



Job Description

Position Title: Food & Beverage Internship
Position Supervisor: Director of Member Services

Job Number: 2023-12
Schedule: Full-Time Seasonal
Non-Permanent

Supervisory Duties: None

Salary: \$15/hour

FLSA Status: Non-Exempt

Travel Required: Up to 10%

Summary:

The Food & Beverage Internship is designed to provide students and/or recent graduates with the knowledge, skills, and exposure to the operations of a Club's Front Office, Food & Beverage Operations, or the Culinary Department. Interns will be assigned to a mentor; will work in an environment where people are passionate about what they do; will enhance their interpersonal skills; will learn alongside peers, managers, and mentors.

This internship supports various curricula requirements, and allows for additional specialized or exploratory training as desired for the intern.

Training

Orientation

Become familiar with the Stock Farm Club: get to know the history and values of the Club, learn about the various services and amenities provided to members, and service standards. Spend time in each department, gaining general knowledge and understanding of each and how each department supports and works with the others.

Food & Beverage Operations

Dining Services

- Offer a service of quality to members and guests that meet Club standards.
- Perform hosting, reservation, and seating duties, with focus on quality of service and 'first experience' of member or guest.
- Perform waitstaff and serving duties to include taking orders, serving food & beverage items, room preparation and presentation of menus/specials/drinks, etc.
- Perform beverage service and learn more about the various beers, wines, and spirits offered at the Club.
- Perform duties and participate in supporting social/private events of 15 – 500 attendees.
- Participate in departmental and interdepartmental meetings.
- Learn coordination of service between front-of-house and back-of-house activities and services.

Poolside Grille Management

- Learn how to schedule, train, and supervise Poolside Grille waitstaff and servers.
- Experience quick service and coordination between front-of-house and back-of-house services.
- Manage reservations and seating capacity for Grille.
- Participate in the execution of Grille events and event services (e.g., Family Movie Night), providing oversight of the assigned event execution.
- Participate in departmental and interdepartmental meetings.



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- Manage inventory, orders, stock, and usage.

Event Management

- Support Event Management staff in planning and execution of events ranging from 15 – 500 attendees.
- Execute formal, casual, family, youth, or adult events.
- Oversee staff in setup and breakdown of event.
- Coordinate and facilitate service between front-of-house and back-of-house activities.
- Learn how to create BEOs (Banquet Event Orders), to include understanding of pricing, options for customer, appropriate food & beverage ordering/thresholds, and similar.
- Manage event inventory.
- Participate in departmental and interdepartmental meetings.

Beverage Services

- Set up, perform and breakdown beverage services for a la carte dining and banquets.
- Gain in-depth knowledge of beers, wines, and spirits.
- Perform inventory management, ordering, stocking, and rotation.

Minimum Education & Experience

- Must be enrolled in or possess an undergraduate college degree in hospitality or business management.

Knowledge, Skills & Abilities

- Ability to communicate effectively orally/verbally with diverse group of individuals and age ranges.
- Ability to be flexible and adaptable in highly fluid and dynamic environment.
- Ability to work with a team and interact with others in a professional and courteous manner.
- Ability to maintain the confidentiality of Stock Farm Club and member and/or guest information.
- Ability to maintain professionalism and image of the Stock Farm Club.
- Preferred: Prior successful employment with the Stock Farm Club in this or a related position.

Additional Requirements & Documentation

- Must be able to work overtime and holidays as required; must be able to work additional weekday and early morning or evening hours as required.
- Must be able to work variable schedule to include last-minute scheduling needs/changes and working split shifts.
- Must be insurable by Club's auto insurance provider and possess a valid driver's license.

Environmental & Physical Conditions

General physical activities. Work involves long periods of walking, standing, use of arms and legs, and movement of entire body. Work includes climbing; lifting; balancing; walking; stooping; pulling and pushing; kneeling, stooping, and bending; and safely lifting and carrying items up to 50 pounds. Work involves walking on uneven and slippery surfaces.



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Stock Farm Club is an equal employment opportunity employer (EEO). The Club does not refuse employment or discriminate in compensation, or the other terms, conditions, and privileges of employment based upon race, color, national origin, age, physical or mental disability, marital status, religion, creed, sex, political beliefs, genetic information, veteran's, LGBTQ, vaccine status or whether a person has an immunity passport status. The Club does not tolerate discrimination or harassment because a person is married to or associates with any of these protected groups.

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