

Dunwoody Country Club



Club Management Summer Internship

“A Commitment to Excellence”

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.

Frequently Asked Questions?

IS THIS A PAID INTERNSHIP?

Yes. Interns will be paid a flat-hourly rate while rotating through a number of front-line operational positions with a goal of gaining a broad and fundamental understanding of overall Clubhouse Operations. Employment with Dunwoody Country Club is at-will, meaning that, if hired, either the employee or the Club may terminate the employment relationship at any time, with or without notice, and with or without cause, for any reason. We request that, in the event of resignation, all employees give the Club at least two weeks' notice.

Compensation will be based upon a flat hourly wage and will be paid weekly, less proper deductions for all required withholdings (US Federal Income Tax and Georgia State Income Tax) and paid in accordance with the Club's normal payroll procedures. A letter of recommendation from the Club Manager detailing the scope of the operations as well as an appraisal of the candidate's personal performance here at DCC will be provided for those who completely and successfully fulfill the length of employment as stated in this brochure. Employees may be required to work various hours and shifts that depend upon the business volume and seasons.

Individuals who are offered a position as a Dunwoody Country Club Employee will be expected to abide by Club rules and regulations and will be specifically required to sign an acknowledgment indicating an understanding of the Club policies, which will be included in a handbook distributed to all new hires. Upon acceptance of any offer of employment, candidates must provide proof of identification and authorization to work in the US.

DOES THE CLUB PROVIDE HOUSING AND/OR TRANSPORTATION?

All housing, accommodations, and transportation to and from the Club will be the sole responsibility of the employee.

MEALS

Meals are provided during the worked shifts. Students will be scheduled to work 5-6 days per week with 1-2 days off, not necessarily contiguous.

SOCIAL

There will be many opportunities to play golf, interact with other Interns, and attend the local CMAA events.

UNIFORMS

We will provide; however, there may be a few items you must purchase prior to arriving at the Club. These will be discussed once you accept our offer of internship.

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.

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.



Application Process

Please Complete the Internship application in the link below.

[DCC Summer Internship](#)

Email the completed internship application, resume, and cover letter to....

Ben McWilliams

Clubhouse Manager

Bmcwilliams@dunwoodycc.org

1600 Dunwoody Club Dr

Dunwoody, GA 30350

