



F&B Management Internship *(for Advanced Hospitality Students & Recent Graduates)*

Summary:

The Kiawah Island Club's F&B Management Internship program was created specifically for advanced hospitality students with at least 3-6 months of previous front line hospitality experience and previous exposure to management (see requirements)

For students and recent graduates, the F&B Management Internship program offers a more challenging and immersive experience in the **management** side of private club operations. Specifically, trainees are considered part of our management staff, which means that you will be involved in many of the same leadership activities our full-time managers handle, and you'll be trusted to take ownership of areas and tasks that are essential day-to-day operations.

Therefore, this position is intended only for advanced hospitality students and post-graduates who are career-focused and eager to develop new skills and gain valuable resume-building experience in key areas of hospitality management

In return, the Kiawah Island Club benefits from the energy, vitality, and fresh perspective interns bring to our operation. And, because many of our best employees started their careers as interns, it is an ideal recruitment tool, and a great way to include more students and recent graduates into our professional network!

About the Work:

F&B Management Interns are essentially temporary F&B Managers assigned to help the Club handle the annual spring and summer surge where the facility is at its busiest. Typical duties include:

- Assisting Club management staff in training, on-boarding, and coaching facility staff
- Ensuring food & beverage, locker room, pool, and beach areas are well-maintained (includes checking behind staff to ensure no details are missed)
- Supervising and scheduling shifts and overseeing operations interns, food and beverage staff, pool attendants, and temporary workers
- Serving as a role-model for younger staff and new employees, helping bridge communications gaps, and facilitating team-work
- Opening and closing duties- particularly end of shift accounting, locking up, etc.
- Interacting with Club Members, paying attention to them and ensuring they feel welcome and comfortable

Reporting Structure:

All F&B Management Interns report directly to the Clubhouse Manager, but will also take direction from the Club's F&B Managers. Management Interns who are also seeking academic credit will also receive additional training, coaching, and support from the Clubhouse Manager who will oversee the internship program as a whole.

Schedules:

Internships are full-time (35-45 hours per week 5/days per week). Start dates can be somewhat flexible, but generally begin in April or May and last through to Mid-August or September. Permanent or extended stay opportunities may be available for outstanding staff after the season closes, based on availability.

Pay Rates:

F&B Management Interns are compensated at a rate of **\$15.00 per hour plus tips for events worked**. The Club provides daily chef-prepared meals for employees while working and staff can complimentary golf at our 2 championship courses and use standup paddleboards and kayaks at no cost, among other things.



Housing and Transportation:

Housing and daily transportation provided by the Club are optional but not required. Housing is located on Johns Island at The Crowne at Live Oak Square at a cost of \$350/month (\$175 biweekly deduction). There is a \$350 security deposit that must be paid in full before move-in which will be returned if the apartment meets move-out inspection requirements.

Learning Objectives:

- Gain practical, resume-building management experience at a top tier private club
- Build strong relationships with Kiawah Island Club staff and managers, expand your professional network by connecting with hospitality professionals "in the real world" who are already doing the kinds of jobs that might interest you.
- Learn the structure of a private club, reporting relationships, and responsibilities associated with various titles and understand the difference between the business-model for a private club such as the Kiawah Island Club, vs. that of resort, hotel, or restaurant, which is open to the public.
- Acquire relevant career-enhancing interpersonal skills such as conflict management, coaching, etc.
- Gain practical experience leading by example, discover effective tactics to motivate staff and inspire cooperation.
- Learn from experience what it means to deliver an outstanding Member experience
- Apply team-building skills
- Gain specific skills relevant food & beverage service in a fine-dining private club environment
- Appreciate a stellar menu, taste test new dishes, and understand the effect of menu training on the quality of FOH service

Requirements:

As stated above, this position is available to **advanced** *hospitality program students and recent graduates* only.

Applicants must have at least 6-months of front-line hospitality experience (ex. Server, Server Assistant, Food Runner, Expo, etc.) and be either:

(a) A recent graduate of an accredited college-level hospitality or club management program
OR

(b) A currently-enrolled college junior or senior majoring in hospitality or club management who has already had at least one *hospitality internship* with a luxury resort or similarly situated private club that included exposure to management responsibilities

- Minimum two references (at least one should be from a previous employer who has supervised your work)
- Professional image and no visible tattoos
- Excellent written and oral communications skills
- Ability to work at least 14-16 consecutive weeks
- Applications will be accepted on a rolling basis, first come, until all positions are filled.

Interested?

If you would like to apply, please email your resume to:

JP Nelson, Recruitment Manager

jpnelson@kiawah.com.

If you have any questions, please contact JP via email or phone, (843) 768-6526.