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| Manav Rachna Educational Institutions*NAAC ACCREDITED `A++' GRADE UNIVERSITY* **Academic Session 2023-24** |
| **Internship Notification Form** |
|  **OVERVIEW** |
| Name of the Department/ Campus Unit | School of Culinary and Hotel Management  |
| Website / Other source of Information |  |
| Profile Type (Teaching/ Non Teaching) | Non-Teaching |
| Brief write-up on the Department (50 to 75 words) | The School of Culinary and Hotel Management at Manav Rachna International Institute of Research and Studies is a premier institution that is dedicated to excellence in culinary and hotel management education. With a strong faculty, industry partnerships, experiential learning opportunities, and a focus on holistic development, SCHM equips students with the skills and knowledge needed to succeed in the dynamic hospitality industry. By fostering innovation, creativity, and global perspectives, SCHM prepares students to become future leaders who will shape the future of the hospitality sector. |
| **JOB PROFILE** |
|  Designation | Hospitality and Culinary Advisor |
| Job Description | Some of the possible job descriptions that students could aspire to after completing such an internship include:1. **Culinary Expert**: Assisting chefs in the preparation of food, learning different cooking techniques, and gaining experience in various cuisines.
2. **Baker/Pastry Chef**: Specializing in the creation of baked goods and pastries, with an emphasis on artistic presentation and flavor.
3. **Sustainable Food Coordinator/Ambassador**: Focusing on sourcing and preparing food with an emphasis on environmental sustainability and reducing waste.
4. **Event Planner**: Organizing and coordinating events, which may include conferences, or special events, ensuring that all aspects of the event run smoothly.
5. **Restaurant/PDR Manager**: Overseeing the daily operations of a restaurant, including staff management, inventory control, and customer service.
6. **Customer Relations Expert/Front Office Expert**: Handling guest inquiries & providing excellent customer service.
7. **Luxury Hospitality Specialist**: Working on projects of high-end hotels or resorts, and to observe how these hotels are providing exceptional service to guests, and managing luxury amenities and services.
8. **Ethical Compliance Officer**: Ensuring that the Department & its establishment adhere to ethical standards and business practices.
9. **Career Advisor**: Assisting individuals in exploring career options within the culinary and hospitality industries, providing guidance on educational and professional development.
10. **Marketing and PR Assistant**: Supporting marketing efforts for outreach, including social media management, public relations, and promotional activities.
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| Skills Required | 1. **Culinary Skills**: Basic cooking techniques, food preparation, and knowledge of different cuisines. This includes knife skills, baking, grilling, and an understanding of flavor profiles.
2. **Food Safety and Hygiene**: Knowledge of food handling procedures to prevent contamination and ensure the safety of food served to customers. This includes understanding of HACCP (Hazard Analysis and Critical Control Points) principles.
3. **Menu Understanding**: Ability to create and cost menus that are balanced, appealing, and suitable for the target market, taking into account dietary restrictions and nutritional requirements.
4. **Customer Service & Eye for Detail**: Excellent interpersonal skills to interact with guests, understand their needs, and provide a high level of service. This includes being courteous, attentive, and able to handle complaints professionally.
5. **Communication Skills**: Strong verbal and written communication skills are essential for interacting with colleagues, managers, and guests. This includes the ability to clearly convey instructions in the kitchen and provide feedback.
6. **Teamwork**: The ability to work effectively as part of a team in a fast-paced environment. This includes being adaptable, cooperative, and able to support colleagues during busy periods.
7. **Time Management**: The ability to prioritize tasks, manage time effectively, and work efficiently under pressure, especially during peak service times.
8. **Problem-Solving**: Quick thinking and the ability to resolve issues that arise in the kitchen or with guests, such as dietary concerns or unexpected changes in service.
9. **Organizational Skills**: Keeping the work area clean and organized, managing inventory, and ensuring that all equipment is in good working order.
10. **Adaptability**: The willingness to learn new skills and adapt to changing environments, menus, and customer preferences.
11. **Technical Knowledge**: Familiarity with kitchen equipment, POS (Point of Sale) systems, and basic computer skills for managing orders and reservations.
12. **Passion for the Industry**: A genuine interest in the culinary and hospitality fields, with a desire to learn and grow within the industry.
13. **Professionalism**: Maintaining a high standard of personal appearance and conduct, showing respect to colleagues and guests, and adhering to the policies and procedures of the establishment.
14. **Creativity**: The ability to think outside the box, come up with new ideas for dishes or service, and present food in an appealing way.
15. **Leadership**: As interns progress, they may be required to lead or supervise others, so demonstrating leadership potential and the ability to motivate and guide team members is beneficial.
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| Place of Posting | School of Culinary and Hotel Management |
| Duration of Internship (Start and End Date) | 4 Months |
| **SALARY DETAILS** |
| Minimum No. Of Hours (As required by the department) | **40 hrs/month** |
| Training Period  | **5 hrs** |
| Stipend paid during training | **No** |
| Bond or Service Contact (If yes, give details) | **Yes (in form of joining letter)** |
| **ELIGIBILITY** |
| Eligible Courses/Branches  | **UG/PG** |

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