

## **FOOD AND BEVERAGE MANAGER/SOMMELIER**

FLSA Status: *Exempt*

**Spring Island Club, a private club, located in Okatie, South Carolina, is looking for a full time Food and Beverage Manager/Sommelier.**

### **General Definition of Work**

Responsible for all beverage services for the club. Directly supervises the staff at Club dining areas and special events. Plans and implements beverage budget, hires, trains and supervises subordinates and applies relevant marketing principles to assure that the wants and needs of club members and guests are consistently exceeded. This position reports directly to the Director of Clubhouse Operations.

### **Essential Functions**

*The following functions are intended only as illustrations of the various types of work performed. The omission of specific duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.*

- ☑ Leads by example with professional presence, communication, coordination, preparation, and enthusiasm; Improves execution of future events by communicating feedback
- ☑ Monitors the ordering and receiving program for products and supplies to ensure proper quantity and price on all purchases
- ☑ Greet guests and oversees actual service on a routine basis
- ☑ Helps develop wine lists and bottle/glass wine sales promotion programs
- ☑ Researches new products and develops an analysis of the cost/profit benefits
- ☑ Implements policies and procedures for beverage department
- ☑ Reviews new techniques for beverage presentation in a manner and variety to maximize member and guest satisfaction and to minimize beverage cost
- ☑ Consults with the Food and Beverage Manager daily to help assure the highest level; of guest satisfaction at minimum cost
- ☑ Continually works to ensure correct handling procedures to minimize glassware breakage
- ☑ Helps plan staffing and scheduling procedures and job descriptions/specifications for all beverage department staff
- ☑ Manages the long-range staffing needs of the beverage department
- ☑ Completes regular closing shifts and ensures the overall safety and preservation of the Club on a daily basis
- ☑ Achieves budget goals through personal contributions
- ☑ Monitors inventory for all service items including supplies, china, silver, and glassware
- ☑ Oversees banquet operations and leads a team of supervisors and staff to the successful execution of the Club's banquet events on a daily basis
- ☑ Performs other duties as apparent or assigned by the Director of Club Operations or General Manager

**Knowledge, Skills and Abilities**

TIPS & Servsafe methodology

**Education and Experience**

A degree in food and beverage management is preferred plus 3+ years of experience in restaurant, club, and/or catering businesses. Certified sommelier and/or Certified Specialist in Wine credentials are preferred.

**Physical Requirements**

This work requires the regular exertion of up to 25 pounds of force, frequent exertion of up to 50 pounds of force and occasional exertion of up to 100 pounds of force; work regularly requires standing and using hands to finger, handle or feel, frequently walking, speaking or hearing, stooping, kneeling, crouching or crawling, reaching with hands and arms, pushing or pulling, lifting and repetitive motions and occasionally requires sitting, climbing or balancing and tasting or smelling; work requires close vision, distance vision, ability to adjust focus, depth perception and peripheral vision; vocal communication is required for expressing or exchanging ideas by means of the spoken word and conveying detailed or important instructions to others accurately, loudly or quickly; hearing is required to perceive information at normal spoken word levels and to receive detailed information through oral communications and/or to make fine distinctions in sound; work requires visual inspection involving small defects and/or small parts, using of measuring devices, observing general surroundings and activities; work regularly requires working near moving mechanical parts and occasional exposure to outdoor weather conditions.

**Special Requirements**

Must possess a valid driver's license.

**We offer above average wages, full benefits, full health insurance, paid vacation, sick time, holiday bonus, and a matching 401(k) plan.**

**Please send cover letter and resume to [dgerlach@springisland.com](mailto:dgerlach@springisland.com)**