



Position Title: Beverage Manager

Position Reports to: Director of Culinary Operations

Employee Category: Full Time Year-Round, Benefit Eligible

FLSA Category: Salaried Position, Exempt

Responsible for beverage operation including interviewing, hiring, training and supervision of staff. Daily set up of functions and meetings. Weekly scheduling of bartending staff and maintaining standards and traditions of TCC.

Primary Responsibilities:

Operations

- Daily walk through of the entire clubhouse to ensure every room is properly set with beverage requirements.
- Keep write ups posted in Grill Room storage area with all updated change sheets or equivalent information.
- Check in with the Grill bartender before each shift to check dress code, and delegate daily projects and beverage set ups
- Ensure the Grill Bar is properly set up for both lunch and dinner shifts according to the daily par lists, equipment lists, and set up/operations list.
- Evaluate daily organization of the Grill Bar, back storage areas and wine refrigerator.
- Before any staff leave, do a walk-through of the entire Clubhouse and make sure all morning and afternoon beverage set ups are complete.
- Work with banquet bartenders to ensure proper closing procedures are being followed
- Additional duties and projects as assigned by management.
- Proper sanitation standards and documents maintained.
- Ensure the organization of storage rooms 7, 8, 8A, 9, and the recycle area in the basement.
- Check the detergents and chemicals for the glass washing machine.
- Follow up and oversee the completion of sanitation/temperature log
- Create weekly schedule for both Grill Bar and events coverage; assign bartenders to specific functions, tasks and duties.
- After coding invoices for the week, all invoices should be placed in the Accounting office mailbox for processing.
- Plan and execute monthly beverage inventory as outlined in beverage inventory procedures.
- Update the Point of sale system when beverage menus or wine list changes occur; ensure accurate information in POS (menu category, revenue codes, and pricing)
- Work with Dining Room Operations Manager to plan a la carte staff wine education tastings.
- Order necessary products with the Purchaser by filling out the provided purchasing sheet.
- Work with Director of Culinary Operations and conduct performance evaluations.
- Provide a warm and welcoming environment for the Club's members, their families and their guests.
- Train staff in the execution of the highest service standard to ensure total member satisfaction.
- Lean and use member's names and demonstrate a sincere interest in their enjoyment of the Club.

Required Skills:

- Familiar with Microsoft Office Suite
- Experience with Club Tec Software is preferred
- Excellent Wine and Beverage knowledge
- Minimum 2 years of supervisory experience required
- Exposure to a private club environment is preferred

Specialized Knowledge/Licenses Required:

- TIPS
- CPR-AED

Physical Requirements:

- Lift up to 30 pounds; May be asked to lift trays, boxes of wine or dry goods
- Stand, walk, bend and lift for up to 10 hours a day

Interested candidates may contact Patrick Laxton at plaxton@tcclub.org or 617-456-3804