Division Position Profile

**Position Title:** Intern
**Enterprise Job Code:** 110007
**Department:** Human Resources
**Position Reports To:** Talent Acquisition Specialist
**Position Supervises:** N/A
**Pay Level:** N/A
**FLSA Status:** Non-Exempt, Non-Union
**Profile updated:** 11/10/15

**Position Summary:**
Gain an understanding of the retail business and learn job-related responsibilities through completion of the summer intern program working in a store location. Role model and demonstrate the Company’s core values of respect, honesty, integrity, diversity, inclusion and safety of self and others. Fred Meyer also requires that all associates perform all tasks in a safe manner consistent with corporate policies and state and federal laws.

**Essential Job Functions:**
- Model “Customer 1st” behavior; deliver and encourage other associates to deliver excellent customer service
- When interning in a Store location:
  - Complete orientation and additional Customer Service training
  - Work at store locations
  - Learn and gain experience with activities to develop skills as needed within Store
  - Participate in weekly Store Sales Director/Manager meetings and regional/corporate meetings
  - Complete and review internship assignments, projects and special activities
  - Review past and future activities with Store Sales Director
  - Complete cumulative project and present to executive team
  - Meet with Talent Acquisition Specialist and/or immediate Supervisor to review program, receive/give feedback
- Must be able to perform the essential functions of this position with or without reasonable accommodation

**Behaviors/Skills:**
Leadership behaviors needed to successfully perform this position are:
- **Puts the Customer First** - Anticipates customer needs, champions for the customer, acts with customers in mind, exceeds customers’ expectations, gains customers’ trust and respect.
- **Communicates Effectively and Candidly** - Communicates clearly and directly, is approachable, relates well to others, engages people and helps them understand change, provides and seeks feedback, articulates clearly, actively listens.
- **Achieves Results Through Teamwork** – Is open to diverse ideas, works inclusively and collaboratively, holds self and others accountable, involves others to accomplish individual and team goals.
- **Leads Through Positive Influence** – Demonstrates strong character, builds partnerships, models a conscious balance between work and personal life, takes personal responsibility for own development, role models leadership qualities such as motivation, inspiration, passion and trust.
- **Coaches and Develops Others** - Develops and cares about associates, builds effective teams, helps people be their best, values and manages diversity, provides candid and constructive feedback.
- **Leads Change and Innovation** - Challenges the status quo, embraces technology, puts forward creative ideas, champions and implements process improvements, gathers the ideas of others, demonstrates good judgment about which ideas will work.
- **Executes with Excellence** - Is action oriented, drives for results, sets clear expectations and milestones, reviews progress, acts decisively, solves problems, can be counted on to consistently meet or exceed goals.
- **Provides Clear and Strategic Direction** - Plans and organizes well, sets a clear and simple course of action, stays focused on the most important priorities, has the ability to visualize and plan for the future, understands the industry and marketplace.
• **Safety Awareness** - Identifying and correcting conditions that affect employee safety; upholding safety standards.

**Minimum Position Qualifications:**
• Junior or senior standing at an accredited four-year college or university, with a 3.0 or above G.P.A.
• Minimum 18 years of age
• Ability to pass drug test
• Ability to work weekends on an occasional basis
• Ability to handle sensitive information while maintaining high degree of confidentiality
• Accuracy/attention to detail
• Proficiency with Microsoft Office Suite
• Ability to work on own initiative
• Ability to take directions from several supervisors
• Ability to adjust to changing work environments
• Ability to organize/prioritize tasks/projects

**Desired Previous Job Experience:**
• Retail experience
• A career goal to work within the Retail Industry

**Potential Career Path from this position:**
• Management Development Program

**Job Codes to be used:**
Kermit-1830110

**Additional information:**
Section: HRD
Location: Main Office
Part-time or Full-time: Full-time (Temporary)
Job number: HR21011
Level of Supervision: Moderate
Work Pace: Self-paced
Internal Cust. Contact: Regular
External Cust. Contact: Regular

