



Position	Food and Beverage Intern
Classification	Full-time, Seasonal, Non-Benefit Eligible
Reports to	Assistant Food and Beverage Manager
Supervises	None
Salary or Hourly	Hourly

Job Summary:

The Food and Beverage Intern is a working hourly position responsible for assisting with and managing the on-site dining outlets at Bay Harbor Yacht Club. The position may also assist with the execution of banquets and events at the Club.

Job Duties:

- Assist in managing servers and server assistants during lunch and dinner shifts
- Assess inventory and create weekly liquor orders for dining outlet bar(s)
- Present information to all departments concerning upcoming events during weekly meetings
- Track and record club inventory
- Participate as needed during events to execute food and beverage service
- Assist in inter-department activities
- Check in with members and guests during lunch and dinner services
- Own member issues and practice problem solving and solution follow-up
- Work with kitchen to expedite food
- Be present on the restaurant floor to ensure a top-quality dining experience
- Update, track, and create processes and procedures to ensure optimal service and organization
- Communicate with vendors on product shipment as necessary
- Float between different departments to assist managers as needed
- Perform other duties as assigned

Education and/or Experience:

- 3-6 months previous experience in Food and Beverage or related field preferred
- High School Diploma or equivalent required; Graduated or working towards college degree required
- Ability to work in a fast-paced environment

Job Competencies:

- Strong organizational skills to prioritize work activities required
- Strong interpersonal skills required when working with clients, coworkers, and members

- Working knowledge of Event management software
- Excellent written and verbal communication skills
- A "can do" positive attitude and eagerness to learn
- Ability to make quick decisions under pressure when necessary

Working Conditions:

Work will generally be performed in both indoor and outdoor environments. Temperatures can range from 100+ F to 32 F, and there may be exposure to loud noises and sustained elements. Working schedule is generally 40 hours per week, with some holidays, weekends and travel required. Must have the ability to lift up to 30 lbs. as required. Some long (4+ hours) periods of standing, walking, and pushing/pulling movements may be required.