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Sent: Thursday, February 7, 2019 11:37 AM

To: wku-classifieds@lists.wku.edu

Subject: [WKU-Classifieds] Country Oven Bakery Information Technology Student Intern Position

Country Oven Bakery, 2840 Pioneer Drive, Bowling Green, KY 42101, has an open position for a I.T. Student Intern.

This is an unbenefited, part-time position, *however* the student's class schedule will determine the hours worked, up to 30 hour per week (**not to exceed 30 hours per week**).

The work schedule will be built around the student intern's class schedule.

The ideal candidate must be a current enrolled student starting a Bachelor's Degree program in an Information Technology discipline, a motivated, self-directed, hands-on individual that is willing to advance in **The Kroger Company**; #17 on the Fortune 500! <http://fortune.com/fortune500/kroger/>

The job posting is located at https://jobs.kroger.com/kroger/job/Bowling-Green-Administrative-Support-Information-Technology-Intern-KY-42101/523375700/?locale=en_US

Job Description For Kroger Manufacturing Country Oven Bakery January 2019

Job Title: Information Technology Intern

Date: January 17, 2019

Location: Country Oven Bakery

Department: Maintenance

Reports to: MIT Resource Leader

FLSA: Nonexempt

Travel: Minimal

Shift: Varies

Position type: Part-time

The work schedule will be built around student's class schedule to determine hours worked up to 30 hours per week (not exceeding 30 hours)

Job Posting location: https://jobs.kroger.com/kroger/job/Bowling-Green-Administrative-Support-Information-Technology-Intern-KY-42101/523375700/?locale=en_US

Ideal candidate: A current enrolled student starting a bachelor's degree program in an Information Technology discipline, a motivated, self-directed, hands-on individual that is willing to advance in **The Kroger Company**; #17 on the Fortune 500! <http://fortune.com/fortune500/kroger/>

Job Purpose

Responsible for providing computer end-user support and assistance to manufacturing all plant departments by utilizing local and enterprise information technology resources. Also, responsible for assisting the plant Manufacturing Information Technologist and work at the direction of the plant MIT.

Essential Job Functions

1. Role model and demonstrate the Company's core values of respect, honesty, integrity, diversity, inclusion and the safety of others.
2. Follow established programs, policies, and practices to produce safe quality foods that meet regulatory and company requirements.
3. Support the development, implementation, maintenance, and ongoing improvement of the SQF Systems.
4. Accountable to the Kroger Manufacturing Food Safety and Quality Principles.
5. Associate is required to immediately report any food safety concerns to a member of the site leadership team.
6. Follow established safety programs, policies, and practices to maintain an accident-free workplace.
7. Actively participate in the behavioral safety process, BAPP®, by completing observations as scheduled to identify and eliminate at-risk conditions and behaviors to maintain an accident-free workplace.
8. Assist the MIT in maintaining the plant BCP and DRP plans.
9. Research and organize data for Manufacturing and local I.T. projects and initiatives.
10. Assist with maintaining computer equipment inventory.
11. Assist with maintaining network IP address inventory.
12. Assist with daily, weekly, period data backups of AS400 system.
13. Assist with researching pricing and ordering parts at the direction of the plant MIT.
14. Assist with maintaining and updating the Country Oven Bakery WiKi page.
15. Assist with contacting distributors and manufacturers for pricing and availability of parts for current equipment supported by the plant MIT.
16. Train for eligibility to interview for the Kroger Career Training Program upon successful completion of a four-year degree program.
17. Support a Customer 1st culture by thinking and acting with the Customer in mind to positively impact quality, service and prices of our manufactured products.
18. Support the manufacturing sustainability program to Reduce, Reuse, and Recycle to strengthen our commitment to "Doing our Part" that will enable our Customer to "Do their Part".
19. Support a culture of continuous improvement by maximizing assets and minimizing downtime to reduce costs for our customers.
20. Support the TPC process by championing and implementing process improvements and working inclusively and collaboratively to exceed our customers' expectations.
21. Participate in TPC events by being engaged and willing to make decisions with the customer in mind.

Requirements

Knowledge – Requires the ability to understand general arithmetic; speak and write in a clear and understandable manner for internal/external relations; understand difficult verbal or written instruction. This position also requires the ability to understand computer applications. This position currently utilizes: Microsoft® applications. Must be enrolled in a four (4) year college program in study in Information Technology.

Mental – Requires normal attention with periods of high concentration intermittently. Ability and willingness to work autonomously, to apply common sense understanding to carry out instructions furnished with written, oral, or diagram form. Ability to identify and utilized resources in completing tasks. Ability to triage and prioritize support needs. Requires the ability to deal with problems involving several barriers in standardized situations (essential functions 1-21).

Physical – Requires walking/standing approximately 30%; sitting approximately 70% and lifting to (50) pounds approximately 5% of time; involves repetitive stooping, forward bending and crouching approximately 15%.

Environmental – Requires capability of performing essential job functions within an established office and plant floor environments under normal lighting and climate tolerances (essential functions 1-21).

Manual Dexterity – Requires use of hands, arms, and feet for repetitive lifting; use of hands and arms to operate telephone, calculator, computer and other general office equipment and to record written information (essential functions 1-21).

Audible/Visual – Requires ability to hear (essential functions 1-13); requires ability to visually observe essential job functions for satisfactory performance (essential functions 1-21).

The above description is intended to describe the general content, identify the essential job functions, and set forth the requirements for the performance of this job. It is not to be construed as an exhaustive statement of the job functions or requirements.,