents. By minimizing and correcting near misses in the factory, we can keep our employees safe when they work.

Objectives:

- Analyze near miss data and implement improvement opportunities on near misses in the factory

Scope:

- Ghirardelli factory in San Leandro, CA
- Work with production, maintenance and warehouse personnel

Deliverables:

15. Analyze near miss data and prioritize the critical near misses to mitigate
16. Work with a cross-functional team to brainstorm creative solutions
17. Present & implement ideas to mitigate near misses
18. Gather feedback from employees and further improve the workplace.

HUMAN RESOURCES – LEARNING & DEVELOPMENT TEAM

Location: Ghirardelli San Leandro HQ2

Learning and Development aims to improve group and individual performance by building and growing skills and knowledge. The L&D function adapts to meet the changing needs of organizations, as well as the growing levels of investment in professional development. In this role, you should be passionate about helping people learn and grow. Excellent communication skills are essential.

This opportunity within Learning & Development, encourages you to understand various elements of L&D design, e-Learning and facilitation skills that will make a direct impact for Ghirardelli Chocolate Company employees. The outcome of this project is an end-to-end designed workshop using the 6 Disciplines of Breakthrough Learning which will be used to help:

Scope:

- Conduct a learning needs analysis and research your topic area
- Learn how to design, develop, deliver, deploy, drive and document a company-wide workshop
- Develop your own materials which may include e-Learning, webinar preparation and/or classroom facilitation, etc.
- Coordination of logistics

Other duties will include:

- Learn how to manage courses in a Learning Management System (Docebo)
- Interview broader HR team members and cross-functional partners to understand the learning gaps
- Create supporting materials for “Purpose” workshops, You at “Your Best Workshops” and more

HUMAN RESOURCES – TOTAL REWARDS TEAM

Location: Ghirardelli San Leandro HQ2

Total Rewards encompasses the tools that collectively define an 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 Ghirardelli Chocolate Company’s Employee Value Proposition in order to help shape the benefits package offered by the company. The outcome of this project is to identify benefits that resonates with Ghirardelli employees and will add value to their personal and/or professional lives.

Scope:

- Research perks/benefits that are trending with other employers
- Leverage findings from internal project work and employee surveys to pinpoint what Ghirardelli employees’ value
- Identify 3 perks/benefits that reflect those values
- Determine what the cost to Ghirardelli would be to implement the perks/benefits identified
- Present completed work to the broader HR Team