**Physical Demands Analysis**

**Job Title:** Intern

**Type of Industry:** Office

**Work Schedule:**

Typical shift length: 8 hours
Number of days worked each week: 5 days
Time allowed for breaks: 15 minutes

1. **Standing and Walking**
   Tasks: Filing, walking to meetings, performing various office tasks
Surface: Concrete, carpeted floor
Estimated total time: 5 minutes up to 8 hours
Maximum continuous time: 1 hour

2. Sitting
Tasks: Computer work, phone calls, meetings, reading, writing, driving
Estimated total time: 5 minutes up to 8 hours
Maximum continuous time: 3 hours

3. Lifting and Carrying
Objects lifted: Laptop with case, files
Max weight: 25 lbs
Average weight: 10 lbs
Min/Max lift points: 0” - 36”
Distance carried: up to 100 feet

Lifting: Varied weight demands chart

<table>
<thead>
<tr>
<th>Weight Range</th>
<th>Continuously</th>
<th>Hourly</th>
<th>Daily</th>
<th>Weekly</th>
<th>Monthly</th>
<th>Never</th>
</tr>
</thead>
<tbody>
<tr>
<td>&lt;10 lbs</td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>11-25 lbs</td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>26-50 lbs</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>51-75 lbs</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>76-100 lbs</td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
<td></td>
</tr>
<tr>
<td>&gt;100 lbs</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>x</td>
<td></td>
</tr>
</tbody>
</table>

Comments: Assistance is available from coworkers.

4. Pushing and Pulling
Objects Pushed/Pulled: Computer monitor, chair, recycle bin, small box of files
Max. Force: Average (15-20 pounds)
Distance: Up to 75 feet
Frequency: Daily

5. Endurance Requirement: This job requires a low aptitude for ambulation stamina.

6. Climbing
Tasks: Walking to other floors
Device: Stairway (elevator is available)
Height: 1-5 floors
Frequency: Daily
Under load: No

7. Bending/Squatting/Kneeling
Tasks: Reaching files in drawers or items on floors
Frequency: Daily

8. Extended Reaches
Tasks: Using keyboard, reaching for files, reaching for phone
Hands Used: Both
<table>
<thead>
<tr>
<th>Dimension</th>
<th>Task Description</th>
<th>Frequency</th>
<th>Time Unit</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 - 20”</td>
<td>Up and down, left and right, back and forth</td>
<td>Daily</td>
<td>Seconds</td>
<td>Less than 5 lbs</td>
</tr>
<tr>
<td>20 - 36”</td>
<td>Up and down, left and right, back and forth</td>
<td>Weekly</td>
<td>Seconds</td>
<td>Less than 5 lbs</td>
</tr>
</tbody>
</table>

9. Work Conditions

<table>
<thead>
<tr>
<th>Exposure to</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hot temperatures</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Cold temperatures</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Sudden changes in temperature</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Fumes</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Cramped quarters</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Sharp edges</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Hammering or impact tools</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Tool vibration</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Whole body vibration</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>100% Inside</td>
<td></td>
<td></td>
</tr>
<tr>
<td>0% Outside</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

10. Other Job Demands

<table>
<thead>
<tr>
<th>Does Job Require</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Crawling</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Walking Across Sloped Surfaces</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Lying on Back</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Lying on Stomach</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Twisting</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Neck flexion/extension</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Cervical rotation</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>High grip strength</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Driving a vehicle</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Frequent forearm supination/pronation</td>
<td></td>
<td>x</td>
</tr>
<tr>
<td>Frequent and/or sustained awkward wrist positions</td>
<td></td>
<td>x</td>
</tr>
</tbody>
</table>

11. List tools, equipment, and materials

- Computer, phone, printer, fax

Disclaimer
The physical demands, job duties, elements, responsibilities, skills, functions, experience, and the requirements and conditions listed in this Physical Demands Analysis are representative only and not exhaustive of the tasks that an employee may be required to perform. The employer reserves the right to revise this Physical Demands Analysis at any time and to require employees to perform other duties as circumstances dictate or conditions of its business, competitive considerations, technological changes and/or advancements of the work environment.