

# POOLSIDE DINING INTERN

## WHO WE ARE

Canoe Brook Country Club is recognized as one of the Top 100 Country Clubs in the US and was recently honored as a Top 150 Platinum Club of the World by the Club Leaders Forum. Founded in 1901, our Club is situated just 20 miles west of New York City, nestled in the historic towns of Summit, Millburn, and Short Hills. With over 3,500 active members, Canoe Brook remains a family-oriented club committed to providing exceptional service and memorable experiences. Our dedicated team of hospitality professionals is passionate about creating unforgettable moments for our members and their guests, whether through fine dining, sports and recreation, hosting special events, or fostering a welcoming community atmosphere.

## DESCRIPTION

Are you passionate about hospitality and want to gain hands-on experience in a fun and dynamic environment? We have the perfect opportunity for you! Join our team as a Poolside Dining Intern, where you will learn the ins and outs of running a snack bar while providing excellent service to our members. This internship is designed for individuals who are eager to develop their skills in customer service, food preparation, and inventory management. You will work closely with our experienced staff and gain valuable insights into the daily operations of a bustling snack bar. Your role will be to assist in providing an enjoyable experience for our visitors by ensuring the snack bar is clean, organized, and well-stocked. This is not just an internship; it's a chance to immerse yourself in the vibrant world of hospitality, interact with a diverse array of customers, and be part of a supportive team that values creativity and collaboration. We believe in fostering an inclusive workplace where every team member's contributions are valued, and we can't wait to see how you can make your mark with us. If you are enthusiastic, hardworking, and ready to learn, we encourage you to apply!

## RESPONSIBILITIES

- Assist in daily operations of the snack bar, including food preparation and service.
- Maintain cleanliness and organization of the poolside dining area.
- Help manage inventory by tracking stock levels and assisting with orders.
- Provide excellent customer service and ensure guest satisfaction.
- Prepare and serve snacks and beverages in accordance with health and safety standards.
- Assist in promoting poolside dining specials and events to enhance guest experience.
- Participate in team meetings and offer creative ideas to improve operations.

## REQUIREMENTS

- Must be at least 18 years old and currently pursuing a degree in Hospitality or a related field.
- Excellent communication and interpersonal skills.
- Strong organizational skills and attention to detail.
- Ability to work flexible hours, including weekends and holidays.
- Basic knowledge of food safety regulations and best practices.
- Eagerness to learn and adapt in a fast-paced environment.
- Team player with a positive attitude and a love for customer service.

## OTHER BENEFITS

- Employee Meals
- Ability to attend local CMAA Chapter Events
- Resume & Cover Letter review with Director of Human Resources
- \$18 - \$20 per hour depending on experience. Eligible for holiday pay
- **Housing:** Canoe Brook Country Club has made accommodations with a local university to provide our interns with a fully furnished dorm on a space-available basis. A weekly payroll deduction covers each intern's use of the apartment. The local university is 2 miles from the club, you will be responsible for your transportation to and from the club.

**Training Program Evaluation:** There will be a mid-internship performance review during the internship which will be given halfway through the program. This review is designed to provide constructive feedback on your performance and in conjunction with the scheduled bi-weekly supervisory meetings, to encourage a structured learning environment.

## TO APPLY

Please email your resume to Canoe Brook Country Club HR Director, Alexandra Huezo at [ahuezo@canoebrook.org](mailto:ahuezo@canoebrook.org), subject line "Poolside Dining Internship"