



Anderson Valley Education Foundation

2010 Summer Interns

Job Description

Hospitality Staff Person II

- Help with guest relations
 - assist with guest check-in and check-out
 - learn to take reservations and payments
 - show guests to their rooms
 - Clean facility meeting spaces and assist in cleaning cabins, bathrooms and the grounds
- Assist cooking staff with meal planning, preparation and service.
- “Facilitate” meal service and help coordinate guest volunteers who help wash dishes and facility chores during their stay at Wellspring.
- Job will require some harvesting from the garden and candidate will lift 25-40lbs on occasion.
- Food Service requires a clean and neat appearance with long hair pulled back and closed toed shoes.
- Interns will also help cater special events and have the opportunity to learn different types of service-casual, buffet, indoor-outdoor and formal service.
- Intern will be supervised by cooking staff and the Executive Director

Wellspring is a non-profit, inter-faith retreat center in Philo. Interns should be prepared to deal with a wide variety of guests and will have a great deal of guest contact.

Hours: The intern can negotiate their schedule and number of hours will vary weekly. We ask that all staff be prepared to work some weekend shifts.

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