



# Example of Beverage Supervisor Job Description

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Our innovative and growing company is looking to fill the role of beverage supervisor. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don't fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for beverage supervisor

- To hold regular staff training meetings
- To be fully aware of trends in the industry and make suggestions for improvement of the food and beverage operation
- Oversee all Food and Beverage operations including restaurant, lounge and function space
- Assist in scheduling of food and beverage associates
- Train, maintain and administer service standards
- Adhere to all applicable Food and Beverage brand standards
- Ensure safety, sanitation and cleanliness of all food prep, restaurant, lounge and function space
- Confirm function space is clean and visually appealing at all times
- Consistent implementation of service standards and SOP's in banquet space
- Guide banquet set-up and service staff in set up of tables and place settings according to guests requests

## Qualifications for beverage supervisor

- Helps to sets clear expectations with the associates and ensures that appropriate rewards are given if expectations are exceeded
- Ensure that yourself and the associates understand the brand service culture
- Support a learning atmosphere with a focus on continuous improvement
- Complies with all company accounting procedures

- Meets with guests on an informal basis during meals or upon departure to obtain feedback on quality of food and beverage, service levels and overall satisfaction and provide feedback to manager