

## Website Updates for the Spring Term

### Supported Internships

Jada's second rotation was at the Claremont Resource Centre in Hulme. Her role was to collate information about staff and Resource Centre users. This involved organising folders, inputting records onto the computer, organising expense receipts, updating and checking the diary to book meeting rooms, filing confidential information, and archiving information and putting it into boxes.



Joshim's second rotation was at the Beefeater restaurant at Christie Fields. He was a kitchen porter for the breakfast and lunchtime services in the restaurant. He had to rinse dirty pots, stack them in the dishwasher, set the dishwasher and put the pots away once clean and dry.

