

Hospitality Internship Program

Task Self-Assessment



Please note that this program requires candidates to have some experience or exposure to supervisor-level tasks before applying.

Please tick any of the tasks listed below that apply to your field. Please note that this is to indicate your current experience and you are not required to have exposure to all tasks listed.

FOOD & BEVERAGE APPLICANTS

TASKS	Indicate if you have had any training, exposure, assisted with or experience in the task
MENU PLANNING	<input type="checkbox"/>
PLANNING & ORGANISING FUNCTIONS	<input type="checkbox"/>
PURCHASING & PRICING OF GOODS	<input type="checkbox"/>
STOCK CONTROL	<input type="checkbox"/>
FINANCIAL TRANSACTIONS	<input type="checkbox"/>
OCCUPATIONAL HEALTH & SAFETY COMPLIANCE	<input type="checkbox"/>
ASSESSING CUSTOMER SATISFACTION	<input type="checkbox"/>
STAFF TRAINING	<input type="checkbox"/>
STAFF SELECTION	<input type="checkbox"/>
STAFF SUPERVISION	<input type="checkbox"/>
TAKING RESERVATIONS	<input type="checkbox"/>
GREETING GUESTS	<input type="checkbox"/>
ORDER TAKING	<input type="checkbox"/>

FRONT OFFICE APPLICANTS

TASKS	Indicate if you have had any training, exposure, assisted with or experience in the task
OVERSEE RESERVATION ACTIVITIES	<input type="checkbox"/>
OVERSEE RECEPTION ACTIVITIES	<input type="checkbox"/>
OVERSEE ROOM SERVICE ACTIVITIES	<input type="checkbox"/>
OVERSEE HOUSEKEEPING ACTIVITIES	<input type="checkbox"/>
SUPERVISE SECURITY ARRANGEMENTS	<input type="checkbox"/>
SUPERVISE GARDEN & PROPERTY MAINTENANCE	<input type="checkbox"/>
OBSERVE LIQUOR, GAMING AND OTHER LAWS & REGULATIONS	<input type="checkbox"/>
ASSESS & REVIEW CUSTOMER SATISFACTION	<input type="checkbox"/>
OVERSEE ACCOUNTING & PURCHASING ACTIVITIES	<input type="checkbox"/>
OCCUPATIONAL HEALTH & SAFETY COMPLIANCE	<input type="checkbox"/>
PROVIDE GUESTS WITH LOCAL TOURISM INFORMATION	<input type="checkbox"/>
ARRANGE TOURS & TRANSPORTATION	<input type="checkbox"/>
STAFF TRAINING	<input type="checkbox"/>
STAFF SELECTION	<input type="checkbox"/>
STAFF SUPERVISION	<input type="checkbox"/>

I hereby declare that:

- I have had training, exposure, have assisted with or experience in the above checked tasks, and that my referee/s will be able to confirm this.
- The checked tasks are listed on my resume submitted to Australian Internships.

(Name)_____ (Signature)_____

YOUR CAREER STARTS HERE

AUSTRALIAN INTERNSHIPS
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 P.: 1800 4646 8376 (GO INTERN)

