

Food Vendor Services Intern

Job Summary

The Food Vendor Services Intern will work with Festival & City staff – primarily the Assistant and Executive Directors and the City Engineer – to provide assistance with food vendor operations pre-Festival, during set-up and over the course of the Festival. The Food Vendor Services Intern will also be responsible for keeping Backstage Hospitality, volunteer, and festival enterprises stocked with ice and water over the course of the Festival.

Primary Responsibilities

Prior to the Festival:

- 1- participate in food vendor selection process (March)
- 2- compile and mail information packets to accepted vendors (May and July)
- 3- assist with phone calls to contracted food vendors (as needed May through August)
- 4- learn the guidelines and rules pertaining to Festival food vendors
- 5- oversee food vendor files to ensure all accepted vendors have submitted required forms, licenses, insurance and payments (May through August)
- 6- meet with the Executive and/or Assistant Director as needed
- 7- work with City Engineer and Festival staff to layout food vendor courts (Wednesday prior to the Festival)

During the Festival:

- 1- Provide assistance to food vendors during set up and over the course of the Festival.
- 2- Enforce Festival food vendor regulations, whether that involves a vendor serving non-contracted items, operating outside of their contracted booth space, parking unauthorized vehicles on-site or driving on-site during Festival hours
- 3- Confirm that items being sold by food vendors match the approved items in their contract
- 4- Distribute ice as needed to food vendors and keep running total
- 5- Stock water for backstage hospitality at night, stock ice for backstage hospitality in the morning and restock both as needed during the Festival
- 6- Stock ice and water for volunteer tents and all festival enterprises (beer tents, C.D. sales, sponsor tents, public works-which includes police, fire, and First Aid tents)
- 7- Take a photo of each food vendor booth (camera provided) before the close of the Festival
- 8- Oversee Festival volunteers who will be helping with distribution of ice & water

After the Festival:

- 1- Submit ice totals to the Assistant Director (within 1-2 days of Festival)
- 2- Provide feedback on any food vendor issues: layout, complaints, problem vendors, issues with enforcing Festival guidelines, etc.
- 3- Assist with food vendor survey process

Requirements

Qualified applicants will:

- » thrive in a fast-paced environment
- » be organized and able to manage multiple tasks
- » work well with many types of people, from volunteers to City staff, to food vendors
- » be able to lift and carry 25lb bags of ice
- » be able to lift and carry cases of bottled water
- » have experience, training or education in food services/hospitality
- » show attention to detail

Schedule

The Food Vendor Services Intern must be available:

Wednesday August 25th in the evening to help with vendor layout

Thursday August 26th 8am-7pm

Friday August 27 7am-1am

Saturday August 28 7am-1am

Sunday August 29 9am-8pm

Salary An honorarium TBD will be granted at the conclusion of this internship.