



CETUSA
Council for Educational Travel, USA

Trainee/Internship Program Offer

(10817) Front Office & Rooms Supervisor Program – Waimea, HI



Program Duration: 12 months

Compensation: \$12–\$24.35 per hour

Housing: Onsite, \$250 biweekly

Number of Position Offered: 6

Host Company Description:

This 5-star luxury resort, located on the Kohala Coast is home to 540 rooms, that reflect the warmth and welcoming nature of Hawaii. Featuring six restaurants, an oceanfront pool, private beach, world-class golf, and more, this resort has something for every guest. Cultural activities including Loa Luaus, ocean paddling, and more are fun for the whole family and give the guests a taste of true Hawaiian life.

Position Description:

- Train with all aspects of front office operations, reservation system, guest registration process
- Learn hotel and brand guest service standards
- Learn how to upsell guest rooms and promoting hotel services
- Gain advanced knowledge in rooms division duties, scheduling, and coordinating with housekeeping
- Advance management skills and supervisory duties

Applicant Qualifications:

- To apply for the **Internship** program, applicants must be **hospitality or restaurant management** undergraduate/graduate students OR be recent graduates who begin the program within 12 months of their graduation date
- To apply for the **Trainee** program, applicants must hold **hospitality or restaurant management** degrees and have at least 1 year of professional work experience related to the degree, OR have 5 or more years of professional experience in this field
- Applicants must speak **ADVANCED ENGLISH**, have a positive attitude, and the ability to communicate with clients and hotel associates
- FO/Rooms J1's are required to have a valid driver's license & traffic abstract before they are eligible to start work

How to Apply:

1. Submit a professional resume with a professional photograph
2. Indicate availability dates (start and end dates)

3. Indicate this offer number and title