The Cavalieri Art Hotel is an upmarket four star Hotel set in a tranquil and superb location directly overlooking the stunning St. Julian’s Bay.
Dear Trainee,

Welcome to the Cavalieri Art Hotel!

The Cavalieri Art Hotel is delighted to welcome you as an (future to be) intern and provide you with our Internship ‘Journey’ Manual.

This Internship ‘Journey’ Manual will guide you through the process of being an intern at the Cavalieri Art Hotel. We want to provide you with all the information that is necessary to start and continue your internship as productive, educational, and enjoyable as possible.

As an intern you will be part of the Human Resources strategy. This strategy believes that interns have a positive attribute to our hotel. We can proudly say that over the past five years we have handled 251 internship placements, of which 245 were successfully concluded. Our experience has taught us that an intern will bring us new ideas, new methods on how things should be handled, and in general they have a great influence on the team. We provide an environment where every intern will get guidance from a supervisor and where interns can put their knowledge into practise.

We want to welcome you on board at our four star Hotel. We are well known by our perfect location directly overlooking the St. Julian’s Bay, and we want you as an intern to feel part of our team.

Going abroad can be a challenge, but stepping out of your comfort zone to learn more about other cultures or improve your English will definitely be worth it. The Cavalieri Art Hotel believes in improving on a daily basis. As our mission statement is as following: ‘we do not compromise with our commitment and dedication towards our guests. What has been good today has to be better tomorrow.’

We hope that your experience within the Cavalieri Art Hotel will be challenging and rewarding.

We are looking forward to see you at our hotel!
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I Internships
I.1 Requirements and responsibilities

As an intern we expect you to meet our requirements and respect your responsibilities whilst on duty. You can find the overview of requirements and responsibilities below.

Requirements

- The duration of the internship has to be at least 12 weeks or longer.
- The potential Trainee has to conduct a phone interview with the head of the department.
- The communication between the placement teacher and the potential Trainee has to be corresponded by the HR department.
- The internship must be in the field of study of the intern.

Responsibilities

- Students are responsible for their own accommodation arrangements.
- Students are responsible for their own accident and liability insurance.
- Students are responsible for the duties that their supervisor will give them.
- Students are responsible that the documents of school are completed before starting the internship.

As an additional note it is important to be aware of the fact that the company does not offer any financial remuneration for students. The company will provide every employee, also interns, with free meals whilst on duty.
I.II Job descriptions

For all internship placements we have a job description, which describes the scope, purpose, objective, essential duties, and responsibilities of the position. We have job descriptions for the following fields of study;

Accounts & Administration
  o Finance, Accounts & Administration Trainee
  o Cost Control Trainee

Food & Beverage
  o Food & Beverage Administration Trainee

Front Office
  o Guest Service Agent – Receptionist Trainee

Housekeeping
  o Housekeeping Trainee

Human Resources
  o Human Resources Trainee

Kitchen
  o Kitchen Trainee
  o Kitchen Management Trainee

Sales & Marketing
  o Marketing Trainee
  o Reservations Trainee

If you have a different field of study, and you are interested in a position as an intern in the hotel, please contact the HR manager. The internship placements in the Cavalieri Art Hotel are tailor-made, and there are possibilities to create an internship placement for your field of study.

You can send your motivation letter and CV to the HR manager at the following email address: pciappara@cavalierihotel.com.
FINANCE/ACCOUNTS & ADMINISTRATION TRAINEE

Scope, Purpose and Objective
To ensure that all financial and accounting matters are processed/checked in a timely and correct manner in line with company policy & procedures. Must ensure that all documentation related to Booking/Reservations are filed and checked accordingly. reconciliation of all daily cash points enclosures.

Essential Duties & Responsibilities.

1. Responsible for all Tour Operator, Corporate and Group Invoicing and upload them from Brilliant to sage on a weekly basis.
2. Checking of invoiced direct bookings.
3. Issuing of statements on request.
4. Assisting the Financial Controller with accounts related duties.
5. Responsible for ensuring that enough small coins are available for outlet operations.
6. Checking that payment methods are correct from outlets, and adjust mistakes with Cost Controller.
7. Daily inform the Events & Banqueting Manager of any discrepancies in outlets cash closures, and follow up on receiving the missing amounts from outlets.
8. Verifying that amount to be invoiced is corresponding to the specific Tour Operator rates.
9. Checking reservations on a daily basis.
10. Issuing of Credit Notes if necessary.
11. Attaching vouchers to reservations which haven't been attached.
12. Requesting missing bookings from reservation department.
13. Confirming that physical paper reservation is corresponding to reservation entered in the hotel reservations system Brilliant.

