



Wee Burn Country Club and Beach Club **410 Hollow Tree Ridge Road, Darien CT**

Beach Club **110 Roton Avenue Rowayton, CT**

Hiring Beverage Manager

Description:

Wee Burn Country Club and Beach Club is hiring a full-time Beverage Manager to oversee both the main club and beach club beverage operations. The Beverage Manager will have an eye for detail and will understand both exemplary service and the importance of training a team. You will have the ability to work with the Director of Food and Beverage and Culinary Operations on menu development and creating drinks that inspire and captivate our member's palate and reflect the mood and feel of the Club. We have an extensive wine list, so our Bar Manager must have a genuine passion and knowledge of wine, as well as a good understanding of inventory control and back office systems.

We are proud of our teams, packed with diversity in, experience, strengths and backgrounds. If you love people, love the catering and hospitality industry, and want to push yourself, join the Wee Burn team today and we can open many doors for your career.

The essential duties will be:

- Creating a new rotating and seasonal cocktail list specific to both locations and monitoring the consistency of preparations.
- Standardizing drink recipes.
- Assisting with the upkeep of the wine list, updating the wine list as necessary, training the waitstaff on the wine list and being visible to the membership during dinner service to sell wines and answer member questions.
- Work with the Director of Food, Beverage and Culinary Operations to plan wine tasting events, pairings with specials and create wine dinners for the membership.
- Assist with the prompt scheduling of bar tenders and ensure that bars and special events are staffed accordingly.



- Assist with monthly inventory and create new systems to maintain organization of liquor and wine storage facilities.
- Work with vendors to ensure the club is at the cutting edge of wine, beer and non-alcoholic sales and is providing the best possible experience for the membership.
- Assist in the interview and hiring process of all bar staff and create a training program for new hires.
- Get to the know the membership, learn their likes and dislikes.
- Spearhead / implement system for capturing all sales accurately in POS and develop and implement plans for ease of sales and true sales entering at point of sale. Train bartenders accordingly.
- 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 ensure that bars are set-up and operated efficiently.
- Maintains an adequate supply of liquors, wines, beer, and other beverages with effective inventory management system.
- Maintains beverage-related training manuals.
- Develops product and revenue control systems and procedures to help reduce theft.
- Ensures that all laws applicable to beverage operations are consistently followed.
- Works with Dining Room Manager, Private Event Manager and others to ensure efficient beverage service in all of the club's outlets and for special functions.
- Interacts with kitchen and House department personnel relative to the procurement and receiving of beverage products and supplies.
- Inspects to ensure that the club's sanitation, safety, energy management, preventive maintenance



and other programs are implemented and complied with as they relate to beverage operation.

- Assists in developing the budget for Beverage Department; monitors financial information and takes corrective action as necessary to help assure that financial goals are met.
- Monitors labor forecasts and budgets; takes corrective action as necessary.

Job Knowledge, Core Competencies and Expectations

- Ensures a high standard of appearance, hospitality, and service.
- Knowledgeable of all aspects of department and daily club operation, including scheduled events and operating hours.
- Meet revenue and expense budget goals and manage within budgetary restraints. Supervise beverage department personnel and develop and implement programs to increase job performance.
- Acts ethically and honestly at all times.
- Ensures that all state and local laws and club policies and procedures for the service of alcoholic beverages are consistently followed.
- Works with the Accounting Department to ensure that all record-keeping procedures are consistently followed.
- Handles complaints from club members, guests and others relative to the Beverage Department.
- In conjunction with dining room management produces shift reports containing information on member-related issues, cover counts and any other concerns occurring during that time period.
- Assists with private parties and service in food and beverage outlets when necessary.
- Plans and develops training programs and professional development opportunities for self and other beverage personnel.
- Keeps current with changing member preferences and industry trends relative to the beverage operation.
- Conducts scheduled meetings with service staff.
- Attends staff meetings.



- Schedules wine and beer samplings with distributors to continuously improve variety and quality of beverages available to club members and guests.
- Monitors bar closing procedures (checklist) and assures that area is secure.
- Serves as bartender, if needed.
- Ensures that the club's policies and procedures for selling alcoholic beverages are consistently followed in all beverage outlets and at all club functions.

Classification:

Education and/or Experience

Associates degree or higher in hospitality management or related field.

Three years or more bartending experience.

Licenses and Special Requirements

Alcoholic beverage certification (TIPs) Can train.

Food safety certification.

Physical Demands and Work Environment

Required to stand for long periods and walk, climb stairs, balance, stoop, kneel, crouch, bend, stretch and twist or reach.

Push, pull or lift up to 50 pounds.

Continuous repetitive motions.

Work in hot, humid and noisy environment

Who you are:

You come to work with an enthusiastic and positive approach.

You are honest, trustworthy, and results oriented.

You can demonstrate effective team leadership skills and the ability to work well within a diverse team.

Have 1-2 years in leadership experience

Have experience in the beverage industry



We offer a competitive salary and comprehensive benefits package. We encourage our Team Members to take advantage of learning opportunities, to grow and develop and to foster a culture of teamwork and engagement.

Compensation and Benefits:

Open and commensurate with qualifications and experience. Wee Burn Country Club offers a competitive compensation and an extensive benefits and continuing education package. Benefits include Health and life insurance; 401(k) with club match; holiday bonus and generous vacation schedule.

Please e-mail resume to: matt@weeburn.com

We thank all candidates for their interest; however, only candidates chosen for interviews will be contacted.