



Pinehurst Country Club



Job Description

No Job Description for a position can possibly include all duties which may be requested by member or required by the club. The objective of all positions is to effectively provide the services personally, or to immediately refer requests to the appropriate department manager. The following is a summary of the major responsibilities of the position.

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Beverage Supervisor
Beverage
Supervises Bartenders, Servers, Bus Persons, Food Runners

Reports to: Director of Food and Beverage

Essential Functions:

- Be punctual and in neat attire
- Attire business casual (within Pinehurst Country Club Dress Code)
- Be able to provide exceptional direction & assist in set up & breakdown of meal periods
- Possess knowledge of all items on our food menus, bar menus and wine lists
- Assist in club social functions and private parties
- Must have workable knowledge of POS systems
- Possess knowledge of principles, values, and processes for providing exceptional guest services
- Attend & lead all pre-shift staff meetings. Be able to relay information daily to team & management
- Assist in schedule writing and implementation
- Assist in inventory
- Member interaction and problem resolution

Minimum Requirements:

- Minimum 2 years in a food & beverage supervisor position (Country Club experience preferred)
- Basic knowledge of food service & alcohol preparation
- Must be TIPS/Alcohol Certified & meet state age requirement
- Ability to work and focus in loud, high pressure and fast paced environments
- Attention to details & problem-solving skills
- Ability to successfully work as part of a team as well as being independently motivated
- Must be able to implement company rules. EX: uniform policies
- Ability to stand on feet for long periods of time (8- 10 hours)
- Maintains a pleasant and polite demeanor while interacting with members and staff
- Ability to lift and carry up to 50 lbs. at one time
- Ability to perform physical activities that require considerable use of arms and legs
 - Climbing, Lifting, Balancing, Walking, Stooping, Pushing
- Must be able to adapt to constant changes (Menu Changes, POS Changes, and Section Changes)

Please Direct Resumes and Questions to the Following Contact: droberts@pinehurstcountryclub.com

I have received and read this job description and believe it accurately reflects the job I have been hired to do. I understand the club has the right to change this job description at any time for any reason.

Print Name

Signature

Date: _____