

Anderson Valley Education Foundation Volunteer Internship Description 2011

Position Title: Inn Keeping Assistant

This is offered as an 80 hour internship.

Supervisor/ Sponsor: Melinda Ellis and Angela DeWitt – The Boonville Hotel

Location of Internship: The Boonville Hotel is located in downtown Boonville.

Dates and Hours: Thursday and Friday mornings from 8am to 12 noon

Duties and Activities: assisting with breakfast for hotel guests
care for guests
organizing, filing, returning phone calls

Desirable Qualities/ Skills: A student intern must:

- be willing to pay attention to details
- be willing to follow instructions
- be friendly and like working with people
- be enthusiastic about doing other chores of the restaurant that need to be done for the smooth running of a restaurant
- be polite and clean
- be organized and punctual