



## INTERN POSITION DESCRIPTION

### Position Identification

Position title: Career Training Intern  
Reporting to: Senior Instructor, House Keeping Manager, Catering Manager, Facilities Manager, Operations Manager and Director

### Summary of Position

To assist any of the following El Rancho departments when required:

- × **Activities** – leading indoor and outdoor adventure activities for El Rancho guests, including schools and community groups.
- × **Housekeeping** – cleaning accommodation and meeting spaces, along with preparing rooms for upcoming guests; changing linen/towels etc.
- × **Kitchen** – assisting in the El Rancho commercial kitchen; washing dishes, preparing food and setting up dining spaces.
- × **Facilities** – gardening and general maintenance to ensure the El Rancho grounds are looking their best at all times.
- × **Programmes** – helping with set up and the running of El Rancho events, such as Kids Camps and Marriage Retreats.

### Personal Attributes

A Career Training Intern will be someone who is committed to the vision of the Organisation.

They will have a high work ethic, be professional in their appearance and in all their dealings.

They will display a professional and friendly attitude.

