



Example of Beverage Manager Job Description

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Our company is looking for a beverage manager. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

Responsibilities for beverage manager

- Ensure proper service and atmosphere for the guests
- Responsible for all administrative duties including payroll, scheduling, days off, section assignments, early outs
- Responsible for knowledge of how other departments related to the operation of the Beverage Department, and interact with them when necessary to coordinate activities or correct problems
- Responsible for maintaining compliance with the Southern Nevada Health Department guidelines
- Supervise, train and plan, direct all beverage floor employees
- Assigns stations and records attendance
- Inspect employees as to uniforms, cleanliness, identification
- Assist management in other matters as requested
- Promote teamwork among employees
- Must provide courteous and friendly service to all vendors and employees

Qualifications for beverage manager

- 2- or 4- year degree from an accredited university in Hotel Management, Culinary Arts, or related major
- Expertise in variety of beverages
- Works in hot (over 90 deg
- WSET Certification preferable
- Requires proficiency with MS Office

