



Program Guidelines: Hotel Management / Hospitality / Hotel Food & Beverage

TYPES OF HOTELS/INNS:

- ▶ Should be a 3-star/diamond or higher establishment (ranked by AAA or Mobil)
- ▶ If unranked, will be considered on a case-by-case basis

TYPES OF TASKS/ACTIVITIES:

The regulations allow for up to 20% clerical or basic work in order for the participant to learn the basics. However, once the basics are learned, the majority of the participant's tasks should be advanced or management-level tasks.

Always Acceptable

- ▶ Front Desk
- ▶ Concierge
- ▶ Hotel/Restaurant Inventory - Management/Buying
- ▶ Business areas within the hotel (Sales, Finance, HR, IT, etc.)

Sometimes Acceptable

- ▶ Serving/Hosting (only for one rotation as part of an F&B training- no more than 20% of the internship)
- ▶ Housekeeping (only for one rotation as part of a housekeeping manager training no more than 20% of the internship)
- ▶ Catering/Banquets (only if training to be catering/event manager)
- ▶ Food preparation (no short order—must be professional culinary training)
- ▶ Guest Services (if part of hotel management training—no room service, dry cleaning, shoe-shining, etc.)

Never Acceptable

- ▶ Valet
- ▶ Bell Hop
- ▶ Dishwashing
- ▶ Laundry
- ▶ Bussing Tables
- ▶ Bartending

These are only general guidelines—all Hotels/Training Plans/Applications are still considered on a case-by-case basis.



Program Guidelines: Restaurant Management

TYPES OF RESTAURANTS:

Permitted

- ▶ Full-service, sit-down, or fine dining restaurants
- ▶ Major U.S. sit-down dining chains (TGIFriday's, Outback, Olive Garden, etc.)
- ▶ Full-service banquet hall

Prohibited

- ▶ Fast-food chains (McDonald's, Wendy's, Burger King, Steak N' Shake, etc.)
- ▶ Takeout/delivery restaurants
- ▶ Mall/strip mall/boardwalk/toll plaza restaurants, kiosks, or stands
- ▶ Roadside stands

TYPES OF TASKS/ACTIVITIES:

The regulations allow for up to 20% clerical or basic work in order for the participant to learn the basics. However, once the basics are learned, the majority of the participant's tasks should be advanced or management-level tasks.

Always Acceptable

- ▶ Restaurant Inventory - Management/Buying
- ▶ Business areas within the hotel (Accounting, Finance, HR, etc.)
- ▶ Catering management/event planning
- ▶ Staff Training and Development

Sometimes Acceptable

- ▶ Serving/Hosting (only for one rotation in order to learn the basics-no more than 20% of the internship)

Never Acceptable

- ▶ Cashier
- ▶ Dishwashing
- ▶ Bussing Tables
- ▶ Bartending
- ▶ Food preparation/delivery

These are only general guidelines—all Restaurants/Training Plans/Applications are still considered on a case-by-case basis.