College of Agriculture and Natural Resources

UDairy Creamery Student Management Team –2022-2023 Internships

**APPLICATION DEADLINE – April 29th, 2022**

The *UDairy Creamery* is seeking undergraduate students to serve as the **Student Management Team** for the Creamery for 2022-2023 school year. Information on these positions, including responsibilities and compensation, is found below. While schedules can vary, Interns will work at the Newark Creamery 5-10 hours per week for the first 4 weeks of the semester (If the intern has not previously worked at the Creamery) and an additional 5-10 hours working on internship projects\*. After training, interns will spend ~10 to 20 hours a week on projects, 3-4 of these hours must be completed at the Creamery.

Working during the summer and Winter Session is not required but is encouraged. All applicants will report directly to the Newark Management Team.

The Creamery Student Management Team as a whole is responsible for:

* Development: What’s next at the creamery? Products, marketing, events to attend, education etc.
* Knowledge: Representing the Creamery in a knowledgeable fashion. Becoming experts on our philosophy, mission statement, and partnerships.
* Goal setting: Creating goals for interns and employees. Maintaining employee spirit and passion for the Creamery mission.

Applications are due by **April 29th, 2022.** Applicants should submit the following materials electronically through Handshake:

(1) Application cover letter explaining interest and qualifications for the position sought

(2) Complete and up-to-date resume

(3) Copy of unofficial transcripts

(4) Two letters (or e-mails) of reference from individuals familiar with the applicant’s academic background, accomplishments, and suitability for a leadership and/or managerial position

Current interns may reapply by submitting (1) letter of interest and (2) copy of unofficial transcripts.

**Leadership & Staff Development Intern**

The Leadership & Staff Development intern is responsible for team building, employee training and retention for the Newark UDairy Creamery, Moo Mobile and UDairy Creamery Café. This position works directly with Creamery management to ensure our team is producing the safest and best product possible while providing the highest level of customer service. Our team is what makes the Creamery so special. It is this intern’s responsibility to lead student employees and ensure all of our team has the resources needed to be successful.

Duties include but are not limited to:

* Assist management in interviewing and hiring new employees
* Train new employees and student supervisors. Edit and complete training guides.
* Assist in developing Student supervisor training and orientation
* Create job descriptions & edit employee handbook
* Work one on one with new employees
* Develop, update and implement training guides, cleaning schedules, how to guides, etc
* Work with management to conduct employee evaluations
* Organize team bonding events
* Organize end of year formal
* Pursue employee feedback to make the creamery a better place!

Communication skills are a must. If the applicant is not a current employee, the intern MUST train as an employee for 2 weeks prior to beginning the UDairy Creamery internship. Compensation is $14/hour.