

AURORA COUNTRY CLUB FOOD AND BEVERAGE DEPARTMENT

I. POSITION

Beverage Manager

II. Related Titles

Bar Manager; Head Bartender

III. JOB SUMMARY

Responsible for management of all bar areas in a manner most pleasing to members and guests. Meets all sales and expense budget goals. Supervises beverage department personnel. Monitors inventory levels and develops/implements operating procedures for the beverage department.

IV. JOB TASKS (Duties)

1. Designs and maintains a bar product/supplies inventory system for:
 - A. 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 liquors, wines, beer, etc., through use of an effective inventory management system.
6. Recruits, trains, schedules, and supervises bar personnel according to established club procedures.
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 Restaurant Manager, Banquet Manager, and others as part of responsibility to ensure efficient beverage service in all of the club's outlets and for special functions.

V. REPORTS TO

Club House Manager

Send resumes to pness@auroracc.com

