



# Internship Program

## Culinary Guide

**DESCRIPTION:** Our goal is to provide practical hands-on experience within one of our kitchen operations at RedWater by offering a comprehensive and educational culinary internship program.

**APPLICATION:** Interested students should apply by sending their resume, note of interest, and location preference to Brian Behler – [bbehler@redwaterrestaurants.com](mailto:bbehler@redwaterrestaurants.com).

### INTERNSHIP COORDINATOR:

Brian Behler – [bbehler@redwaterrestaurants.com](mailto:bbehler@redwaterrestaurants.com)

Locations in this program include:

- Boatwerks Waterfront Restaurant (Holland)
- The Butler Restaurant (Saugatuck)
- Cork Wine & Grille + Vintage Prime & Seafood / Watermark Country Club (Cascade)
- The Cottage Grille / Ravines Golf Club (Saugatuck)
- FireRock Grille / StoneWater Country Club (Caledonia)
- Gravity Taphouse & Grille (Grand Rapids)
- Lake Bluff Grille / Muskegon Country Club (Muskegon)
- RedRock Grille / Macatawa Golf Club (N. Holland)
- Reds at Thousand Oaks / Thousand Oaks Golf Club (N. Grand Rapids)
- Rush Creek Bistro / Sunnybrook Country Club (Grandville)
- Thornapple Pointe Golf Club (S. Grand Rapids)

### Student Objectives:

Students are required to outline their objectives for the internship and share with supervisors at the beginning of their internship. This should be submitted as a formal proposal paper respective of a business paper format. Here are some guiding principles for the internship objectives:



- Gain practical experience under professional supervision to supplement classroom experience and readings
- Demonstrate an increased understanding of the complexity and diversity of the culinary management responsibilities
- Demonstrate the ability to work with hospitality management professionals
- Examine, refine, and develop personal skills and competencies applicable to a career in the hospitality/Culinary industry
- Establish realistic goals for professional development
- Increase leadership and communication skills
- Become familiar with the organizational structure, purpose, administrative, and operational procedures of the specific location along with RedWater as a whole
- Identify personal and professional strengths and weaknesses as they relate to a career in hospitality management with focus in culinary operations

## **Student Responsibilities:**

### **Before & During the Internship Experience**

*It is the responsibility of the student to:*

1. Compile all forms, documentation, etc. that would need to be submitted to academic organization. Each item must have a submittal date. All paperwork must be turned into supervisor before internship program begins.
2. Be aware of and cooperate with the philosophies, objectives, rules, regulations, behavior, and dress codes expected by RedWater
3. Perform Culinary supervisory duties as assigned by the Intern Coordinator and management
4. Complete weekly internship logs detailing time and tasks completed, signed by supervisor
5. Halfway through the internship, complete a mid-point internship self-evaluation and turn into supervisor
6. Supervisor to complete a mid-point evaluation form and arrange a time to discuss findings



**At the Completion of the Internship Experience**

*It is the responsibility of the student to:*

1. Complete a final self-assessment
2. Supervisor to complete a final evaluation form and arrange a time to discuss findings



## FORM A

### Student Expectations, Goals & Availability

Student Name:

Phone Number:

Email Address:

Address:

Intended Internship Site Location:

Name of Anticipated Site Supervisor:

Anticipated Internship Duties & Responsibilities:

Required Internship Hours:

Availability Calendar: (Must be able to complete the program within given internship dates)

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday

Goals/Objectives/Outcomes for Internship Experience (Minimum of 6):

1.

2.

3.

4.

5.

6.

Supervisor Comments:



## **LEVEL 1 INTERNSHIP –CULINARY OPERATIONS**

### **Description:**

This position will provide interns an educational and on-the-job training opportunity which includes all entry level Culinary positions and basic supervisory duties within the specific food and beverage location. Hands-on experience in cooking and prep work in all areas of specific kitchen operations and set up, expo work, basic opening, and closing supervisory duties as this will provide a sound basis for a future hospitality career, especially for those interested in overall Culinary operations.

- Daily duties of running a Kitchen location
- Work closely with shift supervisors and Chefs on all daily kitchen operations
- Complete ServSafe Food handling training as required
- Complete all BOH operations service trainings for all roles as assigned
- Assist all BOH departments with successful shift operational duties and responsibilities
- Daily cleanliness duties of Kitchen location
- Closeout of daily Kitchen operations
- Learning prep procedures to include prep lists, par calculations, batch recipes, and production.
- Line cooking procedures to include, prep lists, production, and plating procedures
- Banquet events duties to include, reading event orders, portion calculations, ordering, production and execution of plated and buffet functions.
- Expo procedures, organization, information processing, effective communication.
- Cleaning and sanitation procedures, including dish machine operation, proper storage of dishware and equipment, daily, weekly, and monthly cleaning projects,
- Administrative processes including ordering, scheduling, inventory, accounts payable (invoices) opening and closing procedures and menu development.
- Additional duties and projects as assigned



**Qualifications:**

- An energetic, hard-working, organized, reliable, and outgoing person who will share our passion for serving fellow associates and guests on a daily basis
- Problem-solving skills
- Excellent written and oral communication skills
- Someone who will represent RedWater to fellow employees and guests with the utmost professionalism
- Priority given to someone working for academic credit
- Ability to lift minimum of 30 pounds
- Available May–September weekends, nights, and weekends

**Type of Position:** Part-Time Internship

**Segment of Industry:** Hospitality/Food & Beverage Operations

**Hours:** 30–40 per week

**Salary:**