

Job Description

I. Position

Beverage Director

II. Job Summary

The Beverage Director is the leader of the bartenders and beverage program at White Bear Yacht Club. He/She is responsible for hiring, training and coaching the bartenders. He/She ensures the service standards set by the WBYC members are consistently exceeded. The Beverage Director must set and maintain high standards of performance and quality for bartenders, and the service they provide.

III. Job Duties:

1. Hiring, training and scheduling of all bartenders.
2. Responsible for recommendation and maintenance of the Operating Budget for the Beverage Department.
3. Daily coaching of bartenders in serving techniques, recipes and standard operating procedures.
4. Hold training meetings regularly to refine service skills of bartenders.
5. Updates and revises training materials as needed.
6. Assists in beverage training of all front of house staff including Lakeside Servers, Galley Servers and Golf House Servers to make sure they are continually informed of new items, special features, etc.
7. Create and implement cocktail lists, wine lists as well as make recommendations for beverages for special member and non-member events.
8. Seek out opportunities for growth and development.
9. Handles the schedule for bartenders in the Lakeside Clubhouse, Golf House and Galley.
10. Assist with service and/or supervision in all areas of the club when needed.
11. Recommend new and better ways of handling the duties and responsibilities of the position.
12. Ensure proper closing and setting up for various events.
13. Work with the catering director to ensure the success of member events as well as outside events such as Monday outings, weddings, etc.
14. Interacts with members on a daily basis to assure satisfaction
15. Handles ordering and inventory of all alcoholic beverages and select non-alcoholic items, including tobacco and candy. It is important to be properly stocked at all times to ensure adequate inventory to get through peak periods, yet, not to be too overstocked as to create opportunities for theft, expired beverages, etc.
16. Perform inventory is done at the end of each month to ensure that COGS is in line with budget.
17. Ensure all staff are in proper uniform with nametags at all times.
18. Work a select number of shifts behind the various bars as needed to ensure quality service and manage labor costs.
19. Cover bar shifts if there are schedule problems with staff.
20. Responsible for ensuring standards of conduct. Recommends to Clubhouse Manager issues related to administering discipline for service staff.

IV. Reports to

Clubhouse Manager

V. Supervises

Bartenders

Job Description

VI. Physical Demands

The Beverage Manager is in charge of bar staff and beverage cart staff. Due to the very nature of our business, the schedule varies based on Club activities. Typically, a 50 hour workweek is required during the high season; at times it could be more. The club is closed for 5 months of the year, however, the position is paid year-round. The Beverage Manager is expected to be present for most banquets, and other Club Social Events. Most Friday and Saturday evenings and Sundays (during high season) are required.