



POSITION ACTIVITIES / SMARTGOALS - HOSPITALITY / CULINARY INTERNSHIP

Student Name _____ Semester _____

Employer _____

Employer Address _____

Supervisor Name _____ Supv. Phone _____

Supervisor E-Mail _____

Instructions: Please identify below the activities that the student will be engaged in during the semester. You must elect at least five areas below to concentrate on during the work experience. The minimum hours are 10 and the maximum are 30 hours per area.

Note: If this student has worked for at least three months prior to the internship semester, please briefly describe the current job duties, then identify new learning below. _____

Position Activities:

#	Description	Skills	Planned Hours	Actual Hours
I.	Controlling Foodservice Costs	Food Cost, Labor Costs, Overhead and Budget		
II.	Hospitality, Restaurant, and Event Management	Management Practice, Leadership		
III.	Human Resources Management and Supervision	Shift Management and HR Administration		
IV.	ServSafe Food Handling	Food Safety, Facilities and Equipment Sanitation		
V.	Customer Service	Dining Room Service or Guest Relations		
VI.	Food Production	Food Quality and Preparation		
VII.	Inventory and Purchasing	Inventory, Purchasing, Receiving, Storage, Issuing		
VIII.	Managerial Accounting	Managerial Accounting Budgeting and WOE		
IX.	Restaurant Marketing	Menu Marketing, Business Promotions, Marketing and Advertising		
X.	Nutrition	Nutrition and Allergen Conscious Menu and Product Development.		

Employer Supervisor Signature _____ Date _____

Faculty Advisor Signature _____ Date _____

Student Signature _____ Date _____

FACULTY USE ONLY:
Please register this student for course # _____