| logo-MOWAS  **Job Description**  Position: **F&B MIT**    Reports to: **Director, F&B** | DEPARTMENT:  **F&B**    EFFECTIVE:  REPLACES: **All previous**      DIVISION HEAD APPROVAL: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  HUMAN RESOURCES APPROVAL: **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |
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**The Company**

Mandarin Oriental Hotel Group is the award-winning owner and operator of some of the world’s most prestigious hotels and resorts. The Group now operates or has underdevelopment over 40 hotels with more than 11,000 rooms in 25 countries in key business and leisure destinations.

**The Hotel**

Set at the heart of the US capital between Maine and Maryland Avenues and 12th and 14th Streets, SW, Mandarin Oriental, Washington DC has redefined luxury in the city. Just streets away from the nation’s most revered monuments and the Smithsonian Institution, the hotel is also within easy reach of Capitol Hill and the seat of power.

**Strategic Intent**

The strategic intent of the Food and Beverage Management Trainee is to provide matriculated students of accredited hospitality university/college programs an entry level position with duties and responsibilities of dedicated to junior management. The F&B MIT will provide support to the operation by completing managerial general tasks, projects and duties of increasing responsibility for the Food & Beverage department.

**Organizational Structure**

The F&B MIT will report to the Director of F&B; with collaborative direction from Outlet Managers.

**Duties and Supporting Responsibilities**

The Trainee works in several of the Food and Beverage outlets, taking on increasing levels of responsibility in order to fully understand the department from a variety of perspectives.  The outlets may include Banqueting Operation, Empress Lounge, In Room Dining, Stewarding and Muze Restaurant.

**Success Profile for this Role (Hotel Competencies)**

**Customer Focus**

Is dedicated to meeting the expectations and requirements of internal and external customers; gets first-hand customer information (or preferences) and uses it for improvements in products and services; acts with customers in mind; establishes and maintains effective relationships with both internal and external customers and gains their trust and respect.

**Managing Vision and Purpose**

Communicates a compelling and inspired vision or sense of core purpose; talks beyond today; talks about possibilities; is optimistic; creates mileposts and symbols to rally support behind the vision and can inspire and motivate the team. Makes the MOHG mission and vision sharable by everyone and embodies our Guiding Principles.

**Drive for Results**

Can be counted on to exceed goals successfully; is constantly and consistently one of the top performers; very bottom-line oriented; steadfastly pushes self and others for results.

**Functional and Technical skills**

Has the functional and technical knowledge and skills to do the job at a high level of accomplishment.

**Problem Solving**

Uses rigorous logic and methods to solve difficult problems with effective solutions; probes all fruitful sources for answers; can see hidden problems; is excellent at honest analysis; looks beyond the obvious and doesn't stop at the first answers. Makes good decisions based upon a mixture of analysis, wisdom and experience.

**Process Management**

Good at figuring out the processes necessary to get things done; knows how to organize people and activities; understands how to separate and combine tasks into efficient work flow; knows what to measure and how to measure it; can see opportunities for synergy and integration where others can't; can simplify complex processes; gets more out of fewer resources.

**Time Management**

Uses his/her time effectively and efficiently; values time; concentrates his/her efforts on the more important priorities; gets more done in less time than others; can attend to a broader range of activities. Makes decisions in a timely manner.

**Interpersonal Savvy**

Relates well to all kinds of people, up, down, and sideways, inside and outside the organization; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact; can diffuse even high-tension situations comfortably.

**Ethics and Values**

Adheres to an appropriate (for the setting) and effective set of core values and beliefs during both good and bad times; acts in line with those values; rewards the right values and disapproves of others; practices what he/she preaches.

**Integrity and Humility**

Is widely trusted; is seen as a direct, truthful individual; keeps confidences; admits mistakes and flaws. Can get things done quietly without unnecessary noise; is careful to make others comfortable; is authentic; helps others save face in difficult situations; maximizes the contribution of all; encourages the expression of viewpoints from all concerned; is modest and self-effacing; respects the views of others.

**Composure**

Is cool under pressure; does not become defensive or irritated when under pressure or when times are tough; is considered mature; can be counted on to hold things together during tough times; can handle stress; is not knocked off balance by the unexpected; doesn't show frustration when resisted or blocked; is a settling influence in a crisis.

**Requirements**

* Successful candidates are recruited from the graduates of leading hotel schools.
* Trainees should ideally have a three-year Hotel School Diploma or Degree, at least three years’ experience in Food and Beverage, and excellent communication skills. They should demonstrate a real commitment to five star standards and a true desire to excel in the field.
* Candidates must have valid work rights in the US. (There is no visa opportunity with this position).
* Must be able to work a flexible, full time schedule during the internship period. The schedule will be a variety of shifts including AM/PM/Overnight, weekends and holidays.
* Excellent communication skills with fluency in English are required.

Each of the items listed is considered an essential function of the position.  However, the duties, responsibilities and requirements presented in this job description are intended to be broad based and high level and should not be construed as an exhaustive list of all roles or responsibilities for the position.  The Company reserves the right to alter the duties and responsibilities of the position.

It is Company policy to comply with the Americans with Disabilities Act, including by providing reasonable accommodations that do not constitute an undue hardship on the Company.  Employees or applicants should direct requests for accommodation to Director of Human Resources.