

HOSPITALITY - BACK OF HOUSE STUDENT INTERNSHIP SKILLS LIST Provo School District

This list is designed to help you obtain considerable information during your internship period. The column on the left will designate various procedures used in your internship you have been assigned. When you observe a procedure, record the date and have your mentor or sponsor initial the square. There is a lot to see and learn. Be sure to ask your mentor to show you as much as he/she can.

PROCEDURE OR SKILL	DATE	INITIAL	DATE	INITIAL	DATE	INITIAL
MAINTAIN AND REPAIR EQUIPMENT						
1. Assess equipment damages						
2. Perform equipment repair						
3. Arrange for equipment repair						
4. Schedule regular equipment maintenance						
5. Implement equipment schedule						
6.						
7.						
CLEAN AND MAINTAIN COMMON AREAS						
8. Walk through facilities						
9. Prioritize work duties						
10. Follow cleaning schedule						
11. Assess and report physical damage						
12. Develop cleaning schedule						
13. Forecast cleaning needs						
14.						
15.						
CLEAN ROOMS						
16. Plan work day per assignment						
17. Load cart						
18. Strip room						
19. Clean bathroom						
20. Make bed						

21. Clean surfaces			
22. Inventory room			
23. Vacuum carpeting			
24. Inspect room			
25. Replenish supplies			
26. Dump dirty linen and trash			
27. Perform deep cleaning			
28.			
29.			
PROVIDE FOOD AND BEVERAGE SERVICES			
30. Take room service orders/arrange payment			
31. Deliver room service			
32. Pick up room service trays			
33. Restock food and beverage supplies			
34. Follow banquet contract			
35. Schedule employees per business			
36. Set-up banquets			
37. Inspect banquet set-ups			
38. Serve banquet events			
39. Tear down banquets			
40. Complete and distribute Captain's report			
41.			
42.			
OPERATE LAUNDRY			
43. Sort laundry			
44. Pre-treat laundry			
45. Load washing machines			
46. Dry laundry			
47. Fold/iron laundry			
48. Distribute clean linens			

49.			
50.			
MAINTAIN GROUNDS			
51. Mow lawn			
52. Shovel snow			
53. Maintain parking lot			
54. Maintain pool			
55. Make minor repairs			
56. Maintain greenery			
57. Maintain signage			
58. Maintain exterior of buildings			
59.			
60.			