

Sample High School Intern Positions – Culinary and Hospitality

Cook Assistant Intern

Responsibilities:

- Assist cook or chef with preparation of cold and hot food items for all events.
- Assist with service of food for buffets and plated meals.
- Assist in clean-up—washing dishes, cleaning kitchen, sweeping, mopping, etc.
- Help catering staff with set-up and loading of plates, glasses, etc.
- Set up and tear down of buffet equipment and linens when necessary.
- Update inventory of food and kitchen materials.
- Help maintain required records, including temperature log, refrigeration log and sanitation schedule.
- Inspect kitchen equipment for proper functioning and safety, notify maintenance immediately of repair needs.

Qualifications/Requirements:

- Previous experience or coursework on food service required.
- Familiarity with kitchen tools and equipment.
- Ability to work in a fast-paced kitchen environment.
- Ability to take direction and follow instructions.
- Ability to meet physical demands, including extended periods of standing and walking throughout the working time; able to lift and carry 25–50 pounds, push/pull to 50 pounds.
- Professional work ethic and effective communication skills.
- Ability to work independently and resourcefully.

Note: Depending on the position and employer, some positions may require additional certifications and qualifications, such as Food Service Sanitation Certification, NYC Food Handlers stamped photo license, and compliance with all established food handling procedures, including those of Department of Health and Department for the Aging (if applicable).

[Reference](#)

Host/Hostess Intern

Responsibilities:

- Provide arriving guests with a prompt, gracious greeting and seat them comfortably with menus.
- Take reservations by phone and in person, providing helpful, accurate responses to inquiries.
- Ensure that tables are clean and set before seating guests.
- Assist in maintaining seating charts for station rotations.
- Assist in managing the wait list during high volume to accurately set guest expectations.
- Assist in managing online and take-out food orders.
- Tidy the service podium, keeping it organized and maintain a supply of inventory.
- Perform all necessary set-up side work as assigned.

Qualifications/Requirements:

- Clear, effective written and verbal English communication skills.
- Knowledge of the proper etiquette and service standards.
- Ability to work positively in a fast-paced environment.
- Excellent customer service and interpersonal skills.
- Self-motivation and good organizational skills.
- Ability to take directions and work in a team environment.
- Ability to solve problems and work calmly and effectively under pressure.
- Maintain a professional appearance and manner at all times.
- Basic math skills and intermediate computer skills, including familiarity with OpenTable online reservation platform.

Reference

Guest Services Agent Intern

Responsibilities:

- Meet, greet and direct guests in a courteous and professional manner.
- Escort guests to their rooms and show room amenities, offering room tour and hotel outlet information under standard operation procedure.
- Assist in managing requests from guests—room service requests, dinner reservations, etc.
- Properly record and follow through on all guest wake-up call requests.
- Deliver guests' packages, faxes, extra keys, amenities, newspapers and other items as requested by guests or hotel management.
- Provide information about hotel services, outlet operating hours and standard amenities.
- Answer calls professionally and assist callers with directions or instructions.
- Offer assistance with valet parking ticket number, name, room number.
- Monitor lobby traffic/CCTVs for suspicious activity; address when necessary.
- Keep communal areas tidy.

Qualifications/Requirements:

- Excellent customer service skills in a professional setting—being reliable, courteous, friendly, amiable and proactive.
- Exceptional interpersonal skills, ability to address conflict in a calm and professional manner.
- Ability to multitask using computers and phone systems.
- Good decision-making skills; flexible and able to accept and adapt to change.
- Ability to work independently and in a team environment.
- Ability to prioritize work, being responsive to service needs.
- Eager to learn and take on additional responsibility.
- Ability to take and incorporate constructive criticism.
- Fluent in the English language; second language is a plus.

- Must be able to sit, stand, reach, bend and stoop for extended periods of time; may be required to lift up to 30 pounds.

[Reference](#)

Event Planning Intern

Responsibilities:

- Assist with event logistics, including set-up and breakdown at various events; assemble supplies and equipment used at all events.
- Assist with event load-ins and load-outs.
- Coordinate event logistics such as floor plan and event schedules.
- Responsible for preparing and collating documents, brochures, flyers, etc.
- Coordinate marketing and advertising materials.
- Assist in conducting site visits at potential event venues.
- Place orders under direction.
- Prepare invoices for special event pledges.
- Assist in generating special event solicitation letters.
- Address invitation envelopes from mailing lists.
- Stuff, seal, stamp and mail special event solicitation letters and invitations.

Qualifications/Requirements:

- Strong written and oral communication skills.
- Ability to work independently and collaboratively in a fast-paced environment.
- Strong organizational and time-management skills.
- Proficient with Microsoft Word and Excel.
- Attention to detail.
- Excellent interpersonal and customer relations skills.
- Ability to take initiative and multi-task.
- Ability to handle sensitive information confidentially.

[Reference](#)

[Reference](#)

Adapted from material created by the NYC Labor Market Information Service, CUNY Graduate Center.