

**Job Title:** Intern

**Department:** Various

**Reports to:** Internship Coordinator/HR Manager

*Are you ready to launch your career within the Hospitality Industry? Join our summer internship team and create a one-of-a-kind experience for our guests. Capon Springs and Farms is seeking interns to participate in our 2023 Summer Hospitality Internship Program. This program is geared towards students pursuing a degree or certification in Hospitality and Tourism, Culinary Arts, Landscaping/Grounds, Recreation, or Facilities Management.*

**Key Areas of Responsibility:**

- Will receive direct work experience in key areas of the resort to include the front desk, gift shop, housekeeping, kitchen, dining room, spa, grounds/golf course, or maintenance department.
- Job shadow with management in key areas of the resort such as Accounting, HR, Operations, or Guest Services.
- Enhances the guest experience by providing exceptional customer service.
- Performs other duties as assigned.

**Education:**

- High School diploma or equivalent.

**Training:**

- Currently enrolled in a certification or degree program in a related field, such as hospitality, culinary arts, facilities maintenance, or recreation or grounds management.

**Knowledge and Characteristics:**

- Ability to commit to a 10-week program between May 22 and August 12, 2023.
- Problem solving, reasoning, and organizational abilities.
- Excellent customer service skills and the ability to maintain relationships with guests and co-workers. Excellent written and verbal communication skills.
- Ability to participate in departmental or resort team meetings.
- Ability to work a flexible schedule based on department and company needs including weekends, evenings, and holidays, and some longer shifts with extended breaks.
- Ability to operate a variety of kitchen, office, grounds, and/or maintenance equipment.

**Terms of Employment:**

This is a full-time seasonal paid internship position. Interns may work in any and all departments, but internships will be structured to provide the applicant with experience in their field of study. Must be able to work at least a 10-week period between May and August 2023. Housing may be provided at no cost for those applicants that are not from the local area. A contract for housing must be signed and agreed upon by both parties. Some duties may require a valid driver's license. Must be able to walk, sit, stand, stoop, and lift or carry approximately 25 lbs.

This job description is not intended to and does not create a contract or offer of employment. If hired, employment will be on an at-will basis and can be terminated by either party.

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