



INTERNSHIP PROGRAM

OPERATIONS

JOB RESPONSIBILITY

FOH OPERATION

JOB RESPONSIBILITIES:

1. Learn how to do suggestive selling by presenting the menus, offering daily specials, drinks and desserts.
2. Take orders from guests.
3. Learn how to properly serve dishes, clear the tables if necessary and provide the best guest experience.
4. Monitor and execute all food and beverage orders ensuring the quality and appearance of the presentation.
5. Participate in restaurant setup and closing procedures to include: prep inventory sheets for wares and tools, balance inventory to cash, sending closing reports with inputting of data.
6. Monitor daily operation of restaurant to ensure adherence to all safety and sanitation standards.
7. Train in all stations of the restaurant to ensure better understanding of each position.
8. Learn the end to end daily operations from proper seating management to billing out of guests.

OPERATIONS

JOB RESPONSIBILITY

BOH OPERATION

JOB RESPONSIBILITIES:

1. Work under the directive of a renowned Filipino Celebrity chef to complete all assigned tasks and duties.
2. May have the opportunity to work with Japanese Master Chefs like Michelin Gourmand Chef Kazuya Takeda and World class Ramen Chefs from Ippudo Japan.
3. Aid chef in creating and receiving orders, prep list, and other directive given.
4. Learn how to use inventory and product as directed, limiting waste wherever possible.
5. Help create menu items with whole fresh ingredients to produce from scratch dishes.
6. Properly cook, cool, label, peel, clean, prepare, and store all foods in accordance with safety and sanitation regulations .
7. Cross trained to other brands of SHG to experience different concepts.
8. Help in the preparation of core dishes, desserts, and pastries.
9. Make sure that dishes are always clean.
10. Receiving and storing of raw materials.
11. Sort and clean the kitchen: floors, work surfaces, tools.
12. Experience in-store butchery and fabrication of meats and seafood.

SHARED SERVICES

JOB RESPONSIBILITY

MARKETING DEPARTMENT

JOB RESPONSIBILITIES:

1. Performs market analysis and research on the latest trends.
2. Designing and presenting new social media campaign ideas.
3. Monitoring of all social media platforms (i.e. Facebook, Instagram, Looloo, etc.) for the trending news, ideas, and feedback.
4. Creation of a detailed promotional presentations.
5. Help with conceptualizing, planning, and hosting of marketing events.
6. Researching and evaluating of competitor marketing.
7. Assisting in daily marketing administrative duties.

SHARED SERVICES

JOB RESPONSIBILITY

SUPPLY CHAIN DEPARTMENT

JOB RESPONSIBILITIES:

1. Specific study on Supply Chain Management in the current SHG system
2. Assistance and experience in the following aspects:
 - Raw Materials planning and logistics: store and warehouse coordination
 - SAP and Master List updates and reports
 - Supplier Reliability and Ageing Reports

SHARED SERVICES

JOB RESPONSIBILITY

HUMAN RESOURCES & ADMINISTRATION DEPARTMENT

JOB RESPONSIBILITIES:

1. DOLE Compliance communication kits preparation;
2. Conceptualization of monthly engagement activities for shared services and operations complete with its objective, desired outcomes, and communications.
3. Experience in handling government mandated benefits: process, application, documentation;
4. Experience in actual recruitment / talent acquisition activities.

SHARED SERVICES

JOB RESPONSIBILITY

MANAGEMENT INFORMATION SYSTEM

JOB RESPONSIBILITIES:

1. Assisting in conducting Inventory of Assets: SAP License distribution.
2. Provides user level technical support for end users, computers, printers, etc.
3. Configuration and set-up of all desktops and laptops of end users in stores and shared services.
4. Installation and troubleshooting of software applications needed or requested by users i.e. Viber, Adobe, MS Word, etc.
5. Troubleshooting of all hardware problems: Printer, PC, Projectors, etc.

SHARED SERVICES

JOB RESPONSIBILITY

FINANCE DEPARTMENT

JOB RESPONSIBILITIES:

1. Helps in performing accounts reconciliation.
2. Checks completeness and filing of accounting documents i.e.. OR, Invoices, etc.
3. Assists in operational activities: check releasing and countering to suppliers and vendors.
4. Documentation of audit results and findings for discounts and complimentary.
5. Monitoring of Gift Check (GC) consumptions.

SHARED SERVICES

JOB RESPONSIBILITY

ENGINEERING DEPARTMENT

JOB RESPONSIBILITIES:

1. Study recommendation on the current system of Engineering: Repairs & Maintenance: Assists in document requirements: Receiving, transmitting, and coordinating of documents / plans / permits / samples from operations / suppliers / and contractors.
2. Assists in contract preparations;

SHARED SERVICES

JOB RESPONSIBILITY

QUALITY ASSURANCE DEPARTMENT

JOB RESPONSIBILITIES:

1. Assisting in conducting sampling of raw materials
2. Assisting in inspecting and evaluating raw materials samples based on their specifications.
3. Assisting in conducting laboratory testing such as pH, brix, salinity, and sensory evaluation.
4. Helps in conducting of pre-opening GMP inspection of facilities (commissary) and delivery trucks.
5. Assist in day to day administrative and clerical works i.e. Encoding of data, document filing, etc.

SHARED SERVICES

JOB RESPONSIBILITY

TRAINING & DEVELOPMENT DEPARTMENT

JOB RESPONSIBILITIES:

1. Documentation and consolidation of all training documents such as Training Manuals and Training Modules.
2. Production of Training Manuals and other training tools.
3. Helps in social media response for minor inquiries and concerns.

Thank you!