

ACCOUNTING INTERNSHIP

Accounting interns will work under the direct supervision of the Accounting Manager. All interns will work a 6-day work week consisting of approximately 55 hours per week.

Job Description:

- **Check the night audit to make sure it matches the shift reports from each revenue outlet**
- **Complete Early Bird report based on night audit figures**
- **Post checks and post invoices**
- **Prepare bank deposits**
- **Make sure the “petty cash” drawer is always plentiful, and that we have enough change on hand to accommodate all departments**
- **Collect the money from our various vending machines on property**
- **Check every shift report from the various revenues outlets. Interns must stay until the last revenue department has closed and turned in their money and shift report**
- **Count the change bags from each department to ensure accuracy**
- **Count the money drop from each department**
- **Verify all credit card machines have been batched out**
- **Count and organize the revenues for that day**

All Interns will be responsible for making change runs and collecting drops throughout your shift.

Qualifications:

The Accounting office is very busy. All interns should be hard working and self motivated. It is very important for all interns to be honest, dependable, organized and possess the ability to pay great attention to detail. All interns must have computer experience and have knowledge of Microsoft Word, Excel, and have basic understanding of Accounting. You must have a positive attitude and be able to work under pressure in a fast paced atmosphere and be able to work past your scheduled shift if needed. I welcome all ideas and criticism from the interns. This is a fun learning experience that will give you valuable training for your future.

**Please direct all inquiries concerning Accounting Internships to:
Willie Light, Accounting Manager
(814) 658-3500, extension 153**

GUEST SERVICES INTERNSHIP

The Guest Services (Front Desk) intern will work under the direct supervision of the Front Desk Manager. A six (6) day work week with at least 55 hours a week will be required.

Job Description:

The Guest Services Intern will learn reservation software and assist in all aspects of the Front Desk responsibilities, including but not limited to:

- Proficiently handle check in and check out of guests
- Extensive knowledge of Resort and the Lake itself will be valuable to effectively answer guest's questions
- Effectively manage the high volume and fast paced atmosphere of a busy Front Desk
- Handle all guest comments
- Balance sales and payment statements and report complete and accurate information to the night auditor.

Majors desired:

Hotel/Restaurant Management
Business Administration
Accounting
Communications
Education

Please direct all inquiries regarding the Guest Services Internship to:
Janice Rogers
(814) 658-3500, ext. 167 or email at jrogers@raystownresort.com

ACTIVITIES INTERNSHIP

The Activities Department Intern works under the direct supervision of the General Manager, Samantha Ocelus. A six (6) day work week with a minimum of 55 hours per week is required.

Job Description:

- Create and carryout weekly activities schedules
- Organize activities such as mini-golf tournaments, face-painting, bead jewelry, scavenger hunts, arts and crafts, volleyball, basketball, Frisbee, etc.
- Plan special activities around the Resort's themed weekends (usually four (4) weekends each summer
- Send mailings to our guests to keep them updated as to our themed weekend activities

Majors desired:

All majors

**Please direct all questions regarding the Activities Internship to:
Janice Rogers at (814) 658-3500, ext. 167**

Email jrogers@raystownresort.com

FOOD AND BEVERAGE INTERNSHIP

The Food and Beverage intern will be under the direct supervision of the Food and Beverage Director. A 6 day work week with a minimum of 50-55 hours per week would be required.

Job Description:

- Follow food preparation methods, portion sizes, garnishing, and presentation of food
- Help with maintaining high standards in areas of performance, productivity, preparations, and sanitation
- Comply with health and fire regulations regarding food preparation and equipment maintenance
- Help with set up, maintenance and tear down of a functional production line
- Cook menu items as appointed by station to ensure economical use of food and time preparation
- Help implement sanitation measures for safe consumption of food
- Assist in the planning and execution of daily restaurant tasks, i.e., prepping the line, banquets and check in of deliveries
- Daily cleaning, sanitizing and stocking of all food contact surfaces and equipment
- Assist with food and equipment inventories
- Intern must be ServSafe certified
- Holidays are required to work

Majors Desired:

**Hotel and Restaurant Management
Culinary Arts**

**Please direct all inquiries for the Food and Beverage Internship to Janice Rogers
(814) 658-3500, ext. 167
Email at jrogers@raystownresort.com**

MARINA INTERNSHIP

This position is a working supervisory position. You will report directly to the Marina Manager. This position requires a 6-day work week consisting of approximately 50-55 hours per week. There are three primary areas that the supervisor will be accountable. The fuel dock, boat rentals, and custodial and general maintenance of the marina area. The primary goal of these tasks is to maximize customer service and satisfaction. Supervisors will develop a daily duty roster for each employee and assist in the execution of each task. The supervisors will prepare financial shift reports according to the standards established by the Accounting department. The successful candidate should have the following skills:

