



International Centre for Rain Forest Conservation and Development

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Terms of Reference

Volunteer in the Hospitality Section at Field Station

OBJECTIVES OF THE INTERNS AND VOLUNTEERS PROGRAMME

The Interns and Volunteers initiative is designed to build capacity among stakeholders of Iwokrama through the opening of opportunities for promising individuals to learn and contribute to areas relating to sustainable development, through achievement of specific projects required by Iwokrama to fulfill its mandate. The two main objectives of the Interns and Volunteers Programme are to provide opportunities for Guyanese and other nationals to gain practical experience in an interdisciplinary and international working environment while contributing towards the outputs of the Centre, and to promote a greater understanding of the problems, challenges and opportunities relating to the conservation and development of tropical rain forests and to provide opportunities for learning how Iwokrama is involved in addressing these.

STRUCTURE OF ASSIGNMENT

The assignment will take place during 2004. (The commencement date and duration are dependent on the chosen volunteer's availability). The Volunteer will report directly to the **Field Station Logistics Manager** who will serve as mentor and supervisor of the Volunteer throughout the attachment. The duty station will be **Iwokrama Field Station**.

DUTIES AND RESPONSIBILITIES

The primary focus of this volunteer position with Iwokrama is to provide the Volunteer with practical work experience in the field of ecotourism and hospitality management of a sustainable ecotourism venture. The Volunteer will demonstrate to staff the different techniques, procedures and practices used in today's Hospitality Industry in the preparation of food and services, ensuring that safety and cleanliness procedures are adhered to and that international quality standards are met.

The specific activities, duties and responsibilities of the Volunteer are as follows:

- Assist in coordinating and scheduling the activities of staff in meal preparation and service.
- Assist in coordinating and scheduling the activities of staff in preparation of rooms for guests and visitors.
- Establish methods to meet work schedules and preparing food order summaries for kitchen staff according to requests from dieticians, vegetarians, or other clients.
- Train staff in sanitation and safety procedures that meet international quality standards

Iwokrama International Centre is an autonomous not-for-profit research and development institution established by Guyana and the Commonwealth. It manages the one million acre Iwokrama Forest in central Guyana to demonstrate how tropical forest biodiversity may be conserved and sustainably utilised for ecological, social and economic benefits.

- Provide creative ideas about food and services displays.
- Establish and implement production routines and co-ordinate work activities with staff.
- Inspect sites or facilities to ensure established safety and cleanliness standards are met.
- Provide the Logistics Manager with suggestions for improvement of food and services areas at Field Station.
- Performs related duties, from time to time, as supervisor deems necessary

The Volunteer will report directly to the Logistics Manager, Field Station

APPLICATION

Please refer to www.iwokrama.org for general requirements, application instructions, etc. These can be found at [About Iwokrama | Volunteer Programmes](http://www.iwokrama.org/about/volunteers.htm) (<http://www.iwokrama.org/about/volunteers.htm>).