Birck Boilermaker Golf Complex
1300 Cherry Lane
West Lafayette, IN 47906

Food & Beverage Management Internship

Key Responsibilities:
- Maintain just in time inventory for all food and beverage, including alcohol
- Work closely with Purdue Food Stores, Coca-Cola, Gordon’s Food Stores, Piazza Produce, Otis Spunkmeyer, etc for all food purchasing needs
- Food preparation and customer service
- Manage daily snack shop operation including mobile cart and remote locations
- Create daily specials menu including developing recipes and preparation instructions for employees
- Assist in hiring, training and scheduling food and beverage employees
- Assist in catering and beverage service for special events
- Assist in opening and closing responsibilities of the golf complex

Additional Responsibilities:
- Work in the Pro Shop, Range Shop, and Cart Barn operations as needed
- Assist golf operation managers in their respective duties including other duties as assigned
- Must work a minimum of 15 hours per week March 1 - May 4, 40 hours per week May 5 - Aug 18, 15 hours a week Aug 19 - Oct 31. Must be able to work evening and weekend events year round. Must be able to work through Oct 31 to complete internship.

Qualifications:
- Organization, prioritization and follow-through skills
- Dependable
- Team player
- Excellent public relations, oral and written communication skills
- Personable
- Multi-tasker
- Work well in high pressure situations
- Computer experience (IBM)
- Weekend and evening availability
- Knowledge of state and University food and beverage regulations
- Retail food experience preferred

Required: (or ability to obtain)
- ServSafe certification
- Indiana Alcohol and Tobacco Commission (ATC) Employee Permit

Benefits:
- Hourly wage based on experience
- Hands-on experience at a nationally recognized 36-hole championship golf complex
- Interaction and networking with public, members, outing planners, coaches, athletics administrators and local businesses
- Two staff shirts will be provided, additional staff shirts may be purchased at cost
- Complimentary golf, carts and range balls on both courses
- Time block authorization if requested
- Compliance with Purdue University internship programs

Food & Beverage Management Intern will report to:
Conner Clinkenbeard, Assistant Golf Professional – Food & Beverage, cc@purdue.edu, 765-496-3960
Dan Ross, Head Golf Professional, golfpro@purdue.edu, 765-496-2203
Brent Wills, Assistant Golf Professional, brent@purdue.edu, 765-496-9310

TO APPLY:
Please submit cover letter and resume to brent@purdue.edu no later than February 15, 2013.