



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

Department Name: Hospitality Management Center of Excellence
Intern's Supervisor: William Scully
Timesheet Approver: Karen Monath
Assignment Location/Campus: Hospitality Management Center, 180 Euclid Ave., Cleveland, OH
Job Category (Select up to 2): Hospitality Management Other
Number of Openings: 1 **Work Schedule/Hours:** TBD
Internship Duration: 10 Weeks
Internship Dates (Start/End): May 26, 2020 / August 7, 2020

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

The Hospitality Management program is fully integrated into the hospitality industry in Cleveland and Northeast Ohio. The Hospitality Management Center of Excellence will be a national leader in hospitality education, producing the finest hospitality professionals for local, regional and global communities through an industry-validated curriculum taught by distinguished faculty in a state-of-the-art learning environment, with direct access to and input from industry leaders. Program faculty and staff strive to provide the hospitality industry with a talented and well-prepared workforce. Faculty seek to provide students with the tools necessary to be successful not only in their hospitality career but in life.

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

- Assist the Lab Technician with maintenance and upkeep of kitchen spaces
- Disassemble and clean NSF equipment used in an industrial kitchen
- Identify kitchen areas that need attention, and learn how to fix/repair/replace
- Identify sanitation issues, and learn how to remedy the problems
- Assist with kitchen management, inventory, ordering, bill pay, receiving, proper storage, lab fulfillment

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

- Hospitality Management student with knowledge of kitchen environment
- Ability to follow spoken directions
- Good organizational skills
- Ability to work independently from a list, as well as with others as part of a team

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

- Basic math skills
- Proficiency at completing complex tasks
- A commitment to working hard, learning procedures, and having fun at work