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| Project | Description |
| **Performance Metrics and Coaching** | Develop understanding of performance metrics and implications for various departments including production, sales and customer service Develop coaching techniques and skills to improve performance  Gain insight into new, emerging developments to further engage employees to improve performance and retention  Works alongside Managers and Supervisors with ongoing initiatives |
| **General Administration** | Prepare Word, Excel and PowerPoint documents  Proofread documents  Develop employee communications  Collect qualitative and quantitative data  Building internal marketing collateral  Assisting in creating & updating various training manuals  Document experience with an edited Go Pro video during the internship |
| **Production and Operations** | Understand the operations of commercial laundries including soil sort, wash aisle, drying/finishing, ironing/folding and pack-out  Gain insight into best management practices for processing hygienically clean reusable textiles  Develop an understanding of the sustainability practices with the objective of a zero-waste circular economy |
| **Team Member Engagement** | Participate in summer team-building activities  Assist in recognition programs  Participate in Community Service initiatives |
| **Training and Development** | Assist in developing and coordinating training for employees including compliance and position-specific initiatives  Participate in training and work within each department to better understand the roles, responsibilities, skills and knowledge necessary to perform all production and service functions |
| **Analyze Financial Reports** | Numbers tell the story on how your business is doing. Have your intern study the financials and put together reports on the health of the business. Let them analyze your budget and compare it to the actuals to see if there are areas they can dig deeper into. |