



The Mirabel Club
Job Description
Position: Beverage Manager
(Salaried Manager, Year-Round)

Job Summary:

Responsible for management of all bar areas and wine programs in a manner most pleasing to members and guests. Meet revenues and expense budget goals. Supervise beverage department personnel. Monitor inventory levels and develops/ implements operating procedures for the beverage department. Establishes wine list and wine buying program.

Requirements:

1. Extensive wine knowledge
2. Previous managerial experience preferred

Job Duties and Tasks:

1. Develops and maintains a bar product/supplies inventory system for: alcoholic beverages including wines, non-alcoholic beverages and mixers, glassware, paper and other bar supplies
2. Plans promotional strategies and materials and develops recipes to improve the beverage program for members and guests
3. Maintains cleanliness and sanitation of bar areas, glassware and equipment through regular inspections
4. Develops standard operating procedures to help ensure that bars are set up and operated efficiently
5. Maintains an adequate supply of liquors, wines, beer, etc., through use of an effective inventory management system
6. Recruits, trains, schedules, supervises and evaluates bar personnel according to established club procedures
7. Develops product/revenue control systems and procedures to help reduce theft
8. Assures that all laws applicable to beverage operations are consistently followed
9. Works with Clubhouse Manager, Dining Room Manager and others to ensure efficient beverage service in all of the club's outlets and for special functions
10. Develops the wine list(s)
11. Maintains the wine cellar to ensure it is properly stocked, clean and organized. Assists in monthly inventories, cataloging new wines and updating the wine list. Keeps current on all vintage changes.
12. Manages the wine buying program and online wine ordering for membership and enhances the experience
13. 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

14. Monitors financial information and takes corrective action as necessary to help assure that financial goals are met
15. Develops and monitors labor forecasts and budgets; takes corrective action as necessary.
16. Develops financial records and reports as required.
17. Works with the accounting department to ensure that all record keeping procedures are consistently followed
18. Handles complaints from club members, guests and others relative to the beverage department
19. Assists with private parties and service in food and beverage outlets when necessary
20. Works alongside Dining Room Manager and Clubhouse Manager for coverage during service times
21. Acts as Manager on Duty when necessary
22. Plans and develop training programs and professional development opportunities for him/her and all other beverage personnel
23. Keeps current with changing member preferences and industry trends relative to the beverage operation
24. Conducts scheduled meetings with service staff
25. Attends staff and BEO meetings
26. Schedules wine and beer samplings with distributors to continuously improve variety and quality of beverages available to club members and guests
27. Monitor's bar closing procedures (checklist) on a routine and random basis
28. Maintains a level of professionalism in accordance to club's standard of operating procedures at all times

Reports To:

Clubhouse Manager

Educational Requirements:

- Level 1 Sommelier preferred
- All other certificates welcomed but not required

It is inevitable that other duties will arise from time to time. This is not necessarily an exhaustive list of all responsibilities, skills, duties, requirements, efforts, or working conditions associated with the job. While this is intended to be an accurate reflection of the current job, management reserves the right to revise the job or to require that other of different tasks be performed when circumstances change (e.g., emergencies, changes in personnel, workload, rush jobs, technological developments, etc.)

Signature: _____