This Job Description in no way states or implies that these are the only duties that are to be performed by the intern occupying this position. Interns may be requested to perform other Job related duties assigned to them by their Direct Superior.
Position: Cost Control Trainee
Department: Accounts & Administration
Reports To: Purchasing Manager, Cost Controller, Financial Controller

COST CONTROL TRAINEE

Scope, Purpose and Objective
The purpose of the programme is to provide a deep understanding and experience of general cost control of the hotel by being involved in the daily operations of administrations. Additional insights of functions as: Laundry, Housekeeping, Minibars, Kitchen, Stores and Outlets (restaurants, bars).

Essential Duties & Responsibilities.

1. General administration duties related to stock movements
2. Invoice matching/recording/supplier statement checks
3. Internal transfers/requisitions
4. Monthly stock takes
5. Regular spot--checks
6. Involved in pre---calculations of menu items
7. Daily sales control (cash reports)
8. Checking Complimentary consumption
9. Administrative support in reporting (weekly, monthly cost reports)
10. Creating new products and new suppliers
11. Create several folders to create an overview of the stock.
12. Checking complimentary consumption by the hotels’ system

This Job Description in no way states or implies that these are the only duties that are to be performed by the intern occupying this position. Interns may be requested to perform other Job related duties assigned to them by their Direct Superior.
Position: Food & Beverage Administration Trainee
Department: Food & Beverage
Reports To: Culinary Operations Manager / Executive Chef, Food & Beverage Outlet Manager

FOOD & BEVERAGE ADMINISTRATION TRAINEE

Scope, Purpose and Objective
To provide administrative support to the Food & Beverage Department in the fields of Sales, Marketing, Communications, Events, Banqueting, Conferences and General Administration Duties. (Facility Management).

Essential Duties & Responsibilities.

1. Assisting with the construction and distribution of the Food & Beverage Daily Operational Programme.
2. Issuing of General Feedback Reports through reviews websites and social networks.
3. Organising all the different Menu's for all restaurants operating within the Hotel.
4. Evaluate and issue report with regards to the guest' stay questionnaires.
5. Issue weekly Food & Beverage Programme.
6. Input stock adjustments for guests' minibar.
7. Events signage's and other pre---operational documents required for Banqueting Manager.
8. Handle all Food & Beverage uniform stock takes.
9. Assisting with Food & Beverage Recruitment Process in the area of Curriculum Vitaes when required.
10. Forward complimentary, room drops and all the necessary information to restaurant supervisors.
11. Organising in---house Marketing for Food & Beverage events.
12. Calculate monthly payroll reports for Vacation Leave & Sick Leaves.
13. Requisition of office items on a weekly basis.
15. Gather information from other competitor hotels with regards to events and Banqueting.
16. Assist with additional duties assigned in relation to the Food & Beverage operation, which may be delegated by F&B Outlets Manager, Banqueting & Events Manager and the Food & Beverage Manager.

This Job Description in no way states or implies that these are the only duties that are to be performed by the intern occupying this position. Interns may be requested to perform other Job related duties assigned to them by their Direct Superior.
Position: Guest Service Agent — Receptionist Trainee  
Department: Front Office  
Reports To: Front Office Manager

GUEST SERVICE AGENT – RECEPTIONIST TRAINEE

Scope, Purpose and Objective
To ensure that the hotel is providing the highest possible standards in customer care excellence. In every aspect; in product, presentation and hospitality to our guests. Perform as a cohesive team that is dedicated to the need of our customers, we must anticipate and respond to our guests with professionalism, discretion and good will throughout their stay at the Cavalieri Art Hotel.

Essential Duties & Responsibilities.

1. Greet guests upon arrival ensuring they feel expected and welcome
2. Ensure that the guest receives the accommodation he/she is expecting.
3. Maintains an up to date knowledge of the hotel and local services and supplies to be able to response to guest queries.
4. Maintains an awareness of guest profiles through Hotel Management System.
5. Deals Swiftly, efficiently and sensitively to guest complaints and ensures follow through.
6. Adheres to all hotel policies, procedures and standard at all times
7. Receives payments by cash, cheque, credit card or on---account, adhering to the company credit policy at all times.
8. Accurately administers front desk clerical system and procedures.
9. Provide currency exchange service.
10. Records all instances of refused business, with reason of refusal.
11. Checks the reception is organised and operating in an efficient standard and checklist are completed and forwarded to Front Office Manager
12. Promotes the hotel outlets and special events at all times
13. Maintains awareness if sales opportunities, maximising revenue, meeting and exceeding guest expectations
14. Maintains awareness of rate levels to be sold on a daily basis and occupancy level.
15. Cooperates in the performance of any reasonable task requested by the management.
16. Ensure balances of accounts of the days business at the end of shift.

