

WE ARE

**BLACK
SHEEP**

**JOIN
THE
HERD**

INTERNSHIP

Black Sheep is a rapidly growing Hong Kong-based hospitality team offering talented and passionate hospitality students the opportunity to gain experience in one of Asia's most exciting markets. Hong Kong has a dynamic food and beverage industry driven by a unique blend of the city's diverse expat community and local traditions.

Our internships are hands-on, six-month programmes designed to build strong operational, culinary and administrative skills for aspiring hospitality professionals. Interns are responsible for contributing to the flow of service, daily office tasks, catering to the individual needs of restaurant guests and supporting the restaurant managers and head chefs.

OFFER INCLUDES:

- Monthly Salary of HK\$4,500
- Medical Insurance
- 5-Day Work Week
- Accommodation
- Flight Contribution
- Welcome Cocktail Reception
- Fireside Group Chat With Founder
- Three Black Sheep Dining Curated Experience Vouchers
- Family Meals
- 20% Team Member Discount Across Black Sheep
- Discounted Gym Memberships
- Annual Leave & Statutory Holidays

OPERATIONS, CULINARY AND SOMMELIER INTERN

JOB DESCRIPTION

The Black Sheep Internship is a hands-on programme that exposes you to the front lines of Asia's most compelling hospitality movement. The primary objective of this programme is to immerse interns in a team environment, working with and alongside front-of-house and culinary team leaders. You will learn to provide exceptional guest experience, from the initial welcome to the moment of departure and beyond.

Front of House candidates will be given the option of spending six months in one Black Sheep venue, or splitting between two (three months each). Back of House candidates will be assigned to one venue. Each restaurant differs vastly in concept, from Burger Circus, a casual American diner, to upscale restaurants such as New York-Italian Carbone, and BELON, serving sincere, modern French cuisine. Throughout the programme, you will learn various food and beverage operations while working alongside talented teammates from around the world with diverse backgrounds, languages and experiences.

In addition to your venue training, you will have a Focus Project to explore one key area of the business. Guided by mentors from our leadership team, you will select one of the following projects: Communications, Training & Development, Guest Experience, Digital, Business Development & Partnerships, Community Initiatives and Concept Development. This project allows you to go beyond daily operations and apply your learnings to a real-world challenge or opportunity within the group—strengthening your understanding of how creative ideas, systems and strategy come together to create meaningful hospitality experiences.

ROLES AND RESPONSIBILITIES

OPERATIONS

- Learn standard operating procedures, including serving, bartending, table and pass management.
- Deliver exceptional guest experience, a component vital to the success of the restaurants and the central focus of the internship.
- Develop an in-depth understanding of our restaurant stories, menus and beverage programmes.
- Participate in continuous on-shift training to improve personal and team performance.
- Develop leadership skills by working closely with the management team.
- Develop and propose ideas on best practices by participating in management meetings.

CULINARY

- Develop culinary skills by learning professional kitchen mise en place, pre-service prep and basic knife skills.
- Learn and produce dishes to set recipes, working as part of a team to deliver menu items to impress our guests.
- Develop your knowledge of a variety of cooking techniques, including pastry, butchery etc.
- Develop your understanding of kitchen safety, hygiene and the importance of allergens.
- Develop your skills to work in different stations of the kitchen.
- Partake in ongoing on-the-job training to improve personal and team performance.

SOMMELIER

- Gain an in-depth knowledge of viticulture, grape varieties, terroir and wine geography.
- Learn how to assist guests with wine recommendations, decanting and polished wine service.
- Gain an in-depth understanding of wine ordering, receiving, inventory, budgets and wine cellar management.
- Learn how to develop and curate wine lists in line with restaurant stories.

OPERATIONS, CULINARY AND SOMMELIER INTERN

SIX-MONTH PROGRAMME

WEEK 1 | ORIENTATION

POINT OF CONTACT | TRAINING & DEVELOPMENT TEAM

- The Herding – Black Sheep induction.
- Introduction to Hong Kong.
- Introduction to your restaurant team and leaders.
- Team Guide review.
- Weekly schedule review.
- Introduction to Focus Project.

WEEK 2 | INTRODUCTORY TRAINING & SERVICE PREPARATION

POINT OF CONTACT | OPERATIONS/RESTAURANT MANAGER/CHEF/SOMMELIER

- Introduction to Black Sheep concepts and your initial restaurant.
- Training review.
- Shadow a dedicated member of the restaurant team.
- Participate in restaurant meetings.

WEEKS 3 – 6 | ON-JOB SERVICE TRAINING

POINT OF CONTACT | OPERATIONS/RESTAURANT MANAGER/CHEF/SOMMELIER

- Participate in service at your restaurant.
- Focus will depend on your chosen internship (culinary, operations, sommelier).
- Participate in restaurant meetings.

WEEK 7 | REVIEW

POINT OF CONTACT | OPERATIONS/RESTAURANT MANAGER/CHEF/SOMMELIER

- Progress review.

