



Example of Beverage Supervisor Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of beverage supervisor. 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 supervisor

- Assisting with ordering of stock and month end reporting
- Being innovative and creating new ideas
- To drive a proactive health and safety culture with in the team
- Coordinating and monitoring all phases of Loss Prevention in the outlets/operations
- Ensuring preparation of required reports, including (but not limited to) Wage Progress, payroll, revenue, employee Schedules, quarterly actions plans
- Ensuring compliance with all local liquor laws, and health and sanitation regulations
- Inspect staff as to uniforms, cleanliness, identification
- Handles all enquiries and sells the festive events
- Answers office phone greeting internal and external guest
- Check voicemails, e-mails and faxes and follow up accordingly

Qualifications for beverage supervisor

- Exposure to extremes in temperature and cleaning chemicals
- Ability to sit stand for extended periods
- 2 years of experience in Food and Beverage Supervision role preferred
- Fluent in oral and written English and Bahasa Melayu
- Confident, mature, courteous, well-groomed, attentice and proactive
- Minimum of 2- 3 years progressive experience in a casual high volume

