

Chester Valley Golf Club

Beverage Manager

Reports to: Food and Beverage Director

Job Summary:

Assure a high standard of appearance, hospitality and service in personnel and cleanliness of dining room. Ensures timeliness of food and beverage service. Supervise and train bar staff. Manage within budgetary restraints. Develop and implement beverage programs to increase revenues through repeat business and higher check averages.

Education and/or Experience:

- Associate's degree or higher in hospitality management or related field.
- Three years or more Lead Bartending or Beverage Manager experience.
- High School diploma or GED
- Extensive knowledge of the private club industry's food and beverage operations (preferred)
- Must have open availability for flexible scheduling
- Must have an approachable disposition
- Strong communication skills
- Experience with Jonas (preferred)
- Knowledge of and experience with Microsoft Office Suite

Job Tasks/Duties

- Ensures all Club rules and standards are met by Members and their guests. Communicates to supervisor/Board of Governors when they are not.
- Promote the club's dining facilities for private banquets, business and social meetings and other member-related activities.
- Assures a high standard of appearance, hospitality, and service in all areas at all times.
- Knowledgeable of all aspects of department and daily club operation, including scheduled events and operating hours.
- Acts ethically and honestly at all times.
- Strong organizational skills.
- Assures that all state and local laws and club policies and procedures for the service of alcoholic beverages are consistently followed.
- Knowledge of and ability to perform required role during emergency situations.

Shift Responsibilities:

- Works closely with and handles additional tasks as requested by the Food & Beverage Director & General Manager.
- Responsible for all day-to-day beverage services.
- Develops and maintains a bar product and supplies inventory system for alcoholic beverages including wines, non-alcoholic beverages and mixers glassware and paper and other bar supplies.
- 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.

- Maintains an adequate supply of liquors, wines, beer and other beverages with an effective inventory management system.
- Recruits, trains, schedules and supervises bar personnel according to established club procedures.
- Maintains and keeps current beverage-related training manuals.
- Assures that all laws applicable to beverage operations are consistently followed.
- Works with Dining Room Manager, Banquet Manager and others to ensure efficient beverage service in all of the club's outlets and for special functions.
- Works with the Food and Beverage Director, Dining Room Manager and others to develop wine lists.
- 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.
- Handles complaints from club members, guests and others related to the Beverage Department.
- Keeps current with changing member preferences and industry trends relative to the beverage operation.
- Schedules wine and beer samplings with distributors to continuously improve variety and quality of beverages available to club members and guests.
- Monitors bar closing procedures (checklist) and assures that area is secure.
- May serve as bartender, if needed.
- Assures that the club's policies and procedures for selling alcoholic beverages are consistently followed in all beverage outlets and at all club functions.
- May serve as club's opening or closing manager or manager on duty.
- Completes other appropriate work assignments as requested by the Food and Beverage Director.

Licenses and Special Requirements

- Alcoholic beverage certification.
- Food safety certification.

Physical Demands and Work Environment

- Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.
- Push, pull or lift up to 50 pounds.
- Continuous repetitive motions.
- Work in hot, humid and noisy environment

Please forward resumes to ah Heath@cvgc.org -and- sbowers@cvgc.org