



## **Beverage Manager**

[Ridgewood Country Club](#) a full-service club based in Danbury, CT is searching for a Beverage Manager who will hire, manage and lead our beverage staff. This is a year-round full-time position.

### **Brief Job Summary:**

The Beverage Manager is responsible for the management of all bar areas in a manner most pleasing to members and guests. The successful candidate will hire and supervise beverage department personnel, meet sales and expense budget goals, monitor inventory levels and develop/implement operating procedures for the beverage department.

Responsibilities include but are not limited to the following:

1. Designs and maintains a bar product/supplies inventory system for:
  - a. Alcoholic and Non-alcoholic beverage supplies and mixers
  - b. Glassware
  - c. Expendable paper and other supplies
2. Plans strategies and materials and develops recipes to help promote the beverage program to members and guests.
3. Maintains the 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 with efficiency and minimum labor costs.
5. Maintains an adequate supply of liquor, wines, beers, etc. through use of an effective inventory management system.
6. Recruits, trains, schedules and supervises all beverage personnel.
7. Develops product/sales control systems and procedures to help reduce employee theft.
8. Assures that all laws applicable to beverage operations are consistently followed.
9. Works with Assistant General Manager and others as part of a responsibility to ensure efficient beverage service in all of the club's outlets and for special functions.
10. Networks with vendors to procure beverage products and supplies.
11. Works with the Assistant General Manager and house committee to develop the wine list and pricing.
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. Works with the controller to ensure that all record-keeping procedures are in compliance with the club's requirements.
14. Handles complaints from club members, guests and others relative to the beverage department.
15. Attends all weekly food and beverage meetings.
16. Assures that pre-opening cleaning tasks are assigned and completed as required.



## *Ridgewood Country Club*

17. Suggests when additional service supplies and small equipment are needed.
18. Provides immediate attention to all members/guests upon sitting in the bar area.
19. Helps arrange floor plans and move furniture when necessary.
20. Helps keep the Clubhouse looking “show ready”.
21. Keeps liquor room stocked, cleaned, and locked.
22. Opens or closes the Clubhouse as required.

### **Salary Range:**

- \$55,000 - \$65,000

### **Benefits:**

- Employee Health and Dental Benefits
- Life Insurance
- 401k
- Paid Vacation and Sick Time
- Employee Meals

### **Inquiries:**

Please email or mail Cover Letter and Resume to:

Fred Del Percio, CCM  
General Manager  
Ridgewood Country Club  
119 Franklin Street Ext.  
Danbury, CT 06811  
[f.delpercio@ridgewoodcc.com](mailto:f.delpercio@ridgewoodcc.com)