Downloaded from <https://www.velvetjobs.com/job-descriptions/beverage-director>

# Example of Beverage Director Job Description

Our company is growing rapidly and is looking for a beverage director. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for beverage director

* Monitoring of all current inventories and ensure completion of end of the month inventories
* Assist the managers in establishing and achieving predetermined profit objectives and desired standards of quality food, service, cleanliness, merchandising and promotion
* Regularly review and evaluate the degree of customer acceptance of the individual outlets, and conferencing to recommend new operating and marketing policies whenever declining or constant sales imply dissatisfaction by the customers, a material change in the make-up or the customer market, or a change in the competitive environment
* Establishes and implements realistic and effective operating and capital budgets and forecasts and compares actual operating results with budgeted projections
* Conducts and/or attends meetings to maintain favorable working relationships among company employees and promote maximum morale, productivity and efficiency
* Ensures proper training of all food and beverage and CS employees
* Ensure physical atmosphere and cleanliness of restaurant, bar, kiosk, kitchen, back of house including inspecting tabletops, and side-stations
* Continuously evaluate the performance and encourage improvement of the personnel in the food and beverage and CS departments
* Ensure that implementation and maintenance of standards for all areas of direct supervision
* Implement effective cost controls for all areas of direct supervision

## Qualifications for beverage director

* Innovative and organizational skills
* Experience in handling stand alone restaurants operations / concept a plus
* Three (3) to six (6) years beverage experience required
* Solid leadership skills and business understanding of F&B impact on bottom line performance
* Knowledge in, employee relations, culture and communications
* Exceptional ability to set goals and achieve results