WEEKS 8 – 25 | ON-JOB SERVICE TRAINING

POINT OF CONTACT | OPERATIONS/RESTAURANT MANAGER/CHEF/SOMMELIER

- Within weeks 8 and 23, there will be an opportunity to rotate to an alternative Black Sheep venue to learn different service and management styles, cuisines and concepts:
 - OPERATIONS – Steps of Service, Mise En Place, Guest Recognition, Menu/Bar and Wine Knowledge, Guest Experience.
 - CULINARY – Section Management, Mise En Place, Basic Kitchen/Knife Skills and Cooking Techniques.
 - SOMMELIER – Wine Service, Wine Knowledge, Inventory, Ordering, Sales and Menu Curation.

WEEK 26 | EVALUATION AND APPRAISAL

POINT OF CONTACT | OPERATIONS/RESTAURANT MANAGER/CHEF/SOMMELIER

- Final performance review with a feedback session.

ADMINISTRATIVE INTERN (YEAR-THREE+)

JOB DESCRIPTION

The Black Sheep Administrative Internship is an immersive six-month programme that offers aspiring hospitality professionals a behind-the-scenes look at the engine that powers Asia's most compelling hospitality movement. This programme is designed for detail-oriented, ambitious individuals eager to understand how great hospitality extends far beyond the dining room.

Working closely with your chosen department, you will gain hands-on experience in the systems, structures and day-to-day functions that keep our world running, from finance and data management to communications and guest relations. You will learn to balance operational precision with creative problem-solving, and to approach every task with the same care we bring to serving our guests.

Each week, you will spend three days supporting administrative projects within your department, preparing reports, assisting with training sessions, crafting communications or coordinating team logistics, and two days on the restaurant floor, learning how those systems translate into real-world hospitality.

By the end of the programme, you will have built a holistic understanding of how a world-class hospitality group operates—developing both the strategic mindset and hands-on experience to thrive in any corner of the industry.

ADMINISTRATIVE INTERN (YEAR-THREE+)

ROLES AND RESPONSIBILITIES

COMMUNICATIONS

- Prepare and proofread internal announcements and event materials.
- Create content or images for social and digital platforms.
- Plan campaigns and brand stories.

FINANCE

- Learn how daily financial operations are managed, including invoices and data entry.
- Assist the team with expense reports and monthly tracking.
- Observe how budgets are prepared and maintained across restaurants.

GUEST EXPERIENCE

- Learn how guest feedback and reservations are managed across the group.
- Track guest comments and preparing simple reports.
- Manage guest inquiries by phone for restaurants across the group.

TRAINING & DEVELOPMENT

- Schedule and set up training sessions and team workshops.
- Develop training materials, attendance lists and feedback forms.
- Learn how the team tracks progress and development across departments.

SIX-MONTH PROGRAMME

WEEK 1 | ORIENTATION

POINT OF CONTACT | TRAINING & DEVELOPMENT TEAM

- The Herding – Black Sheep induction.
- Introduction to Hong Kong and the Black Sheep world.
- Meet your department mentor and supporting teams.
- Overview of weekly schedule, communication channels and expectations.
- Introduction to administrative functions and how they support the wider group.

WEEK 2 | INTRODUCTORY TRAINING & SERVICE PREPARATION

POINT OF CONTACT | DEPARTMENT SUPERVISOR/ RESTAURANT MANAGER

- Introduction to Black Sheep concepts and restaurant operations.
- Spend time on the restaurant floor to observe service flow and team dynamics.
- Learn how administrative teams collaborate with operations and restaurant leadership.
- Participate in team briefings and meetings.

WEEKS 3 – 6 | DEPARTMENT FOUNDATIONS

POINT OF CONTACT | DEPARTMENT SUPERVISOR/ TRAINING & DEVELOPMENT

- Begin department-specific training (Finance, Communications, Training & Development, or Guest Experience).
- Assist with day-to-day administrative tasks under supervision.
- Attend departmental meetings and shadow team members.
- Learn internal systems and tools used for scheduling, communication, and reporting.
- Weekly check-ins with your mentor to review progress.

WEEK 7 | REVIEW & GOAL-SETTING

POINT OF CONTACT | DEPARTMENT SUPERVISOR/ TRAINING & DEVELOPMENT

- Progress review and feedback discussion.
- Identify areas of strength and focus for continued development.
- Adjust weekly responsibilities and learning goals as needed.

WEEKS 8 – 25 | HANDS-ON DEVELOPMENT

POINT OF CONTACT | DEPARTMENT SUPERVISOR/ TRAINING & DEVELOPMENT

- Continue supporting department functions and administrative operations.
- Deepen understanding of how central departments connect to restaurant teams.
- Participate in one-day shadowing opportunities with other administrative teams to broaden perspective.
- Mid-programme feedback session to track performance and learning milestones.

WEEK 26 | EVALUATION AND APPRAISAL

POINT OF CONTACT | DEPARTMENT SUPERVISOR/ TRAINING & DEVELOPMENT

- Final performance review and feedback discussion.
- Reflection on professional growth, skills gained and overall experience.
- Completion of internship documentation and closing remarks from mentors.

Application Method : training@blacksheeprestaurants.com / careers@blacksheeprestaurants.com

**A WORLD OF HOSPITALITY
THE EXPERIENCE OF A LIFETIME**