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**INTERNSHIP PROGRAM JOB DESCRIPTIONS**

While participating in the Internship Program at Fourwinds Lakeside Inn & Marina, individuals will work side-by-side to learn and perform the duties and responsibilities of every position in each department:

**Housekeeping:**

Learn all aspects of the operation to include laundry, PA Cleaning, Room Attendant, Inspector and an overall review of the Housekeeping Manager’s duties and responsibilities.

**Food & Beverage:**

Learn all aspects of the F&B operation to include Table Service, Bartending, Host, Floor Supervision, Cooking, and planning and setup of Banquet Events.

Food Server (all shifts), plus Host, Food Runner/Busser, Utility/Steward, Cook, which includes an overall review of the Food & Beverage Director’s responsibilities.

Steps of service, inventory, budgeting, scheduling, bartending basics, room set up, menu development, and health & sanitation inspection preparedness.

**Front Desk & Accounting:**

Learn all aspects of the operation to include AM/PM Desk Clerk duties & procedures, Night Audit, and Accounts Receivable/Payable, which will include an overall review of the Front Office Manager responsibilities.

**Sales & Catering:**

Learn and participate in all aspects of direct & tele-marketing sales, event coordination, marketing, and catering setup, and service.

**Maintenance:** (optional)

Learn all aspects of the department including Preventive Maintenance, Pool Maintenance & Cleaning, and Chief Engineer duties & responsibilities.

**Boat Rental:** (optional)

Learn all aspects of the duties and responsibilities in the department

**General Manager:**

The General Manager role? Day-to-day duties and responsibilities; Leadership, Operational, Financial, Marketing. Recap internship experience.