- Working knowledge of Windows XP
- The ability to learn a windows based marina software application
- Working knowledge of Excel & Microsoft Word
- Understanding of basic accounting principles
- Must be comfortable around water
- Any boating experience is a plus
- A friendly, positive attitude is a must

Majors desired:

**Business Management
Environmental
Parks and Recreation**

**Please direct all inquiries regarding the Marina Internship to Janice Rogers
(814) 658-3500, ext. 167
Email jrogers@raystownresort.com**

SALES INTERNSHIP

Goal: To ensure a consistent product that maintains the standard of quality set for Lake Raystown Resort Lodge & Conference Center. To improve customer relations and increase the possibility of repeat business. This individual will act as an example of motivation and proper behavior.

Description: This position is under the direct supervision of the Group Sales Director and Marina Café Restaurant Manager, but will interact with all other areas, with emphasis placed on the food and beverage side of the industry.

A 6-day work week with split shifts will be expected. The demands of this position will be stressful, but courteous manners toward all guests at all times will be required.

Evaluations will be given monthly to give direction and help to further define this position. I have an open door policy towards suggestions and complaints and will encourage input from the intern to further develop a winning program.

Specific areas of emphasis will be:

Quality Control: The intern will be responsible for checking the temperatures, appearance and quantity of banquet food prior to the arrival of our guests. You will assist and monitor functions from correct room set-up; audio visual equipment, checking utensils and making sure meals are set properly.

Bonfires: Ensure a properly built fire. Prepare an area for our guests with marshmallows, roasting sticks and song sheets. Greet the group as they arrive and prepare for the entertainers to arrive.

Banquets: Assist with banquet set-up, banquet service and billing.

Picnic Pavilions: Check the area for proper set-up, clean the area as needed and supervise BBQ meals as needed.

Customer Input and Damage Control: Customer comments are to be noted and passed on to the Group Sales Director. Any damages caused by a group are also to be noted and passed to the Group Sales Director.

**Please direct all inquiries regarding the Sales Internship to Janice Rogers
(814) 658-3500, ext. 167
Email Jrogers@raystownresort.com**

WATERPARK CONCESSION MANAGER

The Waterpark Concession Manager will work under the direct supervision of the Food and Beverage Director. A 6-day work week with a minimum 50-55 hours per week would be required.

Job Description:

- The Waterpark Concession Manager will assist the Food and Beverage Director in managing the daily operations of the Waterpark concession stand, to include, but limited to employee scheduling, payroll, guest and employee relations.
- Follow work and operational procedures in order to maintain quality service, performance and safety
- Manage a staff of 3 – 4 employees and schedule staff hours and assign duties
- Maintain cleanliness and proper care of food service equipment
- Notify Food and Beverage Director of equipment maintenance and repairs
- Maintain high standards in the area of performance, productivity, preparations and sanitation
- Maintain food and equipment inventories and keep inventory records
- Follow proper cooking and temperature guidelines
- Assist with ordering food, equipment, and supplies
- Verify and balance daily sales transactions
- Schedule and receive food and beverage deliveries, checking delivery contents in order to verify product quality and quantity
- Prepare menu items as appointed by the Food and Beverage Director
- Applicant must be ServSafe certified
- Holidays are required to work

Majors Desired:

**Hotel/Restaurant Management
Culinary Arts**

Please direct all inquiries regarding the Waterpark Concession Manager

Internship to:

Janice Rogers

(814) 658-3500, ext. 167

Email jrogers@raystownresort.com

WATERPARK MANAGEMENT INTERNSHIP

Job Description:

- Complete weekly schedules for Waterpark management, lifeguards, maintenance and concession stand personnel.
- Complete bi-weekly payroll for Waterpark and Waterpark Concessions.
- Ensure that waterpark is kept clean and safe daily by completing daily maintenance checklists and opening and closing checklists.
- Assist Resort maintenance staff in keeping chemicals at appropriate levels in all pools.
- Handle all guest problems efficiently or refer to Resort General Manager or Assistant General Manager
- Employee relations.
- Ensure that cash deposit and cash register reading match daily
- Follow Resort's policy on disciplinary action for violations of rules and regulations by seasonal employees (see Seasonal Employee Handbook)
- Hire and terminate employees
- Train waterpark staff
- Draw weekly samples from all pools to be tested for water quality.
- Fill out maintenance requests for needed repairs.
- Attend weekly senior staff meetings.

Please direct all inquiries regarding the Waterpark Internship to:

Janice rogers

(814) 658-3500, ext. 167

Email jrogers@raystownresort.com