



Hospitality Intern Detailed Internship Duties

Hospitality Intern Responsibilities

- Communicate with vendors for beverage and supply orders inventory and delivery
- Control inventories of food, equipment, smallware, and liquor, and report to designated personnel
- Attend volunteer leadership meetings and stay up to date on committee needs and schedule
- Assist with recruitment and schedule of hospitality volunteers
- Schedule trainings for hospitality volunteers (procedures, delivery, etc.)
- Coordinate with vendor to create tournament beverage ordering system and conduct proper staff and volunteer trainings
- Organize move to and from Tournament Office and Course Trailers
- Create inventory tracking system for onsite beverage distribution and ordering
- Manage opening and closing procedures for hospitality spaces (concession stands and sponsor pavilions)
- Work with distribution volunteers for best practices and protocol of distribution
- Work with vendors to create a cocktail menu of specialty drink offerings
- Coordinate with Sales Director and Operations Director to determine sponsor reserved seat layout and ordering appropriate merchandise
- Track hospitality supply inventory and clean/order items
- Set up pavilion spaces by placing tables, linens, bar supplies, etc.

General Duties

- Must be comfortable managing people and giving direction
- Assist other interns, tournament staff and volunteers as needed
- Miscellaneous duties as assigned
- Exhibit a high standard of customer service at all times

Post Event

- Inventory, organize, and create tracking records of all TSL and office supplies
- Manage product return to vendors
- Generate invoices and tracking documentation
- Manage move of product and equipment back to Tournament office

- Reach out to and coordinate donations of leftover product to local non-profits
- Create analysis of beverage distribution to calculate inventory and create financial analysis to show shrinkage and area of improvement

Application Information

- Anticipated start date mid-May (flexible depending on availability). May is an unpaid month
- For the first month, we may have students working 20-30 hours per week, then increased hours after this, depending on what our workload is (there will be a lot to do)
- Paying \$10.50 an hour, then time and a half once hit 40 hours, starting June 1
- Expect to work all weekends after the 4th of July
- End date of August 25th (date is flexible to accommodate return to school)
- Interested applicants should send resume and contact information to Alexis Boulos at alexisboulos@thepinnaclebankchampionship.com