



## HORIZON CONVENTION CENTER

### Food & Beverage Management Internship

#### **Internship Objective**

The objectives of this internship program are to further develop an intern's knowledge, skills, and competencies through a combination of structured training assignments and practical hospitality management experience.

#### **Responsibilities**

- Understand professional service standards and learn to effectively communicate with guests
- Consistently follow all standards and procedures
- Ensure a high-quality F & B product is consistently being produced
- Work with Executive Chef, Food & Beverage Manager and Event Service Manager with inventory and costing procedures
- Demonstrate an understanding of Food & Beverage and the delivery of both
- Demonstrate an understanding of menus, cooking techniques and an ability to describe dishes
- Provide effective customer service/hospitality to all guests
- Lead by example in all work-related interactions and occasions
- Work in other areas of the HCC as requested

#### **Skills**

- Strong customer-service skills
- Professional attitude and appearance at all times
- Flexibility in schedule and assignment
- Reliability and ability to adapt to changing situations
- Demonstrated team-player skills
- Self-motivation and organization
- Ability to work under high-pressure conditions and to multi-task
- Excellent public relations, oral and written communication skills
- Ability to responsibly handle money and use a Point-of-Sale (POS) System

**Health and Safety**

- Comply with the current Health & Safety policies
- Work in a safe manner and contribute to providing a safe workplace
- Use protective/safety equipment wherever provided and required
- Report accurately and quickly all hazards, incidents and work-related injuries to your manager/supervisor
- Participate in actively maintaining Health & Safety standards and encourage colleagues to participate
- Be prepared to perform medium-to-heavy lifting, pushing and pulling of heavy equipment, and working in a kneeling position, all in a safe manner

**Required Qualifications**

Applicant must be attending an accredited college or university.

**Hours**

Must be able to maintain a flexible work schedule

**Salary**

Compensation will be based on experience.

**Internship Focus**

You will work with the following department and in the following departments:

Food & Beverage Manager, Executive Chef, Food & Beverage Service, Kitchen, Event Services

Time spent within each department will depend on the primary focus of your degree

**Application Deadlines**

Internship applications must be submitted one to two weeks prior to start of semester. Please submit resume, cover letter, and application to:

Joni Beymer

Sales and Events Assistant/HR Navigator

401 S. High St.

Muncie, IN 47305

[jbeymer@horizonconvention.com](mailto:jbeymer@horizonconvention.com)