

Atlas Language School is a multiple award winning language school with operations in Ireland, the UK and Malta. Our mission is to make each day of our student's language travel programme an unforgettable life and learning experience and we are dedicated to providing the highest level of service in every aspect of what we do. Join our team who looks after students from all over the world that come to Ireland to learn English!

**Title:** Accommodation & Hospitality Internship, MALTA

**Internship duration:** from 2nd Sept 2024 to 21st Mar 2025 (6.5 months)/from 30th Sept to 18th April 2025 (6.5 months)

This is a full-time position of 40 hours per week, scheduled Monday through Sunday (the intern will work 40 hours over 5 days and will get 2 days off during the week). The intern is expected to work on weekends. The schedule changes every week, and the manager informs the interns of their upcoming schedule every Thursday. The school opens Monday to Friday during the day, and social programme activities usually take place during the afternoons, evenings and during the weekends. Check-ins and check-outs at the residence occur on weekends.

**Purpose of Position:** The Atlas intern will provide support in the Accommodation department of the school, looking after our student residences and students, ensuring a high level of service.

**Accountabilities:** This position reports to the Accommodation Manager.

**Key Duties and Responsibilities:**

The following points outline the main areas which the intern will work, but tasks need not be limited to the list below:

- Perform purchases for student apartments as directed from time to time.
- Perform check-in and check-out processes at the student apartments as per the various schedules.
- Complete cleaning and linen changes in the apartments. Taking stock.
- Collect dirty laundry from the student apartments and return to the school.
- Receive linen from the laundry and check receipts and inventory.
- Prepare linen bags for check-in over the weekends.
- Basic maintenance work at the residences (for example, cleaning the filters of the a/c or spraying against mold, insects, etc).
- Monitoring and ensuring the hired cleaners are cleaning the apartments up to the required standards.
- Oversee student behaviour in the apartments and report any unacceptable activities/behaviour.
- Offer support to students as and when required in the accommodations (sometimes after hours).
- Contribute to the social programme planning and lead the social programme activities, if needed.
- Help out with social evenings and student events, if needed.
- Help the operations team in training new interns.
- Assist in any other tasks as requested by Atlas staff.

**Compensation and benefits:**

Salary: €400 per month

In addition, we offer free accommodation in one of our student apartment shared twin rooms within walking distance to the school. We offer 7 days of holidays for a 4 month internship. We also offer a €300 travel stipend for flights. Atlas t-shirts are worn as uniforms.

**Application:**

Please contact [hr@atlaslanguageschool.com](mailto:hr@atlaslanguageschool.com) with a copy of your CV and the name of this internship in order to apply.