

Franklinton High School Internship Application

Name: _____

Grade*: _____

*must be in at least 10th grade to apply

Type of internship desired:

Office Assistant

School Store Clerk

Kitchen/Cafeteria Associate

Building/Grounds Associate

Morning Meeting Host

Social Media Assistant

Technology Assistant

Feathers Associate

Bell Ringer/Flag Raiser

Peer Session Leader

Internship Descriptions:

Office Assistant:

Helps manage the duties of the front desk, such as writing late passes, answering phones, and various other tasks as directed by the secretary and principal.

Job skills: customer service, organization, professional communication

School Store Clerk:

Helps manage the school store by stocking items, taking inventory, and handling monetary transactions.

Job skills: store management, retail, cashier

Kitchen/Cafeteria Associate:

Assists with setting up and tearing down breakfast and/or lunch. May also assist with passing out lunch to students.

Job skills: food service, catering

Building/Grounds Associate:

Helps maintain the school property inside and outside of the building. Duties include picking up trash and recycling, checking bathrooms for proper supplies, maintaining the House and Feathers, and other tasks as directed by the principal. Job skills: custodial, maintenance, facilities management