



# *Dunwoody Country Club*

Club Management Summer Internship

Pride Passion Professionalism

## **Purpose**

Enrich your education and come learn with us. The Summer Internship Program at Dunwoody Country Club is geared toward engaging students who truly desire to make club management their career. Dunwoody Country Club and our team is committed to devoting its time and resources to assist in the development of student interns to be successful in the club industry.

## **Program Description**

Dunwoody Country Club's Summer Internship Program will provide a hands-on club management experience that is centered around supervising pool snack bar staff with direction from the Director of Food and Beverage. The program also incorporates every department to allow interns to experience all aspects of the Club. Interns will have the opportunity to directly meet with all upper-level management, including Jon Knobbe, General Manager/COO, Ben McWilliams, Clubhouse Manager and Dominique Gray, Director of Food and Beverage. Interns will also have bi-weekly meetings with the training directors to monitor their progress. Interns will be expected to attend weekly F&B meetings, monthly committee meetings and various other management meetings. Each intern will also be responsible for submitting a summer project customized to the intern's interests, expertise, and the Club's current needs. Upon completion of this program, interns will be well-equipped with the necessary knowledge and skills needed to be successful in the club industry.

## Qualifications

The ideal candidate must be enrolled in a four-year hospitality program or related field. This candidate must have an outgoing personality, exceptional communication skills, positive attitude and be team-oriented. He or she must possess a basic understanding of restaurant service techniques, beverage and wine knowledge, and be proficient in Microsoft Office, email and POS systems. The candidate must be honest, respectful, dedicated, caring and have a strong work ethic; and must be able to handle a fast paced, high-end, sophisticated work environment. The candidate is expected to be self-motivated and committed to exceeding the expectations of the membership and their guests.

## Department Rotation

In order to maximize your exposure to all the Club's offerings, Dunwoody Country Club will devote an extensive part of your time to a departmental rotation. This will afford you the opportunity to work with other department heads and be directly involved in planning and executing a wide variety of club events. Interns can expect to not only be involved in both formal and casual dining, but also work with weddings, private parties, swim team events, golf tournaments, tennis tournaments, youth activities, HR, accounting, and other various club functions not directly tied to food and beverage.

## Club Information

- Dunwoody Country Club was founded in 1969.
- The membership consists of approximately 1,100 members.
- The Club has a recently renovated 18 hole championship golf course.
- The Aquatics center features a full-size Olympic swimming area, kids' pool, youth area, snack bar and adult bar.
- An outstanding tennis facility with 14 tennis courts, 10 Har-Tru and 4 clay courts. A Tennis Pavilion featuring a full adult bar and limited menu service.
- Our annual revenues exceeded \$10 million in 2016 with food and beverage revenues of \$3.8 million.
- Currently in the process of completing a \$10 million renovation of the existing wellness, men's locker room and lounge, golf pro shop and spa facilities.

## Education

Interns will be afforded the opportunity to attend the Georgia CMAA Chapter Education Meetings at no cost. All interns will have the opportunity to participate in ongoing training meetings during their time at Dunwoody Country Club. In addition to education for all front-of-house wait staff on service techniques and wine seminars, we require online training for all staff through classes provided by CMAA National. These classes include diversity in the workplace, business ethics, and how to prevent harassment, just to name a few; interns can anticipate completing these courses during the summer.

## Application Process

Please return a completed job application, resume and cover letter to...

Ben McWilliams  
Clubhouse Manager  
Bmcwilliams@dunwoodycc.org  
1600 Dunwoody Club Dr  
Dunwoody, GA 30350

**Job Application Link:** <https://drive.google.com/open?id=1DB7maKCQwKohor1FqPFcwMGOQzRt14Dv>