This Job Description in no way states or implies that these are the only duties that are to be performed by the intern occupying this position. Interns may be requested to perform other Job related duties assigned to them by their Direct Superior.
HOUSEKEEPING TRAINEE

Scope, Purpose and Objective
To ensure standards of cleanliness, hygiene and tidiness are maintained throughout the hotel and to manage the housekeeping and laundry department efficiently in line with Hotel Brand standards and within pre---determined costs.

Essential Duties & Responsibilities.

1. To ensure standards of cleanliness, hygiene and tidiness in all Bedrooms, corridors, function rooms, public areas are maintained.
2. To ensure that function rooms are cleaned as soon as they have been used to ensure a fast turnaround.
3. To ensure that all bedrooms and public areas are serviced and cleaned daily.
4. To ensure that adequate supplies of cleaning materials are available.
5. Ensuring that all staff are wearing a clean and suitable uniform and name badge at all times.
6. To ensure that VIP rooms receive the designated extras.
7. To ensure that all rooms have been checked and been certified that they are completely in line with brand standards.
8. Resolving any guest problems or complaints when possible and ensuring management are kept informed.
9. Ensuring guest laundry is collected, charged and returned to the guest in a speedy and accurate manner. Maintaining an orderly storeroom and trolleys.
10. Ensuring guest property left behind is logged and stored in a secure location for lost property.
11. Implementing the hotel’s good customer relations policy, including politely addressing guests and colleagues at all times.
12. Supervising the daily cleaning of assigned rooms, bathrooms, corridor areas and public areas to the highest standards. This includes changing bed linen, replacing towels, cleaning bathrooms thoroughly, vacuuming, mopping and dusting daily. Subject to levels of business the housekeeper will be expected to also service rooms

This Job Description in no way states or implies that these are the only duties that are to be performed by the intern occupying this position. Interns may be requested to perform other Job related duties assigned to them by their Direct Superior.
Position: Human Resources Trainee
Department: Accounts & Administration
Reports To: Human Resources Manager

HUMAN RESOURCES TRAINEE

Scope, Purpose and Objective
To provide efficient and effective administrative support to the Human Resources Manager, Assisting in areas of Recruitment, Training & Development, Payroll and any other areas connected to Human Resources Manager.

Essential Duties & Responsibilities.

1. Assisting the Human Resource Manager in ensuring that an effective working relationship is functioning with managers and employees in all departments.
2. Assisting by responding to routine queries and request from department Managers/employees on employment and recruitment matters.
3. Assist with all training programs that are delivered by or through the Human Resources Department.
4. Inputting correctly and ensuring data on all employees is effectively maintained.
5. Ensuring that effective records are kept on personnel files and Human Resources matters.
6. Assisting Human Resources Manager with all procedures of recruitment.
7. Assisting with Payroll to ensure compliance with policies and procedures.
8. Assisting the Human Resource Manager by providing services on general Human Resources queries relating to terms and conditions of employment e.g. annual leave; notice periods.
9. Providing administrative support to the Human Resources team, including word processing, distribution of information, answering telephones, minute taking at meetings.
10. Maintaining tidiness in the common office area and filing room, ensuring records are kept up to date and in an orderly fashion.
11. Assist with the implementation and enforcement of all company policies & procedures.
12. Providing a general administrative service for the whole of Human Resources, including post, stationery and general administrative duties are required.
13. Assisting Human Resources Manager with duties related to payroll.

This Job Description in no way states or implies that these are the only duties that are to be performed by the intern occupying this position. Interns may be requested to perform other Job related duties assigned to them by their Direct Superior.
Position: Kitchen Management Trainee
Department: Kitchen
Reports To: Executive Head Chef

KITCHEN MANAGEMENT TRAINEE
(PERSONAL ASSISTANT TO THE EXECUTIVE HEAD CHEF)

Scope, Purpose and Objective
The Kitchen Management Trainee is responsible for all the administration tasks that need to be done for the kitchen. Your main function is to improve the system to manage the administrative process in the kitchen department.

Essential Duties & Responsibilities.

