



WOMAN'S ATHLETIC CLUB OF CHICAGO

JOB TITLE: Beverage Manager
STATUS: Full Time, Exempt
HOURS: 40 hours per week, as scheduled
SUPERVISOR: Assistant General Manager

CLUB OVERVIEW

The Woman's Athletic Club of Chicago is a private club for women nestled in the heart of downtown Chicago. Established in 1898, the WAC was the first athletic club for women in America. "Created by ladies, for ladies", it elected Mrs. Philip D. Armour as its first president, and the prestigious membership included the wives of many prominent Chicagoans, including names like McCormick, Ryerson and Swift. For well over 100 years, the WAC has been identified with graciousness and elegance – an oasis in the heart of the city for its membership.

In 1929, the Club found its current location and hired renowned architect Philip B. Maher to design a building specifically to its member needs. An architectural treasure, the Clubhouse was awarded Landmark status in 1991.

The interior of the Club reflects the early 20th century Beaux-Arts and Art Deco design. From the stunning Ballroom to the elegant Silver Room to the welcoming Drawing Room to the cozy Library – each room is uniquely designed to provide a special place for groups large and small to gather. The WAC also boasts modern facilities for health and fitness, including a gym, studio rooms for classes, a pool, as well as a full-service spa. From music concerts to guest speakers and highly regarded authors, the WAC provides regular programming to enhance the cultural interests of its members.

Whether weddings, engagement parties, showers, anniversaries, or an afternoon tea, WAC members enjoy hosting or sponsoring special events. Members also utilize the WAC for sponsoring professional meetings related to their career fields or philanthropic organizations. Throughout its rich history, the Club has adapted to the changing needs of its members. By continually developing new programs and enhancing the facilities, the WAC remains a place where yesterday's rich traditions are expressed in today's contemporary style. Over the years, such diverse public figures as Rosalyn Carter, Cokie Roberts, Michael Frayn, Ogden Nash, Nan Kempner, Barbara Bush, and Diane von Furstenburg have participated in Club programs.

JOB QUALIFICATIONS:

Previous bar management preferred. Experience in creating cocktail menus, understanding beverage costs, ability to train and develop staff to create an exceptional beverage program, excellent customer service skills, fluent in written and spoken English. Ability to work a variety of shifts as needed (i.e. day, night, weekend and holiday).

ESSENTIAL FUNCTIONS:

Create a quarterly seasonal cocktail program, mix and serve drinks, take monthly inventory, complete purchase orders to fulfill cocktail program. Display excellent customer service skills including an understanding of professional conduct. Responsible for management of all bar areas. Meet sales and expense budget goals. Monitor inventory level and develop/implement operating procedures for bar service. Cooperate with all members of the senior staff. Must be able to lift up to 40 lbs.



WOMAN'S ATHLETIC CLUB OF CHICAGO

JOB DUTIES:

- Purchase bar product/supplies and maintain inventory for alcoholic and non-alcoholic beverages, supplies, mixers, expandable paper, and other supplies.
- Develop quarterly/seasonal cocktail program with recipes to help promote the bar sales to members and guests.
- Maintain the cleanliness and sanitation of bar areas, glassware, and equipment.
- Assure that bars are set up and operated with efficiency and minimum labor costs.
- Assure that all laws applicable to beverage operations are diligently followed.
- Work with Assistant General Manager to ensure efficient beverage service in the Club and for special functions.
- Inspect the bars prior to opening to ensure that adequate supplies are available.
- Prepare garnishes, mixes, juices, and pre-mixed drinks for beverage team.
- Maintain records of liquor, beer, wine, and sundries to ensure par stock is maintained at all times.
- Handle complaints from Club members, guests and team members in regards to beverage and food service.
- Oversee and lead a front of the house team in executing events and member dining.
- Create member and guest cocktail classes, wine tasting, wine dinners and the like.

RELATIONSHIP WITH MEMBERS:

- Maintain a professional, welcoming, and diplomatic relationship with Club members.
- Anticipate needs and wishes of members.
- Consistently remain flexible and adaptive to member requests and changes

DEPARTMENTAL POLICIES:

- PTO days are granted based on member needs and club events. Days off will be determined on a first come, first serve basis. No exceptions.
- Unpaid days off in excess of PTO days are permitted with department head approval.
- Must strictly adhere to city and state health and safety codes and certifications.
- As an exclusive private club, certain appearance and dress code standards will be upheld consistent with the highest level of professionalism.
- Business attire required.

GENERAL:

- It is your responsibility to be familiar with the WAC Personnel Manual.
- Abide by all Club and Departmental policies.
- Show concern for and pride in the growth and image of your department and the Woman's Athletic Club.

Benefits

- Full benefits (medical, dental, retirement savings plan, profit-sharing)
- PTO & sick days
- Commuter/parking reimbursement
- Complimentary meal daily
- Long term disability/short term disability, life

How to Apply

Interested and qualified applicants should submit their resume and cover letter to:
Christina Watson, Assistant General Manager, at christina@wacchicago.com