

Beverage Manager

- Three years or more bartending experience. Job Knowledge, Core Competencies and Expectations
- Associate's degree or higher in hospitality management or related field.
- Assures a high standard of appearance, hospitality and service in lounge areas.
- Knowledgeable of all aspects of department and daily club operation, including scheduled events and operating hours.
- Diligent attention and management of Beverage Inventory and Bar Pars.
 - Meet revenue and expense budget goals and manage within budgetary restraints. Supervise beverage department personnel and develop and implement programs to increase revenues and job performance.
- Always acts ethically and honestly.
- Assures that all state and local laws, licenses and club policies / procedures for the service of alcoholic beverages are consistently followed.
- Knowledge of and ability to perform required role during emergency situations.

Job Summary (Essential Functions) Responsible for management of all bar areas in a manner most pleasing to members and guests. Meet revenue and expense budget goals and manage within budgetary restraints. Supervise beverage department personnel and develop and implement programs to increase revenues and job performance. Monitor inventory levels. Develop and implement operating procedures for the Beverage Department. Job Tasks/Duties

- 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.
- Develops standard operating procedures to help assure that bars are set-up and operated efficiently.
- Maintains an adequate supply of liquors, wines, beer and other beverages with effective inventory management system.
- Recruits, trains, schedules and supervises bar personnel according to established club procedures.
- Responsible for conducting employee reviews for beverage department personnel.
- Maintains and keeps current beverage-related training manuals.
- Develops product and revenue control systems and procedures to help reduce theft.
- 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.
- Interacts with Purchasing Department personnel relative to the procurement and receiving of beverage products and supplies.
- Works with the General Manager, Club House Manager and others to develop an active and responsive wine list.
- 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.
- Develops the budget for the Beverage Department; monitors financial information and takes corrective action as necessary to help ensure that financial goals are met.
- Develops and monitors labor forecasts and budgets; takes corrective action as necessary.
- Develops financial records and reports as required.

Please email kate@milwaukeeyc.com with your resume and letter.