Foster Poultry Farms

Request for Intern

Supervisor: Felipe Cortez

Supervisor Title: Employee Relations Manager

Telephone: (209)394-6914 Ex. 4401 Fax: (209)394-6440 E-Mail: Felipe.Cortez@fosterfarms.com

Date Form Completed: 6-2-16 Period Internship Offered (duration of internship): 2-4 months

Position Description: Train Live Production employees on new electronic applicant process and access to 401K and Benefits information.

Major Job Responsibilities:

* Conduct meetings with hourly and field supervision to inform and teach how to apply for internal open positions and retrieve and change other benefit information electronically.
* Work with Managers and Supervisors on how best to schedule meetings

Minor Job Responsibilities: Other Duties as assigned.

Job Classification (Full or part time internship, hours, work schedule, etc): Part time, 28 hours per week

Part time during school – Full time during winter break if available.

Specific Job Requirements (specific required skills/abilities/knowledge to accomplish the duties of the job):

* Bilingual (English/Spanish) required
* Excellent Computer skills/Demonstrated experience required
* Have excellent communication skills
* Ability to work in small and large group settings
* Ability to teach hourly employees new electronic application process and how to electronically access other benefit information.

General Job Requirements: Junior or Senior standing

Minimum G.P.A of 3.0

Valid driver’s license

Must have reliable transportation to and from work and various work sites

Position Location: Collier A– Delhi CA

Additional Information/Comments (use another sheet if necessary):

In lieu of a job description, this form is required to initiate a Requisition for Intern position

For Interns to be sought through College recruiting, e-mail approved Requisition and this form to Kelsey Anderson- [Kelsey.Anderson@fosterfarms.com](mailto:Kelsey.Anderson@fosterfarms.com)

* Internships are positions lasting for a predetermined period of time that requires the use of specific subject matter knowledge and/or skills; the specific knowledge/skills must be possessed by the intern who must be College Junior year or beyond.  Use of this “Intern Request Form” is strongly encouraged to help determine a true internship (vs.  a temporary clerical/backfill opening).
* Requisitions for Interns are not administered locally (as for plant labor positions); they must be routed through normal approval process and posted by Central HR.