



BAR MANAGER JOB DESCRIPTION

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.

Reports to: Food and Beverage Director, Asst. Food and Beverage Manager

Supervises: Bartender; Beverage Server; Wine Steward

Education and/or Experience

- Associate degree or higher in hospitality management or related field.
- Two or more years of bar management experience
- L1 ó L3 Wine Certification or equivalent preferred

Job Knowledge, Core Competencies and Expectations

- Assures a high standard of appearance and hospitality in all areas of the club.
- 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 revenues and job performance.
- Always acts ethically and honestly.
- Assures that all state and local laws and club policies and procedures for the service of alcoholic beverages are consistently followed.
- Knowledge of and ability to perform required role during emergency situations.

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 ensure that bars are set up and operated efficiently.

- Maintains an adequate supply of liquors, wines, beer, and other beverages with an 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 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 Food and Beverage Director, Wine Steward, and others to develop wine lists.
- 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.
- Works with the Accounting Department to ensure that all record-keeping procedures are consistently followed.
- Handles complaints from club members, guests and others related to the Beverage Department.
- Produces shift reports containing information on member-related issues, cover counts and any other concerns occurring during that time.
- Assists with private parties and service in food and beverage outlets when necessary.
- Plans and develops training programs and professional development opportunities for himself or herself and all other beverage personnel.
- Keeps current with changing member preferences and industry trends relative to the beverage operation.
- Conducts scheduled meetings with bar staff.
- Attends staff and management 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.
- May serve as bartender, if needed.
- Plans special wine promotions for members.
- Assures that the club's policies and procedures for selling alcoholic beverages

are consistently followed in all beverage outlets and at all club functions.

- May serve as club's opening or closing manager or manager on duty.
- Maintains a service log regarding any notable member or guest behavior.
- Schedules maintenance of draft beer tapping.
- Completes other appropriate work assignments as requested by the Food and Beverage Director.

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.

Additional Responsibilities and Job Requirements

- Be detailed oriented, able to prioritize and multitask.
- Maintain a positive attitude and remain professional.
- Keeps abreast of industry trends relative to the food and beverage operation.
- Absorb suggestions and criticism and communicate them to upper management.
- Embrace and embody A.C.O.R.N. (Accountability, Consistency, Optimism, Respect, Number 1)
- Strive daily to make the workplace and member/ guest experience better.

Language Skills:

Must speak and read in English. Must be able to listen and follow directions; speak clearly and concisely to maintain proper, effective communication with staff and club members.

Reasoning Abilities:

Use discretion and exercise good judgment. Understand and follow verbal and/or written instructions. Work quickly and accurately, both independently and as part of a team.