



Example of Beverage Supervisor Job Description

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Our growing company is looking to fill the role of beverage supervisor. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

Responsibilities for beverage supervisor

- Assist the F&B Managers in team member evaluations to ensure consistent and high
- Ensure payroll is completed and authorised according to Resort policy
- Ensure all food and beverage items served to guests are of the highest standard and presentation as per Resort standards
- Handle customer queries efficiently
- Complete all stock control processes to make sure guests never have to go hungry or thirsty
- Plan, organise and maintain standards within your F&B unit or area, completing weekly standards audits
- Always keep the customer happy and make sure customer satisfaction does not fall below acceptable standards
- You'll have the task of organising the rota for your wizards and dealing directly with change, sickness, annual leave and absence or lateness
- Have first class working relationships with internal and external customers
- Carry out PDP reviews and continually monitor your wizards' performance

Qualifications for beverage supervisor

- Current Managers Certificate
- Flexibility to work across the 7 day week, including morning and evening shifts

- Must have previous Food & Beverage experience
- Previous supervisory or lead experience preferred
- Must be able to push/pull/lift/carry moderate amount of weight