

## **Sodexo Intern** **UO4010**

### **Job Overview:**

The Sodexo Intern will perform and train in various responsibilities under their career concentration, such as food service, culinary, facilities management, accounting, human resources, clerical, marketing, sustainability, premium services, warehouse management, or general operations. This role offers hands-on learning experiences in event preparation, service execution, inventory management, and guest relations, providing exposure to large-scale food and beverage operations. Throughout the internship, the intern will gain valuable insight into Sodexo's business practices, operational standards, and leadership principles, while contributing to the team's overall success. The general responsibilities of the position include those listed below, but Sodexo may identify other responsibilities of the position. These responsibilities may differ among accounts, depending on business necessities and client requirements.

### **General Responsibilities:**

- Support daily operations by assisting frontline teams in food service, maintenance, cleaning, equipment use, cooking, serving, and other functions across various facilities.
- Learn and follow department guidelines, operating procedures, and safety standards, providing feedback as needed.
- Learns how to operate and maintain equipment on an as-needed basis.
- Perform day-to-day assignments, special projects, and other duties as assigned, including event preparation, setup, and service support.
- Help monitor product levels, equipment readiness, and ensure compliance with food safety and sanitation standards.
- Assist with inventory, data entry, filing, reporting, and updating documentation as needed.
- In food service accounts, support menu planning and recipe calculations.
- Attend and participate in regularly scheduled meetings.
- Communicate effectively with clients, guests, and colleagues, relaying information and assisting with issue resolution to uphold Sodexo's brand standards.
- May be part of a formal Sodexo internship program.
- Complies with all company safety and risk management policies and procedures.
- Reports all accidents and injuries in a timely manner.
- Participates in regular safety meetings, safety training and hazard assessments.
- Complies with all Sodexo HACCP/OSHA and/or local policies and procedures.
- Complies with all company safety and risk management policies and procedures.
- Attends training programs (classroom and virtual) as designated.
- May perform other duties and responsibilities as assigned.

**Job Qualifications:**

**Experience/Knowledge:**

- In pursuit of a college degree.
- Strong interest in pursuing a career in hospitality, food service, facility management, or event management.
- No experience required.

**Skills/Aptitude:**

- Presents self in a highly professional manner to others and understands that honesty and ethics are essential.
- Ability to maintain a positive attitude.
- Ability to communicate with co-workers and other departments with professionalism and respect.
- Maintains a professional relationship with all coworkers, vendor representatives, supervisors, managers, customers, and client representatives.
- Strong communication, organizational, and management skills.
- Ability to work collaboratively with diverse teams in a fast-paced environment.
- Ability to use a computer, and has basic proficiency in Microsoft Office.
- Ability to multitask in an office or operations setting.
- Ability to operate a telephone and to talk and/or hear in a setting where noise levels are moderate to high.
- Ability to understand and follow written and oral instructions.

**License/Qualifications**

**Certifications:** None.

**General Qualifications:**

- Willingness to be open to learning and growing.
- Maturity of judgment and behavior.
- Maintains high standards for work areas and appearance.
- Maintains a positive attitude.
- Ability to work a flexible schedule as business requires.
- Must comply with any dress code requirements.
- Attends work and shows up for scheduled shift on time with satisfactory regularity.

**Physical Requirements:**

- Close vision, distance vision, peripheral vision, depth perception and the ability to adjust focus, with or without corrective lenses.
- Significant walking or other means of mobility.

- Ability to walk or stand for extended periods of time, throughout the entire duration of a shift, which may exceed 8 hours.
- Ability to reach, bend, stoop, push and/or pull, and frequently lift 35 pounds and occasionally lift/move 50 pounds.
- Must be able to perform repetitive motions.
- Ability to sit, walk, stand, bend, and twist on an intermittent or continuous basis.

**Working Conditions (may add additional conditions specific to defined work location):**

- Generally in an indoor setting; however, may participate in outside activities and events.
- Varying schedule to include evenings, holidays, weekends, and extended hours as business dictates.
- While performing the duties of this job, the employee is primarily in a controlled, temperate environment; however, may be exposed to heat/cold during support of outside activities.
- The noise level in the work environment is usually moderate to loud.

**Unit Description:** Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

**Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.**

Employee \_\_\_\_\_ Date \_\_\_\_\_  
Manager \_\_\_\_\_ Date \_\_\_\_\_