



COSMOS CLUB
WASHINGTON D.C.

Cosmos Club

Does a career in city club management intrigue you? Come join the Cosmos Club team as an intern this summer! The Cosmos Club, founded in 1878, is a private social club for men and women distinguished in science, literature and the arts or public service. Members come from virtually every profession that has anything to do with scholarship, creative genius or intellectual distinction. We are located on Embassy Row just minutes from DuPont Circle in Washington, DC.

I. Position

- **Internships for Summer 2019**
 - Administrative Intern
 - Food & Beverage Intern

II. Internship Summary

The Cosmos Club interns will rotate amongst different departments and assist with duties accordingly. Through this invaluable experience at a Platinum Club of America and a Distinguished Emerald Club of the World will be obtained.

For the Administrative Intern the majority of time spent will be in the membership, human resources and accounting departments, but assistance may also be needed with food and beverage projects related to member events, catering, banquets, food service outlets (both casual and formal), culinary arts, purchasing and overnight rooms in a professional setting.

For the Food & Beverage Intern the majority of time spent will be in the Food & Beverage Department with the Director, as well as with our management team in the Dining Room, the Banquet department and the Catering office. Assistance may also be requested in the departments of Front Desk and Member Services.

III. Internship Responsibilities

Departmental Rotation

The interns will have the opportunity to spend time in various departments within the Club. Each department at the Club is managed by professionals in their respective fields. Spending time with these individuals will give the interns an opportunity to observe and learn while gaining hand- on experience in each department. ***The below is subject to change throughout the summer with additions where management sees fit.***



COSMOS CLUB
WASHINGTON D.C.

Accounting

The interns will be exposed to accounting office responsibilities. They will assist the Controller on projects assigned as well as with filing and monthly membership billing.

Banquet Service

The interns will gain experience by assisting with various banquet events for functions from 5 to 250 people. They will learn how to schedule staff, set up for a function and learn what instruction to give the staff for different kinds of events to get the job done successfully.

Catering Department

The interns will observe how the catering department plans special events. They will sit in on an appointment to plan a private event and see it through from booking to execution. They will also assist in organization of past event details and paperwork.

Food Service Outlets

The interns will shadow the dining room supervisors and understand the difference in running bar service, casual dining and formal dining.

General Meetings

Throughout the summer the interns will have the opportunity to attend Club meetings.

Housekeeping

Time will be spent with the Director of Housekeeping learning their day-to-day responsibilities in the operation. They will experience the laundry service process and what it takes to turn over an overnight room.

Human Resources

The Human Resources Coordinator will be a mentor and a helpful point of contact during the summer for the interns. In this department, the interns will learn the employee policies of the Cosmos Club, how to stay in compliance with the law, how benefits are communicated and administered and how to handle different personnel matters. They will help with needed filing and organizing of documents.

Information Technology

The interns will be exposed to IT office responsibilities. They will assist the IT Manager on projects assigned.

Kitchen

The interns will get a broad view of the workings of the kitchen. They will learn how the Chef develops schedules for both banquets and daily business. They will also observe the kitchen staff in areas such as food prep and distribution. If needed, they will assist in plate up for banquet events.



COSMOS CLUB
WASHINGTON D.C.

Library

The interns will spend time learning about what it takes to have a library in a club. They will learn what procedures are in place to make the operation run effectively as well as how cataloging and ordering are done.

Membership/Administration

The interns will learn the day-to-day job of the membership department to include what steps are taken when a person inquires about membership to the time they are voted into membership. They will assist in keeping membership systems updated and work on projects assigned.

Overnight Rooms

Working with the Front Desk management and staff, the interns will learn the ins and outs of what it takes to operate a “hotel” business in a club setting.

Purchasing and Receiving

The interns will work with the Director of Purchasing to maintain consistent quality of product and ensure the Club has all necessary supplies for daily operations. They will learn all the important steps to purchasing products that provide the level of quality expected at the Club.

Senior Management

The interns will shadow the General Manager and Assistant Manager to see what a “typical” day looks like in their positions as well as learn about strategic planning. They will also discuss goals for the summer and what the intern foresees for the future. A debriefing at the end of the summer will occur to help the interns and the Club plan for future years.

III. General Outlook of Summer Timeline (Structured for each bullet point to be around a week for the intern, a “day” being however long the direct report and supervisor of the department sees fit)

Administrative Intern

- Orientation, meet with direct report to discuss goals for the summer and how they can be best fulfilled, assist with healthcare enrollment meetings
- Learn the Applicant Tracking system and recruiting procedures, come up with employee café board themes for each month at the Club, organize HR files in the storage areas, file the past year’s healthcare paperwork, scan healthcare open enrollment forms and create a spreadsheet to organize the data



COSMOS CLUB
WASHINGTON D.C.

- Continue recruiting responsibilities, train at the Member Services desk for two days, review and reorganized the ongoing General CC HR Policies manual
- Continue recruiting responsibilities, start mini-management project
- Continue recruiting responsibilities, spend time with Membership to understand the process of how an individual becomes a member and what job responsibilities come with being the Manager for Membership and Administrative Affairs, work on cropping member signatures for use on Northstar (to be able to match signatures on chits/bills to those on their original membership card)
- Continue recruiting responsibilities, spending time with the Front Desk Management learning the ins and outs of the front desk operation as well as getting an understanding of the hotel operation behind the scenes, file employee evaluations
- Continue recruiting responsibilities, track and file Notice of Hire forms for annual rate changes, assist Accounting with billing, spreadsheets and filing where needed
- Continue recruiting responsibilities, spend a day in housekeeping getting a glimpse of the operation, spend time in the Library learning the role it plays at a city club, organizing and cataloging books
- Continue recruiting responsibilities, spend two days in the Dining Room, spend one day with the Food and Beverage Director
- Continue recruiting responsibilities, spend a day in the kitchen for a la carte dining and banquet service, spend a day in the Purchasing Department
- Last two weeks: spend time with Senior Level Management, finalize projects worked on during the summer and review with management what goals have been successfully completed during the internship

Food & Beverage Intern

- Orientation with Human Resources, meet with the Food and Beverage Director to discuss goals for the Summer and how they can be best fulfilled
- Assist in the staff recruitment and interview process
- Assist the Dining Room management team with restaurant functions throughout a normal shift



COSMOS CLUB
WASHINGTON D.C.

- Assist in club events for the setup and administration of the event
- Assist with data entry and ordering requisitions in our ChefTec inventory software system
- Assist with making updates to the Club wine list as well as attend wine tastings when possible
- Assist with making updates to NorthStar and changing menu items on a weekly basis
- Assisting with writing and analyzing our Daily Sales Report
- Perform research on F&B trends in wine, food, beverage and service

V. Other Details

Tentative Timeframe:

- Monday, May 29, 2019 to Friday, August 16, 2019 (dates are flexible)

Schedule and Hours Required:

- Minimum of 400 hours of work to be completed during the summer
- A tentative bi-weekly schedule will be made by management to assure hours are met

Weekly Assignment

- Each week the interns work they should record three to five new facts learned from that week (a sentence or two is fine)
- The list should be sent weekly via e-mail to Carolyn (carolyn@cosmosclub.org) at the end of the business day on Fridays

Mid-Summer Review

- A meeting will occur halfway through the internship with the interns and their direct report to make sure goals are being accomplished as well as to discuss any comments, questions or concerns from both parties

How to Apply

- We look forward to receiving your application at <https://cosmosclub.applicantpro.com/jobs/>
- Questions can be addressed to Carolyn Rehman, Human Resources Coordinator at carolyn@cosmosclub.org