1. To assist the Executive Head Chef in planning the work schedules and keep track of the work schedules of the kitchen staff.
2. To ensure that all leave forms and sick leave forms of kitchen employees are filled in properly and handed to the Human Resources Manager or the Human Resources Trainee.
3. Handling payroll at the beginning of every month by using the Time and Attendance system.
4. To fulfil every administrative tasks to support the Executive Head Chef. Including taking phone calls in absence of the Executive Head Chef, makings appointments, scanning, printing and organizing files.
5. Helping to order supplies for the kitchen and to ensure that contact with suppliers is being maintained.
6. Participation in organizing events in the hotel. Referring to holiday specials as Easter and Christmas etc. and referring to weddings, barbeques and other events.
7. Transferring and contact files to Human Resources Manager.
8. To ensure that the kitchen staff is aware of HACCP guidelines and to keep them priority. Also to check if HACCP is taken properly into practice in the kitchen area and in the kitchen office.
9. Through the effective use of company documentation ensure that all relevant control procedures are in place to deliver accurate production records and effective waste management.
10. Helping the Executive Head Chef with the creation of menu engineering.
11. To ensure effective channels of communication at all levels so every member of the team is aware of the contract objectives and the party they play in its delivery.
12. Assisting Executive Head Chef with all Human Resources functions ranging from recruitment, interview, time schedules, leave management, dress code and grooming and other administrative duties.

This Job Description in no way states or implies that these are the only duties that are to be performed by the intern occupying this position. Interns may be requested to perform other Job related duties assigned to them by their Direct Superior.
Position: Trainee Chef  
Department: Kitchen  
Reports To: Executive Head Chef

CHEF TRAINEE

Scope, Purpose and Objective  
As a Chef Trainee you are on the first step of the ladder to becoming a great chef. In our kitchen you will find the preparation work and basic cooking under the supervision of a chef de partie or section chef, rotating through sections such as sauce, vegetables, fish and butchery roughly every six months. This is your big chance to learn all there is to know about your trade, but the standards and style of cooking you do will be determined by your commitment.

Essential Duties & Responsibilities.

1. Assist senior chefs in preparing meals in either part or in full.  
2. Preparing the ingredients for a more senior chef.  
3. Measuring dish ingredients and portion sizes accurately.  
4. Learning of HACCP (Health and safety)  
5. Maintaining high standards of hygiene and cleanliness.  
6. Responsible for executing allocated dishes on time to the required standard.  
7. Maintain a positive and pro—active attitude at all times.  
8. Comply at all times with Staff Code of Conduct and Department Policies and Procedures.  
9. Undertake all training as required.  
10. Actively seek to improve skills and achieve personal development.  
11. Seek to ensure at all times that all visitors and guests have the best experience possible

This Job Description in no way states or implies that these are the only duties that are to be performed by the intern occupying this position. Interns may be requested to perform other Job related duties assigned to them by their Direct Superior.
Position: Marketing Trainee
Department: Marketing
Reports To: Marketing Manager

MARKETING TRAINEE

Scope, Purpose and Objective
The Marketing Trainee is responsible for including the execution of the Marketing Plan. This is also including coordination of advertising campaigns and public relation activities together with press visits and events. You are also responsible for the management of the website and social media domain. The Arts program forms an integral part and together with the Marketing Executive you aim to enhance and develop this program to its full capacity.

Essential Duties & Responsibilities.

1. Liaising and networking with customers, colleagues, suppliers, artists, curator and partner organizations.
2. 
3. To ensure communication with target audiences and managing customer relationships.
4. Sourcing advertising opportunities and placing adverts in the press
5. Managing and designing the production of marketing materials, including leaflets, posters, flyers, art exhibition tags and leaflets, online art market and online magazine.
6. Writing and managing art exhibition contracts.
7. Finalising sale, artworks and gallery space.
8. Liaising with maintenance to sustain art galleries.
10. Conducting market research, for example using customer questionnaires.
11. Organising and attending exhibitions, art seminars, workshops and events.
12. Arranging the effective distribution of marketing materials.
13. Maintaining and updating customer databases
14. Sourcing and securing sponsorship.
15. Organising photo shoots.
16. Contribute to, and developing marketing plans and strategies.
17. Monitoring competitor activity.

This Job Description in no way states or implies that these are the only duties that are to be performed by the intern occupying this position. Interns may be requested to perform other Job related duties assigned to them by their Direct Superior.
Position: Reservations Trainee
Department: Sales & Marketing
Reports To: Sales & Marketing Manager

RESERVATIONS TRAINEE

Scope, Purpose and Objective
To provide efficient and effective administrative support to the Sales & Marketing Manager,
Assisting in areas of Sales, Marketing, Reservations and any other areas connected to the Sales &
Marketing Manager.

