



BEVERAGE MANAGER

THE MYOPIA HERITAGE & FACILITIES:

Myopia, founded in 1875, is one of the most prestigious country clubs in the United States.

As a cradle of American golf, the first foxhunt in the country and a mainstay of polo played on the oldest field in the United States. With their circle of friends, the founding Prince brothers pioneered a new kind of organization – the country club – dedicated not to urban social activities, but to the love of sport and the outdoors. Today, there are more than 4,400 private clubs and 16,000 golf courses in America. All of them can, in part, trace their origins back to 1875 and a single organization: Myopia Hunt Club.

Today, Myopia Hunt Club is a fully private, historic, and first-class country club experience for all members and their guests. Club members enjoy seven Har Tru tennis courts, a pool facility with a snack bar, six lane lap pool and baby pool. They regularly play golf on a course designed by Herbert C. Leeds and consistently ranked a top course in the country. We offer a true equestrian experience with plenty of room for members horses and hounds to enjoy foxhunting. The food and beverage department includes the Main Clubhouse with four full-service formal dining rooms, large full-service outdoor dining space, 150-person function room, six overnight guest rooms and multiple sitting rooms. The Lower Clubhouse is a full-service casual atmosphere with seventy seats, two squash courts and four paddle tennis courts. The club is open twelve months a year.

THE CANDIDATE:

An exceptional opportunity exists for a candidate with a successful track record of accomplishment and leadership. The successful candidate will be an integral and critical part of a high-performing team at this thriving Club.

The initial focus of the role is training new bartenders, maintaining a high standard of bar cleanliness, making sure store rooms/ beer coolers are clean and organized, beverage ordering, monthly inventory and delivering an exceptional Beverage experience, which is of primary importance to the social fabric and culture of the Club. The ability to be consistently organized, innovative, service focused and reliable is the critical skill set required for success in this position. Also important is the ability to intuitively embrace the need to be visible and highly interactive with members and staff; leadership in this area begins and ends with approachability and accessibility. The candidate should expect to be available based on business levels including holidays and weekends.

THE OPPORTUNITY:

The Beverage Manager is expected to maintain a polished and professional appearance at all times. It is anticipated that they will be on the floor during ala carte operation. This position will be the lead on the bar, setting up function bars, support of the Manager and Assistant Manager. They will develop an awareness of the “club culture” and be responsible for exuding hospitality, friendliness, and goodwill among members, guests, and staff. His/her goal is always to help members and guests enjoy the facilities and events of the Club. The Beverage Manager will report directly to the Club Manager.

THE POSITION:

Beverage Manager

Job Summary

Responsible for management of all bar areas in a manner most pleasing to members and guests. Meet revenue and expense budget goals. Supervise beverage department personnel. Monitor inventory levels. Develop and implement operating procedures for the beverage department.

IV. Job Tasks (Additional Responsibilities)

1. Develops and maintains a bar product and supplies inventory system for:
 - a. Alcoholic beverages including wines;
 - b. Non-alcoholic beverages and mixers;
 - c. Glassware;
 - d. Paper and other bar supplies.
2. Plans promotional strategies and materials; develops recipes to improve the beverage program for members and guests.
3. Maintains cleanliness and sanitation of bar areas, glassware and equipment through regular inspections.
4. Develops standard operating procedures to help assure that bars are set-up and operated efficiently.
5. Maintains an adequate supply of liquors, wines, beer and other beverages through use of an effective inventory management system.
6. Recruits, trains, schedules, supervises and evaluates bar personnel according to established club procedures.
7. Develops product and revenue control systems and procedures to help reduce theft.
8. Assures that all laws applicable to beverage operations are consistently followed.
9. Works with the Managers and others to ensure efficient beverage service in all of the club's outlets and for special functions.
10. Interacts with purchasing department personnel relative to the procurement and receiving of beverage products and supplies.
11. Works with the club manager and others to develop wine lists.
12. 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.
13. Assists with private parties and service in food and beverage outlets when necessary.
14. Plans and develops training programs and professional development opportunities for himself or herself and all other beverage personnel.
15. Keeps current with changing member preferences and industry trends relative to the beverage operation.
16. Attends staff meetings.
17. Schedules wine and beer samplings with distributors to continuously improve variety and quality of beverages available to club members and guests.
18. Monitors bar closing procedures (checklist) and assures that area is secure.
19. Plans special wine promotions for members.
20. Assures that the club's policies and procedures for selling alcoholic beverages are consistently followed in all beverage outlets and at all club functions.
21. May serve as club's opening or closing manager or manager on duty.

Compensation & Benefits Package

- This is a full-time, year-round, salary position
- Salary and benefits are commensurate with qualifications and experience (\$68,000 - \$80,000)
- The Club has an excellent benefit package, which includes vacation, holiday, sick pay, 401K with match, health/dental, life insurance, disability and year-end holiday bonus.

Please email cover letter and resume to:

Sean Green, Club Manager

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