**Related Titles:**  Dining Room Manager

**Reports to:** Clubhouse Manager

**Supervises:** Bartender; Servers, Support Staff

**Education and/or Experience**

* Associate’s degree or higher in hospitality management or related field.
* Three years or more bartending experience**.**
* Knowledge of Birch Street Inventory System with Accubar

**Job Summary** (Essential Functions)

* Provides high touch service and a warm welcoming environment for the membership, with a keen eye for detail.
* Responsible for the management of all bar areas in a manner most pleasing to members and their guests
* Possesses a strong knowledge of wine, beer and sprits while keeping up with industry trends.
* Assures that all state and local laws and club policies and procedures for the service of alcoholic beverages are consistently followed.
* Assists with the day to day operations of the Food and Beverage Department

**Job Tasks/Duties**

* Responsible for all ordering, receiving and inventory of bar product and supplies. Including alcoholic beverages, wines, non-alcoholic beverages, mixers, glassware and other bar supplies.
* Performs accurate monthly inventory using Birch Street inventory with Accubar
* Plans promotional strategies and materials; develops recipes to improve the beverage program
for members and guests.
* Maintains cleanliness and sanitation of bar areas, glassware and equipment through regular inspections.
* Develops standard operating procedures to help assure that bars are set-up and operated efficiently.
* Recruits, trains, schedules and supervises bar personnel according to established club procedures.
* Responsible for conducting employee reviews for beverage department personnel.
* Maintains and keeps current beverage-related training manuals.
* Develops product and revenue control systems and procedures to help reduce theft.
* Assures that all laws applicable to beverage operations are consistently followed.
* Works with Dining Room Manager, Banquet Manager to ensure efficient beverage service
in all of the club’s outlets and for special functions.
* Works with the Clubhouse Manager to develop and maintain wine lists and cocktail menus.
* Inspects to ensure that the club’s sanitation, safety, energy management, preventive maintenance
and other programs are implemented and complied with as they apply to beverage operation.
* Develops the budget for Beverage Department; monitors financial information and takes corrective
action as necessary to help assure that financial goals are met.
* Develops and monitors labor forecasts and budgets; takes corrective action as necessary.
* Develops financial records and reports as required.
* Handles complaints from club members, guests, and others relative to the Food and Beverage Department
* Produces shift reports containing information on member-related issues, cover counts and any other concerns occurring during meal periods.
* Assists with private parties and service in food and beverage outlets when necessary.
* Conducts scheduled meetings with service staff.
* Attends staff and management meetings.
* Monitors bar closing procedures (checklist) and assures that area is secure.
* May serve as bartender, if needed.
* Plans special wine promotions for members.
* Assures that the club’s policies and procedures for selling alcoholic beverages are consistently followed in all beverage outlets and at all club functions.