Essential Duties & Responsibilities.

1. Assisting the Sales & Marketing Manager.
2. Working with the hotels system.
3. Ensuring that all the filing and documentation is done correctly.
4. Knowing the importance of the hotel’s policy on guaranteed reservations and no shows .
5. Preparing expected arrival list for the Front Office by checking correspondence.
6. Ensuring that all files are up to date.
7. Assisting with the procedures of all reservations within the hotel.
8. Filing by date of arrival.
9. Handling correspondence.
10. Knowing the methods of payment and procedures of deposit and billing.
11. Knowledge of the type of rooms available as well as their location and layout.

This Job Description in no way states or implies that these are the only duties that are to be performed by the intern occupying this position. Interns may be requested to perform other Job related duties assigned to them by their Direct Superior.
I.III Testimonials

“Hi everyone! My name is Milou Prinsen from the Netherlands and I am 18 years old. At the moment I’m in my last year, which includes a 5 months’ internship. I chose for an internship in Malta to improve my English, get in contact with another culture and to meet new people. I’ve worked at the Marketing Department of the Cavalieri Art Hotel. My tasks were carrying out the social media, acquisition and the preparation of the Exhibitions. Most of the time I was working on and with the ART concept of the hotel. During the breaks, I spent my time with the other trainees. They made my time at the Cavalieri amazing. I will never forget my time in Malta!”

Milou Prinsen
Marketing Trainee
The Netherlands

“My name is Maik, I am 23 years old and I have done an internship in the Finance department of the Cavalieri Arts Hotel in Malta. The tasks are very different, but mainly related to accounting and administration. For example checking the received statements or invoices. The daily work is assisting the financial controller, who is very nice. I am thankful for this great experience and would recommend it to everyone who wants to know about the work in a financial department, especially when it comes to accounting.”

Maik Engelkamp
Finance Trainee
Germany

“My internship was carried out with the Housekeeping Department of the Cavalieri Art Hotel, and I can say it was one of my best experiences I’ve had as an intern. It involved many ups and down (more ups than downs) as it exposed me to the challenges involved in the department, and most certainly made me more aware with a sharp eye for detail. The staff and the management were one of a kind, and made the experience all the more worthwhile. If you’re looking for an internship, look no further! : ) “

Rachel Buttigieg
Housekeeping Trainee
Malta
“My name is Mathilde, I’m from Belgium and I was the Cost Controller Assistant for four months in the Cavalieri Art Hotel. The first word that comes in my mind when I think of my internship is; perfect! The people of Cavalieri Art Hotel taught me a lot and gave me responsibilities. It was an internship like it should be! In the position of Cost Controller Assistant I had to work with different departments, which allowed me to meet new people. I had to practise my English to find out how different departments work together. I would recommend working in this company, as this internship was one of my best experiences and where I learnt the most!”

*Mathilde Gouverneur*
*Cost Controller Trainee*
*Belgium*

“I was in the Food & Beverage office for two months. It was very interesting to discover a new sector, which was really unknown for me. The very nice staff allows me to improve my English and discover how works the management of a restaurant. It was a rewarding internship and I have really good memories of Cavalieri Art Hotel”.

*Florence Choquet*
*Food & Beverage Trainee*
*France*

“Hello everyone! I am Loes Derks from the Netherlands and I have done an internship of 20 weeks from February 2015 until July 2015 as a Human Resources Trainee at the Cavalieri Art Hotel. During this period the hotel has given me every opportunity I asked for and helped me whenever needed. I can truly recommend the Cavalieri Art Hotel for an internship placement because of the level of development you will reach at the end of the internship. I have learnt to handle with multicultural people in different functions and I have also developed my personal skills a lot. I will never forget what I have learned in this period and I hope a lot of other students will get the opportunity to participate in company like the Cavalieri Art Hotel”

*Loes Derks*
*Human Resources Trainee*
*The Netherlands*
"Working at Cavalieri Art Hotel was a great experience. Dealing with multicultural guests and staff makes you grow up as communicator, employee and colleague as well. I would totally suggest a work experience at Cavalieri."

