



ARMY NAVY COUNTRY CLUB

ESTABLISHED 1924



ANCC INTERNSHIP ARLINGTON 2024

MANAGER IN TRAINING

- Hands on experience in both a la carte restaurants & Banquets
- Oversee front-of-house F&B operations, including:
table service, hosting, food running, and other key positions.
- Variety of event styles and practice with decor and table setting
- Lead 5 Star Employee Recognition Program

CULINARY

- Work closely with and report directly to the Executive Chef
- Practice & develop skills related to sauteing, braising, baking, grilling and frying
- Practice using equipment including: grills, deep fryers, griddles, high capacity ovens, motorized slicers
- Prepare food items in accordance with recipes and quality standards while maintaining a clean, neat, and safe work environment

FOOD & BEVERAGE

- Rotate through ANCC's 6 dining & event spaces
- Planning & designing of Intern event and Summer party
- Front of house F&B operations
- Lead 5 Star Employee Recognition Program
- Engage in bi-weekly mentorship meetings
 - Fairfax position available

HUMAN RESOURCES

- Contribute to employee retention initiatives
- Perform administrative tasks using ADP Workforce Now
- Collect manager signatures from various departments
- Help facilitate and plan monthly Women's Collective and employee summer party
- Attend F&B Pre-Shift meetings to inform employees about events and updates from HR

FINANCE & ADMINISTRATIVE

- Organizing and sorting Information and Transactions (CHITS) for members of ANCC, ensuring they are easily accessible, accurately maintained & updated
- Update and maintain member addresses in our database, ensuring data accuracy and completeness.
- Maintain a well-organized and easily accessible filing system
- Assist with billing inquiries, processing payments, and reconciling financial records
- Monitor and order office supplies as need

Please contact Human Resources
human.resources@ancc.org