

# HARVARD CLUB OF NEW YORK CITY

## Management Trainee Program Outline

**Opportunity:** The Club is actively recruiting candidates to join us in our Management Trainee Program.

**Candidate requirements:** Current enrollment in a degree program within the field of hospitality, hotel management or food services management, with an expected graduation date of December 2009 or May 2010. Successful candidates should possess above average written and verbal communication skills; computer/technical skills; and work experience/internship(s) in one of the above fields of study. Bilingual skills are preferred.

**Program specifications:** The Management Trainee will be enrolled in a twelve (12) month Program, with rotating assignments, which will approximate the schedule listed below (the actual experience may vary somewhat, due to business needs, and the Trainee's progression through their assignments):

Food & Beverage Division: six (6) month assignment, training in the following departments:

- Stewarding
- Culinary
- Outlets (MDR/Grill Room)
- Special Events

Rooms Division: five (5) month assignment, training in the following departments:

- Front Office
- Housekeeping
- Fitness/Athletics

Executive/Finance/HR: one (1) month assignment

**Initial Salary/Benefits:** Upon hire by the Club, the Management Trainee will receive an initial salary, on an annual basis, of \$40,000 (forty thousand dollars), plus a comprehensive Benefits package after successful completion of 90 (ninety) days of employment. Additionally, a relocation allowance of \$2,000 (two thousand dollars) will also be provided.

**Start dates of Program:** Upon hire by the Club, the Management Trainee will begin their Training Program on or about January 15, 2010 (December 2009 graduates) or on or about July 15, 2010 (May 2010 graduates).