Bruno Ferraro
Housekeeping Trainee
Italy

"I've been twice on an internship at the Cavalieri Art Hotel, just because it's such an amazing experience. The first days they throw you in the deep, but that's the best way to learn to swim. The best thing about the Cavalieri Art Hotel is that you're not the only trainee, there's always somebody that speaks the same language as you. It's hard work for sure but you will improve your English, have more work experience and meet the best people in the world. Just do it!"

Lenty Kenis
Front Office Trainee
Belgium

I've worked at the Cavalieri Art Hotel for five months and it was an amazing experience. You get the opportunity to work in a multicultural setting and develop yourself as a person. You will not only learn about your work field but also learn how to communicate and work with other people. The hotel is also a good place to do your internship because a lot of people will help you, will get the best out of you and the most important thing, they take you seriously. I can highly recommend the Cavalieri Art Hotel for new students.

Andrea Frijns
Human Resources Trainee
The Netherlands
Hello everyone, My name is Jeska Richterink and I've worked for around five months on the marketing department of the Cavalieri Art Hotel. It was such a nice experience and I've learned a lot. The nicest thing about the hotel is that there are working a lot of people who come from different countries, you can talk in English with everyone and you get to know a lot of new people and in my case a lot of artists.

Jeska Richterink
Marketing Trainee
The Netherlands

My name is Rosanna Snijder and I am 20 years old. I did an internship at the Cavalieri Art Hotel for five months. During my internship I have assisted the F&B Manager of the hotel. My internship was nice, because I had many different tasks. For this reason, no day at the hotel was the same and so you don't get bored. I also assisted a member of the event team with the organization of events and I kept in touch with the customers. There are many trainees in the hotel. This is nice, because in this way you get to know many more people and you can share your experiences with them. When I look back, I think of an informative and enjoyable time at the Cavalieri Art Hotel.

Rosanna Snijder
Food & Beverage Trainee
The Netherlands

Hi everyone! My name is Aniek Folsche, and I carried out my internship within the HR Department of the Cavalieri Art Hotel. Working in the HR department of a multicultural company has taught me a lot. In my twenty weeks of internship I have seen different angles of the HR in a multicultural environment. I was involved in all HR related topics, and my manager challenged me to add my own contribution. My manager made sure I had my own responsibilities, and he trusted me with all the tasks he gave me. I could not have asked for more. I am grateful for all the help and guidance I had during my internship. I will never forget my time in the Cavalieri Art Hotel!

Aniek Folsche
Human Resources Trainee
The Netherlands
Il The Hotel
II. I Cavalieri Art Hotel
The Cavalieri Art Hotel believes that a student has to know about the identity of the hotel, the philosophy and the mission statement. A student who is informed will be better prepared for the internship.

The Cavalieri Art Hotel is a four star Hotel set in a quiet location directly overlooking the St. Julian’s Bay. This includes Malta’s most popular nightlife area, the Dragonara Casino and Spinola Bay – the heart of St. Julian’s. With around 160 employees and 258 rooms, Cavalieri Art Hotel is quite a big hotel. The Cavalieri Art Hotel is an Art hotel that had a lot of changes the past few years. In 2013 the hotel changed its name from Cavalieri Hotel to Cavalieri Art Hotel. The new concept allows guests to enjoy the art pieces that are shown in the hotel during their stay.

Malta is a famous internship destination among students who choose to do their internship abroad. In addition to its pleasant climate, there are many things to do in and around Malta. When you do an internship at the Cavalieri Art Hotel you will gain a lot of experience in the field of your study. You will get the opportunity to develop yourself as a person and work on your skills with feedback from your supervisor. Because of the unique location it will not only be a learning environment but you will also have a breath taking view.

When you are not working there are many activities to undertake, which will be discussed in chapter III.III. You can reach the hotel easily by taking the bus from all over the island. If you live in Sliema, San Gwann or Msida, the hotel can be reached within around ±15 minutes. The nearest bus stop is called Spinola and is about 5 minutes walking distance from the hotel.

II. II Departments

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II. III Hotel facilities

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<td>Group Check ---in Desk/Area</td>
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II.IV History

Opening Hotel
In the early years of 1960’ the hotel was opened under the name Cavalieri Hotel.

Companies new directors
Prestige Travel Marketing Limited was formed in November 2009 with the company Directors being Mr. Mark Camilleri, Mr. James Cassar & Mr. Stefan Baluci who resigned from the company in August 2014.

In December 2009 the directors decided to integrate the Art Concept in the hotel.

2005
Renovation
In 2005 the hotel was completely renovated.

2014
Cavalieri Art Hotel
In 2014 the hotel changed its name to Cavalieri Art Hotel.

Vision
“We aim to be a high qualified hotel with a hospitable and good quality services for the guests, platform for artists and perfect location for business conferences”.

