



Internship Posting – 2018

About Hawthorn Woods Country Club

Owned and operated by KemperSports, Hawthorn Woods Country Club, is home to Chicago's newest Arnold Palmer Signature Golf Course, an 18-hole architectural jewel designed to challenge and thrill players of all levels. Carved along Lake County's rolling countryside, Hawthorn Woods masterfully blends the essence of the local terrain. Opened in May 2006, the 7,100-yard championship golf course incorporates bent-grass fairways and greens with enhanced wetlands and meandering streams. Golfers experience many challenging and dramatic elevation changes throughout the course. The course has hosted the Illinois Open State Championship and has hosted other major events including a U.S. Open Qualifier and the American Junior Golf Association (AJGA) Midwest Championship.

The club and golf course are the focal point of a Toll Brothers master-planned community. In addition to golf, the club offers swimming, tennis and a state-of-the-art fitness facility. A 21,000-square-foot clubhouse serves as home to full-service dining rooms and men's and women's locker rooms. For additional information on Hawthorn Woods Country Club, visit <http://www.hwccgolf.com>

With over 500 members, the Club boasts a variety of membership categories and has been very successful in growing membership in the last few years.

Brief Job Description

Club has 2 F&B Supervisors/Interns Openings for the 2018 Season

- (1) Food and Beverage Supervisor/Intern is responsible for assisting with the activities and administration of the food and beverage department including a la-carte dining, private, and special and Club sponsored events in accordance with established policies and procedures.
- (2) Food and Beverage Supervisor/Intern is responsible for assisting with the oversight and leadership of Pool Cabana, Beverage carts and turnstand teams. In addition, this person will assist with the creation, marketing, execution of a busy member event calendar of events that are hosted at and around the pool.

Job Description:

- Directs the preparation and execution of service for private parties and events including on course service.
- Functions as supervisor for banquets and daily meal service. This includes, but not limited to the seating of members and guests, assisting with food/beverage service, wine service, set-up and closing duties.
- Works in partnership with the F&B Director to understand, clarify and successfully execute all details pertaining to private and special events.
- Ensures accuracy of dining/event preparation including details consistent with Banquet Event Orders, room diagrams, detailed set up and service.
- Responsible for maintaining the computerized Point of Sale system and ensure menu, pricing and pertinent information is current and accurate. Club uses IBS POS system.
- Ensures a well prepared and presentable staff including responsibility for uniform and appearance.
- Directs staff on consistent name and preference recognition.
- Assists in planning and implementing training programs.

- Rotate in accounting, sales and marketing and general administration as required by university or college.

Candidate Qualifications

- Experience in a private club, resort, hotel or fine-dining.
- Job candidates will be required to work days, night, weekends, and holidays. Candidates must be able to work from May - August.
- Candidates must be able to lift 50 lbs. and withstand prolonged standing, kneeling, bending and lifting.
- Candidates need to be self-motivated and able to work without direct supervision at times.
- Proficient in computer software including Microsoft Word, Excel and Point of Sale applications.
- Solid time management, organization and prioritization skills.
- Proven ability to effectively build and foster a team environment.
- Ability to make decisions in a fast paced environment.
- Must have functional wine knowledge and service experience.
- Must have functional food knowledge.

Educational Requirements

- Bachelor's Degree or pursuing a degree in Hospitality Management preferred
- 1 or more years of progressive responsibility in food and beverage industry required.

Date Position Available

May - September 2018

Please respond to Joe Titus, General Manager via email at jtitus@kempersports.com. No phone calls please. For more information please visit www.hwccgolf.com and www.kempersports.com .