



The Country Club of Rochester

Level Three: Events Supervisory Internship

Internship Summary

This opportunity will provide further insight into the private club industry as well as a chance to work with club service line level employees and management. In this internship, the Intern will first learn the basics of service in all areas within food & beverage at the club. In the final two month of the internship the Intern will learn the basics of supervising banquets, supervising and running set up, and the basics of catering. The ideal candidate will have a minimum of 2-internship experiences. The Club is extremely committed to this program and hope the candidates selected share our enthusiasm in making it successful.

Position Rotation

- The intern will have the opportunity to work in various departments Formal, informal, banquet and pool service
- Beverage inventory, bartending and responsible alcohol service
- Weekly supervisor meetings
- Supervisory Training in Food & Beverage: Chit Process, Seating Charts, Inventory, Pre-Shift Meetings/Roll Call, Menus, Daily Assignments, Scheduling, Banquet Event Order Sheets & Weekly Food & Beverage Meetings
- Working with the catering manager on all aspects of private events including: creating “party arrangement” sheets, booking events and ensuring events execute properly
- Working with the catering managers on all aspects of Club Events including: booking entertainment, creating “party arrangement” sheets for Club Events, and ensuring Club events execute properly

Candidate Qualifications

- To perform this job successfully, an individual must be able to perform each essential duty satisfactorily.
- The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions required.
- Candidates should be actively pursuing a degree in hospitality management.



- Ability to effectively present information and respond to questions from managers, members, and guests. Proficient in Microsoft Word and Excel.
- CMAA involvement is preferred, but not required.
- Demonstrates transferable skills such as problem-solving, teamwork, guest service and effective communication. Able to read, analyze and interpret all business pertaining to the position.
- Able to meet the physical demands and responsibilities of the position. He/she will, while regularly performing the essential functions of the job, be standing, sitting and lifting/moving items or objects weighing up to 50 pounds.

Date Position Available

May, 2020 -September, 2020

Other Benefits

Other Benefits: Local CMAA chapter involvement, club sponsored networking and educational events, meals while on duty and approved Monday golf privileges.

Please forward resumes to:

Ali Inclema

Food & Beverage Manager

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The Country Club of Rochester

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