Future
II.V Art Concept

Our aim as a team at the hotel is to contribute to the building of the corporate identity. The word 'art' which is embedded in the name of the Hotel is what makes the difference. Thanks to our directors, the name of the hotel evolved to Cavalieri Art Hotel in 2014.

Since that day, our mission is to create an environment for the guests to experience a particular flair during their stay. Through the joined efforts from each department, we are creating a safe place where the artist feels home.

Thanks to the experiences of the past years, now we are mature to climb the final step. We have collected our database of artists and built a reliable portfolio which welcomes our guests, whether art related or not. We have adopted our rules, and by enforcing these rules we are protecting the work which has been entrusted to us.

Cavalieri Art Hotel comprises two spacious galleries intersecting at Lobby level. Both galleries feature on-going exhibitions promoting local and foreign artists. The enjoyable setting compliments the exhibited work and allows the visitor to inspect and evaluate the art pieces. The layout of the site, the arcades washed by natural light and the location at a touristic centre, has led the management of Cavalieri Art Hotel to provide both local and foreign artists with space and opportunity to share their artwork.

All floor corridors are brought to life as each corridor is allocated to different artists for the exposition of their works. The Ottocento Restaurant, with its expansive area, have the rear part entirely dedicated to the Art concept, enhancing the ambiance and allowing our guests to appreciate the beautiful artistry whilst enjoying their meal. The Art Cove is a studio exclusively dedicated to our resident artist, with the artist's recent works being displayed for a number of weeks at a time. The hotel hosts monthly exhibitions culminating in the Collective Art Event which is an annual event entirely dedicated to exhibiting various works of art by a large selection of different artists both local and foreign. The hotel also organizes art seminars, workshops and various art related events.

Cavalieri Art Hotel offers the visual artists and collectors an online rendezvous. The Art Market is a platform which provides great potential for the arts network. High quality artwork images and substantial information are displayed online. While the online art market offers a great convenience and a wide art choice, we welcome the to contact us to arrange a meeting where you may inspect the artwork before purchase. Our aim is to create a major platform for the artists which reflects originality and authenticity. We care about the artists' network and the internationalisation of culture and arts.
II.VI Food & Beverage facilities

*Ottocento restaurant*

*Opening hours:*
Breakfast buffet: 07.00---10.00
Lunch: 12.00---14.30
Dinner: 18.00---22.00

*Located:*
On level 1 to the foyer overlooking the pool area and lido.

*Room service*

*Opening hours:*
From 07.00---22.00

*Bacchinoi lounge bar & bistro*

*Located:*
On level 0 to the right upon entering the hotel with a terrace to have fun, relax, offer themed cocktails, lunch and light snacks.

*Pommarola and pool bar*

*Located:* On level ---1 in front of the pool area and lido.

*Conference meeting rooms*

*Located:*
On level 8: Babylon suite and Olympia.
Ground floor: Apollo meeting room.

II.VII Accommodation

Single rooms: 32
Double rooms: 150
Junior suits: 24
Tower rooms: 33

II.VIII Social Media

Cavalieri Art Hotel St Julians

Cavalieri Art Hotel Malta

Cavalieri Art Hotel – Art Galleries

@CavalieriArt_Hotel

Cavalieri Art Hotel

Cavalieri Art Hotel
CAVALIERI
ART HOTEL

III Malta
III.I Living in Malta

Malta is an island in the middle of the Mediterranean Sea. The climate can be described as typical Mediterranean with warm summers and mild winters. The temperature is quite stable with an annual mean of 18°C (64°F). The monthly averages range from 12°C (54°F) to 31°C (88°F). For those who are used to live in a hectic environment, the Maltese culture will be refreshing. The island has a lot to offer!

The culture can be described as a mixture of influences brought to the island in its rich history. The Phoenicians, Romans and Arabs have all left a piece of their traditions to form a part of the Maltese culture. Well known are the Maltese feasts, which are celebrated during the whole year. Especially in summer the feasts are celebrated almost every weekend. The feasts are celebrated within different villages with colourful fireworks and music.

III.II Accommodation

As an intern of the Cavalieri Art Hotel you are responsible for finding you own accommodation. The hotel does not provide accommodation. Having the right accommodation is important, because you need a place where you can have a rest besides working hours. There are several ways to find accommodation in Malta.

