



Tea's Me Café

Job Title:	Tea's Me Business Management Intern	Job Category:	Business Management
Location:	Multiple Locations	Travel Required:	Travel Required
Level/Salary Range:	TBD	Position Type:	Part-Time, Work Study, Internship
HR Contact:	Darla Harmon	Date Posted:	December 2022
Will Train Applicant(s):	Darla Harmon & Managers	Posting Expires:	TBD
External Posting URL:	www.TeasMeIndy.com/Join-Our-Team		
Internal Posting URL:	www.TeasMeIndy.com/Join-Our-Team		
Applications Accepted By:			
WEB POSTING ONLY: See above		MAIL: Name Tea's Me Café 140 E. 22 nd Street, Ste. B Indianapolis, IN 46202	
About Us			
<p>TEA'S ME CAFE IS A LOCAL FAVORITE, AWARDED THE BEST OF INDIANAPOLIS, BEST TEA HOUSE IN 2020 & 2021.</p> <p>Guests enjoy a variety of healthy loose-leaf teas, great food, and a classy ambience. Tamika Catchings, 4x Olympic Gold Medalist, Hall of Famer, and founder of the Catch the Stars Foundation, purchased Tea's Me Cafe in 2017, when she found out the original owners were planning to close the business. A Community advocate, the goal of the Cafe is to not only serve the community food & beverages, but also to provide add programming and events. The Cafe expanded its reach by operating a second location, Tea's Me Community Cafe, as part of a Tarkington Park Partnership.</p> <p>Tea's Me Cafe specializes in providing the best loose-leaf tea sourced from all over the world. Our guests notice the difference in the freshness, taste, and aroma. Tea is incredibly healthy for you and is a wonderful way to start your day or can help you sleep at night.</p>			
Job Description			
SUMMARY			
Tea's Me Cafe is looking for a motivated individual to be a supportive member of our staff and assist with our executive management team. The intern will work closely with Tea's Me managers while learning how to fulfill operational duties such as scheduling, delegating, and business-to-business relationships.			
JOB FUNCTIONS :			
<ul style="list-style-type: none"> • Assist in the development and execution of events that promote the safety and experience of guests • Assist with the physical setup/breakdown of equipment, distributing uniforms, radios, event day paperwork, and other equipment as needed • Perform various other duties as may be assigned by any of the Tea's Me Cafe Managers 			

- Interacts with employees and clients in a professional manner
- Fulfill administrative duties such as data entry, correspondence, facilitating meetings, procurement and care of operational supplies, general communication with staff, and other office responsibilities as necessary
- Assist in the workforce management of Tea’s Me Event Staff, including but not limited to recruiting, hiring, scheduling, database management and on-site supervision
- Flexible schedule to assist with in-house operations

QUALIFICATIONS AND EDUCATION REQUIREMENTS

Core Value Qualifications

1. Energy for Life – Excitement about your life, our space(s) and a contagious positive attitude
2. Willingness to Learn – Learn, engage & grow daily
3. Commitment to Excellence – Take pride in how you SHOW up every day
4. Engagement – Be attentive to your guest, teammates & those you have a chance to connect with
5. Dedicated to Serve – Attitude of gratitude and exceptional customer service to our guests

Recently graduated from or current Juniors and Seniors in a college or university with a preferred focus in Business Management, Business Consulting, and Operations Management

PREFERRED SKILLS

- Love to have FUN!!
- Smiles are necessary
- Excellent customer service skills
- Ability to work effectively in a team environment as well as on an individual basis as situation dictates
- Ability to work under pressure in a fast-paced events environment
- Organize data and report on analytics as necessary
- Ability to work effectively in a team environment as well as on an individual basis as situation dictates
- Ability to work under pressure in a fast-paced events environment
- Effective verbal, written and interpersonal communications that can build community connections and relationships
- Ability to maintain confidential and/or proprietary information

Reviewed By:	Name	Date:	Date
Approved By:	Name	Date:	Date
Last Updated By:	Name	Date/Time:	Date/Time