Egypt Valley Country Club Events Internship | Level 2

Job Title: Assistant Event Coordinator, Events Intern

Reports To: Event Coordinator & Food and Beverage Managers

Intern Level: Student summer internship junior level and above in pursue of a Hospitality degree. Experience is a plus, but not required.

Salary: Discussed upon interview

Timing: Ideally candidates will be available April – August 2017. Intern must be available through August 30, 2017. Internship is extendable, if desired. An hourly schedule will be produced weekly by food & beverage director. Work schedule includes daytime, evenings and weekends. The busy schedule at Egypt Valley Country Club often requires long shifts and unusual hours. ***(40+ hour work weeks are often required during peak summer months)***

Job Duties:

Experience all aspects of a private club environment. Work with management team on planning events and daily restaurant activities. Attend Management meetings. Work within a high volume food and beverage operation with focus on front of the house duties in the restaurant and events departments. Set up for events, carry trays, serve guests, and clean up at event's conclusion. Set up can include putting out tablecloths and place settings, arranging table placement and putting up a buffet or any other items needed for that event's food service. Duties will vary based on type of event and food and beverage needs. **Job will require lifting of up to 60lbs**

Coordination efforts with weddings and other events, attending management meetings, assorted administrative duties (occasional filing, hanging flyers, ect.). Intern will serve as a direct contact for clients during events for both members and nonmembers. Will learn software programs including but not limited to Caterease.

Will be serving as an event liaison with Egypt Valley clientele. If getting senior level intern: They will have a semester long project to plan their own event. Obtain all pertinent information relative to event. Finalize all event logistics, identifying special needs when required and communicating with appropriate staff and vendors.

This is not an exhaustive list as additional duties may arise.

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Skills: Ability to multi-task and be a self-starter, excellent customer service skills, hard-working, eager to learn, communication skills, basic Office experience is helpful, organized and efficient, be able to prioritize, and maintain strong attention to detail. Has the ability to work in a team environment or independently.

About Us: Egypt Valley Country Club offers one of West Michigan's finest private club experiences. Established in 1990 our members are treated to amenities like two 18 hole championship golf courses,, two full service restaurants, Olympic size pool and family area, and a banquet facility that entertains groups large and small throughout the year. We have been host site of the Champions Tour *First of America Classic ('94-'98)* Champions Tour *Foremost Insurance Championship ('99-'00)* Champions Tour *Farmers Charity Classic ('01-'04)* and the USGA *United States Junior Amateur* in 2010

What we do for you: : Work with you in building career skills and understanding the industry. By the end of the internship the goal will be proactively to recognize need, provide proper and friendly service, and meet the high demands of customer service needed for a career in hospitality. We will encourage you to experience any area of the operation that you may have an interest, offering depth to your resume and experience.

Application Deadline: March 15, 2017

To Apply, please send resume, cover letter and any major time restrictions (work, class schedule, travel schedule, ect.) to:

Chris Kleinman
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Egypt Valley Country Club
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