Agencies
There are a lot of agencies in Malta that can help you to find accommodation. If you Google for agencies you will find them immediately. Please be aware that agencies work with an agency fee, which will make the price of the accommodation more expensive.

Facebook
There are several Facebook groups that offer accommodation in Malta. The Facebook groups will help you to make contact with people that live in Malta. They can help you to find the right accommodation for your budget.

Airbnb
On Airbnb there are several apartments located in Malta. You can look for apartments within your budget and contact he owner of the apartment.

To find the accommodation in time it is important to start as soon as possible. When you hire an apartment or room on your own the costs will be higher than when you decide to share an apartment/room.

III.III Activities

Malta has a lot to offer. As an intern you can enjoy yourself quite well in the hours off duty. To help you out please find a list of suggestions below;

<table>
<thead>
<tr>
<th>Visit Comino, the Blue Lagoon</th>
<th>Eat the Typical Maltese dish, Rabbit.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Enjoy the nightlife of Paceville</td>
<td>Boat Party</td>
</tr>
<tr>
<td>Sunbath and swim</td>
<td>Karting</td>
</tr>
<tr>
<td>Sailing/Windsurfing</td>
<td>Kite surfing</td>
</tr>
<tr>
<td>Scuba diving</td>
<td>Taster diving</td>
</tr>
<tr>
<td>Horse riding</td>
<td>Restaurants/Café</td>
</tr>
<tr>
<td>Swim with Dolphins</td>
<td>Ride a jet ski</td>
</tr>
<tr>
<td>Take a jeep safari on Gozo</td>
<td>Go for a hike in the beautiful nature</td>
</tr>
</tbody>
</table>
### III.IV Useful Telephone Numbers

#### Emergency Telephone Numbers

<table>
<thead>
<tr>
<th>Service</th>
<th>Number</th>
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</thead>
<tbody>
<tr>
<td>Ambulance</td>
<td>112</td>
</tr>
<tr>
<td>Fire</td>
<td>112</td>
</tr>
<tr>
<td>Police</td>
<td>112</td>
</tr>
<tr>
<td>Traffic Accident</td>
<td>2132 0202</td>
</tr>
<tr>
<td>Rescue by Helicopter</td>
<td>2124 4371</td>
</tr>
<tr>
<td>Rescue by Patrol Boat</td>
<td>2123 8797</td>
</tr>
<tr>
<td>St. James Hospital (Malta)</td>
<td>2133 5235</td>
</tr>
<tr>
<td>St. James Hospital (Gozo)</td>
<td>2156 4781</td>
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#### Embassies

<table>
<thead>
<tr>
<th>Country</th>
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</thead>
<tbody>
<tr>
<td>Austria, Embassy of</td>
<td>2327 9000</td>
</tr>
<tr>
<td>Belgium, Embassy of</td>
<td>2122 8214</td>
</tr>
<tr>
<td>Brazil, Consulate</td>
<td>2144 3455</td>
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<tr>
<td></td>
<td>2158 5802</td>
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<td></td>
<td>9943 7388</td>
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<tr>
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<tr>
<td>Colombia, Consulate</td>
<td>2124 3238</td>
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<tr>
<td>Cyprus, Consulate</td>
<td>2134 1848</td>
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<tr>
<td>Czech Republic, Consulate</td>
<td>2141 3893</td>
</tr>
<tr>
<td>Denmark, Consulate</td>
<td>2569 1790</td>
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<tr>
<td>Egypt, Embassy if the Arab Republic of</td>
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<td>Finland, Consulate</td>
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<td>Hungary, Consulate</td>
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<td>Japan, Consulate</td>
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<tr>
<td>Libya, The Libyan People’s Bureau</td>
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<td>Luxembourg, Consulate</td>
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<td>Monaco, Consulate</td>
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<tr>
<td>Morocco, Consulate</td>
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<td>Norway, Consulate</td>
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<tr>
<td>Poland, Consulate</td>
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<tr>
<td>Portugal, Consulate</td>
<td>2124 3149</td>
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<tr>
<td>Romania, Consulate</td>
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<tr>
<td>Russian Federation, Embassy of the</td>
<td>2137 1905</td>
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<tr>
<td>Slovenia, Consulate</td>
<td>2148 8068</td>
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<tr>
<td>Spain, Embassy of</td>
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<tr>
<td>Tunisia, Embassy of the Republic of</td>
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<tr>
<td>Turkey, Consulate</td>
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</tr>
<tr>
<td>Ukraine, Consulate</td>
<td>2124 2007</td>
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</tbody>
</table>
Wishing you all the best with your internship!