

From: Marcus Duck <duckmarc@msu.edu>
Subject: 2010 Grand Hotel, Mackinac Island Internship
Date: February 18, 2010 10:12:11 AM GMT-05:00
To: Marcus Duck <duckmarc@msu.edu>



From: "Jennifer Blosswick" <jblosswick@grandhotel.com>
Cc: "Suzie Ashley" <sashley@grandhotel.com>, "Mimi Cunningham" <mcunningham@grandhotel.com>
Subject: Grand Hotel, Mackinac Island

For the intern position:

We are looking for an intern to work full time in our flower and garden shop. Some responsibilities are as follows:

1. Guest interaction. Must know the inventory of the store and where it belongs to effectively assist customers and coworkers. Must maintain a positive, helpful, and friendly manner at all times
2. Processing and preserving fresh flowers for minimal inventory loss.
3. Designing and creating flower arrangements for customer orders, the Hotel, and various other clientele. Must work creatively within customers' parameters.
4. Maintaining a clean work area. This includes straightening, dusting and sweeping and vacuuming each night after the shop closes.

Housing and meal plan is provided at a nominal cost while working on Mackinac Island. Interested applicants should fax or email a resume to jblosswick@grandhotel.com or 906 847 9205.

For the Shop Manager/Designer position:

This is an hourly position with opportunity for an end of season bonus.

1. Guest interaction. Must know the inventory of the store and where it belongs to effectively assist customers and coworkers. Must maintain a positive, helpful, and friendly manner at all times
2. Training and supervising a staff of five in customer service, floral design and cash register skills.
3. Bridal consultations and executing wedding flowers for 2 to 500 guests. Also, responsible for general hotel work, special occasions and standard weekly orders of fresh flowers and other supplies.
4. Processing and preserving fresh flowers for minimal inventory loss.
5. Designing and creating flower arrangements for customer orders, the Hotel, and various other clientele. Must work creatively within customers' parameters.

Maintaining a clean work area. This includes straightening, dusting and sweeping and vacuuming each night after the shop closes.

Special Qualifications:

This position requires extensive retail floral knowledge and experience, along with attention to detail and accuracy. Employee must uphold quality standards of Grand Hotel. Additionally, the following qualifications are required for this position.

Employee is required to stand for extended periods of time, they must be agile and in good physical condition. Also, capable of lifting up to 50 lbs.

Employee must be able to communicate effectively.

Housing and meal plan is provided at a nominal cost while working on Mackinac Island. Interested applicants should fax or email a resume to jblosswick@grandhotel.com or 906 847 9205.

Jennifer L. Bloswick
Director of Human Resources
Grand Hotel
286 Grand Ave.
Mackinac Island, MI 49757
906-847-9201 Phone
906-847-9205 Fax
www.grandhotel.com