



We, “*El Centro Superior de Hostelería Mediterráneo*” (www.cshm.es), would be delighted to offer you our services for organizing student's exchange projects.

We have many years of experience as a receiving institution (we have welcomed students from numerous countries such as: Germany, Sweden, France, Italy, Hungary, Belgium, Turkey, Finland, etc.). We are an officially registered institution within the Erasmus+ platform and provide internships at companies throughout the Valencia Community.

We provide the following internship positions:

Cook:

- Prepare meals for clients
- Present food in a proper and attractive way
- Maintain a good communication with colleagues and the chef in the kitchen
- Communicate with waiters/ waitresses when the meals are ready to be served
- Keep the kitchen clean

Waiter/ waitress:

- Prepare the tables for clients
- Guide the clients to their tables
- Communicate with the kitchen when meals are ready to be served
- Serve meals and drinks
- Make sure that the clients are satisfied with their meals and solve problems when they arise
- Keep the tables clean

Administration:

- Manage and create databases
- Prepare spread sheets
- Work with Microsoft Word, Excel and PowerPoint
- Maintain contact with clients, by e-mail as well as by phone
- Keep the clients updated and informed
- Organize and store paperwork, documents and computer-based information

Reception:

- Welcome hotel guests
- Work on the computer system
- Check- in and check- out the guests
- Help guests with any questions or doubts
- Solve problems when they arise

CENTRO SUPERIOR DE HOSTELERÍA DEL MEDITERRÁNEO
C/Correjería, 28- 46001 Valencia

TEL: +34 963 155 250 FAX: +34 963 151 925 E-MAIL: comunicacion@cshm.es

Language school:

- Prepare lessons
- Evaluate student's performance
- Provide feedback for students
- Help students in case they don't understand something
- Manage the classroom

Marketing:

- Conduct market research
- Write online content
- Communicate with clients
- Promotional activities
- Write reports

*For this internship position, extensive knowledge of the Spanish language is required.

Engineer:

- Develop a project specifications
- Work with colleagues, within and outside the engineering sector.
- Plan production processes
- Solve problems when they arise

*For this internship position, extensive knowledge of the Spanish language is required.

Architect:

- Consult the objectives and budgets of projects
- Consult the designs with colleagues
- Communicate with clients
- Use computer design programs

*For this internship position, extensive knowledge of the Spanish language is required.

Kindergarten worker:

- Welcome children and their parents
- Plan activities for children
- Provide snacks and lunch
- Keep the kindergarten clean and safe
- Be familiar with emergency procedures

*For this internships position, extensive knowledge of the Spanish language is required.

Hairdresser:

- Consult the clients and give advice
- Washing hair
- Cutting and styling
- Coloring hair
- Keep the saloon clean

*For this internship position, extensive knowledge of the Spanish language is required.