

# 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 intern to learn the basics. However, once the basics are learned, the majority of the intern's tasks should be advanced or management-level tasks.

#### Always Acceptable

- ▶ Front desk
- ▶ Concierge
- ▶ Hotel/restaurant inventory - management/buying

#### Sometimes Acceptable

- ▶ Business areas within the hotel (as part of a back-of-house rotation)
- ▶ 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
- ▶ Bellhop
- ▶ Dishwashing
- ▶ Laundry
- ▶ Bussing tables
- ▶ Bartending

These are only general guidelines—all hotel Training Plans and applications are still considered on a case-by-case basis.



## CAREER TRAINING USA

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# Program Guidelines

## Restaurant Management

### TYPES OF RESTAURANTS:

#### Permitted

- ▶ Full-service, sit-down, or fine dining restaurants
- ▶ Major U.S. sit-down dining chains (TGI Friday'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 intern to learn the basics. However, once the basics are learned, the majority of the intern's tasks should be advanced or management-level tasks.

#### Always Acceptable

- ▶ Restaurant inventory - management/buying
- ▶ Catering management/event planning
- ▶ Staff training and development

#### Sometimes Acceptable

- ▶ Business areas within the restaurant (as part of a back-of-house rotation)
- ▶ 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 restaurant Training Plans and applications are still considered on a case-by-case basis.



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