



# The Tuxedo Club

## Rotational Internship Program

- Education Through Experience
- CMAA Educational Classes
- Housing Available
- Free Meals Provided Daily
- Competitive Pay
- Food & Beverage Focused
- Professional Networking
- Upward Mobility

The Tuxedo Club's rotational Internship Program is geared toward engaging students who truly have the desire to make club management their career. We are devoted to spending an extensive amount of time and resources teaching and training our interns to be successful in our industry.



# The Tuxedo Club



## ROTATIONAL CLUB MANAGEMENT INTERNSHIP PROGRAM

### ABOUT THE TUXEDO CLUB

The Tuxedo Club is a distinctive social institution that, since 1886, has provided its members, their families and guests with recreation and refuge in the close environs of Metropolitan New York City. The facilities include an 18-hole Robert Trent Jones designed golf course, lawn tennis, court tennis, racquets, squash, platform tennis, swimming pool, boathouse and skating rink. The Club has two properties four miles apart, including three full-service restaurants; Golf Clubhouse Restaurant, Poolside Grill, and the Lakeside at Main featuring the architecturally renowned John Russell Pope designed Main Clubhouse overlooking the magnificent Tuxedo Lake. The Club is developing a golf course master plan; is in the bidding stage of a major expansion of the Club's historic 110-year-old Tennis Clubhouse; and recently completed construction of a brand-new Boathouse facility. The wide array of outstanding facilities, along with its rich history and tradition, makes The Tuxedo Club one of the most unique country clubs in the world.

### OBJECTIVE

The objective of the internship program is to create an opportunity that will provide participants and overview of the club industry. Students will obtain a better understanding of club operations working under the supervision of the management team. Being that Tuxedo is a large operation offering a vast number of amenities, the areas of training include membership development, communications, purchasing and inventory, agronomy, golf and racquets operations, and food & beverage operations including private events, and pool operations. This enables students to gain a better understanding of which area is of most interest to them, as well as helping to facilitate their possible career choices within private clubs.

### PROGRAM DESCRIPTION

This program is a well-rounded experience focusing on the development of hospitality management qualities through hands-on training. Emphasizing communication and a positive working environment, we are looking for applicants that are willing to do what is necessary to achieve top member satisfaction. As an intern, you will initially spend time learning and reviewing the Club's policies, service standards, and job duties associated with the positions you hold. Once the students demonstrate a strong understanding of the above information, they will begin their training rotation, interacting with members and their guests. The focus of this internship is successfully running the Poolside Grill operation, under the supervision of the Clubhouse Manager and management team. Throughout the program, the interns will be tasked with supervisory and managerial responsibilities during rotations. The responsibilities will be based on prior experience and the level of each individual's progression. The program will also require the intern to complete a project assigned to them by the management team.

## ESSENTIAL JOB FUNCTIONS

Participants will enhance the presence in each dining location through flawless service, consistently exceeding member expectation. At the fore front of the operation, you will be greeting members and guests, bringing comments, suggestions, and complaints to the managers' attention. Communication will be vital as participation in daily staff meetings, reservation protocols, and service standards will be a top priority. Under the supervision of management, this internship's primary function is overall supervision of the Poolside Grill Operation.

## CANDIDATE QUALIFICATIONS

Candidates must be enrolled in a 4-year Hospitality program. The applicant should be open-minded and hardworking with a progressive and positive attitude. Candidates must be willing to work flexible schedules, including weekends and holidays, and work to be a part of a team environment. Preferred availability will run from mid-May through Labor Day. Graduating seniors and recent graduates will have the opportunity to extend based on performance.

## SCHOOL CREDIT

The Tuxedo Club will make every effort to accommodate any college or university's requirements for school credit. Please check with your college/university to find out the specific requirements for internships.

## CLOTHING & UNIFORMS

Uniforms and name tags will be provided as required by the various departments of the club, including polo shirts and formal uniforms for the clubhouse dining rooms. Interns should bring comfortable black shoes, black socks, khaki pants, and a few "professional outfits."

## COMPENSATION

All internships are paid internships, with an hourly salary provided, based on an approximately 45-hour work week. In addition, intern will be provided housing, free meals, uniforms, and various other Club related benefits including attendance at CMAA education and events, specialized training sessions, group outings, and use of the Club's facilities.

## HOW TO APPLY

Please send a cover letter and resume to:

Daniel Klein

[Dklein@thetuxedoclub.org](mailto:Dklein@thetuxedoclub.org)

Food & Beverage Manager