

## The Port Royal Club

### I. Position

Bar Manager

### II. Related Titles

Bar Supervisor

### III. Job Summary

Responsible for management of all bar areas in a manner most pleasing to members and guests. Meet revenues and expense budget goals. Supervise beverage department staff. Monitor inventory levels and develops/implements operating procedures for the beverage department.

### IV. Job Tasks (Duties)

1. Develops and maintains a bar product/supplies inventory system for:
  - a. alcoholic beverages and wines along with Wine Steward
  - b. non-alcoholic beverages, mixers and bar snacks
  - c. glassware
  - d. paper and all other bar supplies
2. Maintains cleanliness and sanitation of bar areas, glassware and equipment through regular inspections
3. Develops standard operating procedures to help assure that bars are set up and operated efficiently
4. Maintains an adequate supply of liquors, wines, beer, etc., through use of an effective management system per monthly inventory.
5. Recruits, interviews, trains, schedules, supervises and evaluates bar staff according to established club procedures
6. Develops product/revenue control systems and procedures to help reduce theft
7. Assures that all laws applicable to beverage operations are consistently followed including, but not limited to, Responsible Vendor courses
8. Works with Dining Room Managers, Banquet Manager, Wine Steward and others to ensure efficient beverage service in all dining areas and for all special functions
9. Interacts with purchasing agent relative to the procurement of beverage products and supplies
10. Responsible for creating new innovative beverage ideas and updating beverage menus.
11. Consistent pricing with all menus and in Jonas system

### V. Physical

1. Extended periods of walking, standing, and directing will be required. Employee must have ability and willingness to work extended hours to ensure continuous service and member satisfaction. Must have the ability to lift up to 30 pounds or more on an occasional to frequent basis.

### VI. Benefits

1. Salary commensurate with experience
2. Upon eligibility, a comprehensive benefits package including health, life, dental, vision, short- & long-term disability, paid time off, and 401K plan, CMAA association dues, and educational fund.

**VII. Reports to the Assistant General Manager**

**VIII. Supervises All Bar Staff**

**IX.** Nestled on the Gulf of Mexico Port Royal Club offers food and beverage, along with a state of the art fitness facility and nine Hydro Grid tennis courts. It is a private "member only" social club created to entertain family and friends since 1959. The Club has been named among the most prestigious as it holds the Distinguished Emerald Award title.

**X.** How to apply: applicants should submit their resume to Evelyn Gomez, Human Resources Manager at [evelyn@portroyalclub.org](mailto:evelyn@portroyalclub.org) DFWP/ EEO