



BEVERAGE SUPERVISOR

BEVERAGE SUPERVISOR will assist the food and beverage operation by ensuring all beverages are set for daily service, products are ordered for events or banquet events and staff are provided direction for the setup, execution and breakdown of all bars. The position is considered a working supervisor position and in times of decreased business volumes the person may be asked to fill in accordingly.

The Beverage Supervisor can also be scheduled part time to work the floor as a sommelier.

DUTIES AND RESPONSIBILITIES

- Review weekly schedule to ensure bars are adequately staffed; which may require working as a bartender
- Responsible for the ordering of beverage products as requested on BEO's or for club events
- Complete "pull sheets" for satellite bars to ensure success of bar setup and execution
- Ensure wine list stays up to date with out of stock items, communicate vintage changes and maintain wine pricing strategy
- Order wines as needed, process invoices with accounting and ensure inventory prices are updated
- Update and manage new wines in the inventory system
- Complete monthly inventory in conjunction with Director of Food & Beverage
- Conduct quarterly inventory on glassware, maintain par levels and communicate deficiencies to Dining Room Manager
- Assumes ownership of all bars from cleanliness, equipment and product rotations
- Create and maintain daily/weekly/monthly deep cleaning program
- Ensure no stock outages with alcoholic beverages
- Ensure beverage prices maintain budgeted beverage cost as a whole
- Beverage program should maintain highest standards (including condition of BTG wines), stay current with industry trends ensure members and guests experiences are consistent with the Circus Club standards
- Assist Director of F&B with maintaining beverage menus that highlight wines by the glass and bottle, beers, and specialty cocktails

REQUIREMENTS

- Extensive knowledge of all alcoholic beverages required to include intermediate wine knowledge
- Level I Sommelier Certification or higher preferred, but not required
- Prior experience with programming on POS a plus
- Advanced working knowledge of service standards
- Ability to read, write and converse in English require

email jobs@menlocircusclub.com
visit [website to fill out application](#)