



Summer Internship Program May 26, 2020 - August 7, 2020 Job Description

Department Name: Hospitality Management, Alere Café
Intern's Supervisor: Deanna Manners
Timesheet Approver: Deanna Manners
Assignment Location/Campus: Jerry Sue Thornton Center (JSTC), 2500 East 22nd St., Cleveland, OH
Job Category (Select up to 2): Hospitality Management
Number of Openings: 10 **Work Schedule/Hours:** Café Hours, Monday - Friday, 7:00 a.m. - 6:00 p.m.
Internship Duration: Other
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

Department Description: (e.g. mission statement, department responsibilities)

The Hospitality Management Center of Excellence mission is to serve students from diverse backgrounds, seeking to enhance their individual worth and professional potential, by delivering quality educational programs in Culinary Arts, Restaurant Management, and Lodging and Tourism. The department strives to ensure the success of each student and to meet the needs of local industry and the community by offering relevant courses with outstanding delivery.

Job Responsibilities: (e.g. functions and/or projects)

Interns will rotate through each of the following stations to experience the various roles of restaurant operation and apply skills learned in the Hospitality curriculum necessary in support of the Alere Café:

- As a Line Cook, will be responsible for (food preparation, grilling, frying) under the direction of the Chef and according to the recipe and food presentation specifications
- As a Prep Cook, will be responsible for much of the preparation for the dishes that are served (includes chopping vegetables, breaking down stations, cutting or grinding meat, weighing and mixing ingredients, washing and preparing vegetables, and storing food)
- As hostess or host, will greet customers as they enter the café, take reservations if needed, show the guest(s) to a table, give them menus, and answer phones or customer inquiries
- As a Server, will familiarize guests with menu and daily specials, accurately record food and beverage orders, run multi-course meal orders, and tally bills
- As a Dishwasher, will be responsible for cleaning dishes, silverware, glasses, the pots, pans and other cooking utensils used in preparing food, and assist with gathering dirty dishes
- Marketing to the neighborhood includes building customer relationships, assist with creative ad campaigns as well as conducting market surveys

Required Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Hospitality student
- Must be ServSafe certified
- Completion of HOSP 1010

Preferred Qualifications: (e.g. declared major; specific coursework; competencies, knowledge, skills, and abilities)

- Previous experience waiting tables and/or being a line cook
- Completion of HOSP 2350