



**Chicago Zoological Society**  
*Inspiring Conservation Leadership*

<b>Title</b>	<b>Assistant Manager Intern – Food Services (paid)</b>
<b>Learning Objectives</b>	Students will learn to oversee and assist food production personnel under the supervision of the Restaurant Manager and other management staff in assigned Food Service Concession location(s). Student will be introduced to various aspects of customer service, product quality, culinary consistency, and service standards.
<b>Responsibilities</b>	Student will gain experience in: <ul style="list-style-type: none"><li>• Managing, coordinating, and supervising food preparation and production areas, assuring proper levels of guest satisfaction.</li><li>• Training, sanitation, safety, and quality, as well as assuring compliance with standards, policies and procedures.</li><li>• Maintaining the security of all equipment, supplies, and resources.</li><li>• Overseeing most food production, including assuring speed of food delivery and quality.</li><li>• Maintaining desired service levels, assisting with financial results, and adherence to safety and sanitation policies.</li><li>• Coaching and training staff</li><li>• Communicating effectively with a variety of staff to ensure timely delivery and superior quality of products and services.</li><li>• Coordinating staffing guilds and schedules for food service area in accordance with budgeted labor standards.</li><li>• Performing daily inventory control and end-of-month inventory counts and procedures.</li></ul>
<b>Requirements</b>	<ul style="list-style-type: none"><li>• Minimum two years college at an accredited institution; G.P.A. 2.5/4.0, majoring in hospitality management or related field.</li><li>• Minimum 18 years of age.</li><li>• Completion of a reflective journal or project required as part of internship.</li><li>• Must be able to commit to 12 weeks; approximately 40 hours/week.</li><li>• Must be familiar with using Microsoft Office and other computer applications</li></ul>
<b>Wage Rate</b>	\$12.50 - \$14.00/hour based on experience.

Brookfield, Illinois 60513-0719 708.688.8400 [www.CZS.org](http://www.CZS.org)

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