



Woodland Golf Club exists to create and maintain the long tradition of a competitive, high quality, respectful golf-based social experience. We strive to support an elegant and relaxed environment for members, their families, and guests, encouraging long term membership in a comfortable and safe environment.

## BEVERAGE MANAGER Job Description

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**SUPERVISOR(S):** F&B Manager  
**CLASSIFICATION:** Full-Time  
**WORKING HOURS:** As required (40-50 hours per week)

**BASIC FUNCTION:** Responsible for the daily bar operations of the many dining outlets at Woodland Golf Club and assist in functions when needed.

**PRINCIPAL DUTIES:** Specifically, Beverage Manager must:

- Weekly ordering of all alcoholic and non-alcoholic beverages
- Managing time-off requests from bartenders
- Daily monitoring of the cleanliness of bar outlets
- Purchasing: bar supplies, glassware, and bar equipment
- Bar inventories and par levels
- Responsible for maintaining a proper liquor cost
- Train and integrate new wait staff with knowledge of the bar and different types of offerings
- Closing and opening the restaurant
- Ensure the cleanliness of the clubhouse.
- Familiarity with members, their families, likes, and dislikes
- Work closely with other departments [golf, kitchen, HR, golf course maintenance, pool, and back of the house operations]
- Ensure staff follows proper steps of wine bottle service
- Maintained POS menus, food items, beverages, etc.
- Ability to quickly analyze situations and make sound, logical decisions without members realizing that there might be a conflict or problem
- Address issues and problems with bar staff, members, and BOD as needed
- Communicate effectively with other key staff members, servers, and members
- Able and willing to work days, nights, weekends, and holidays
- Maintain equipment in designated areas so that it operates properly.
- Knowledge of the food and beverage industry with an emphasis on private clubs
- Take direction and execute with minimal supervision
- Keep General Manager and F&B Manager informed of all situations, problems, and occurrences that take place in and around clubhouse.

### PHYSICAL, MENTAL AND VISUAL SKILLS:

- Good written, and oral communication skills.
- Ability to use logic and apply critical thinking

Initials \_\_\_\_\_



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- Ability to multi-task
- Ability to perform basic mathematical calculations
- Attention to detail and organization.
- Ability to carry out written and oral instructions independently.
- Ability to accomplish described duties through the proficient use of appropriate computer and general office equipment.
- Ability to perform moderated physical work – including working 10-hour shifts on your feet, occasionally lifting and moving up to 60 pounds, 40 pounds frequently, and up to 10 pounds regularly, as well as reaching, bending, kneeling, walking, pulling, pushing, standing, and kneeling.

#### **REQUIRED WORK HABITS:**

Work habits include regular attendance, teamwork, initiative, dependability, and punctuality.

#### **EDUCATIONAL, DEVELOPMENT AND WORK-RELATED EXPERIENCE:**

Candidates must have previous food and beverage experience as well as three years of job-related experience. Related industry certifications are a plus.

A thorough knowledge of state and local laws and regulations as they pertain to the food and beverage operation is essential.

#### **WORKING CONDITIONS:**

- Works in food and beverage environment, which includes but is not limited to the dining rooms, outside dining terraces and kitchen area of the clubhouse. Potential exposure to equipment movement hazards, and repetitive motion syndromes if proper safety procedures are not followed.
- Ability to work long hours and stand for long periods of time.
- The above statements are intended to describe the general nature and level of work being performed by the person assigned to this position. Principal duties are intended to describe those functions that are essential to the performance of this job.
- This job description does not state or imply that the above are the only duties and responsibilities assigned to this position. Employees holding this position will be required to perform any other
- job-related duties as requested. All requirements are subject to possible modification to reasonably accommodate individuals with a disability. This job description is not an employment agreement or contract. Management has the exclusive right to alter this job description at any time without notice.

**Contact: F&B Director- Bryan Wade**  
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