



Position: Sommelier/Beverage Manager

Reports To: Director of Food and Beverage

Department: F&B

FLSA Status: Exempt

Status: FT

### THE POSITION

This role is responsible for all aspects of our robust beverage program including managing costs, inventories, maintaining the beer, spirits, and wine lists, driving retail sales, conducting staff training and education. The Sommelier/Beverage Manager will oversee the entire wine program at NYC including the selection, purchasing, and management of our members Wine Lockers, product inventories as well as developing Wine Club communications, events, tastings, and educational opportunities for the membership.

### THE CULTURE

Employee culture at Naples Yacht Club is of utmost importance. Organizational health is the key to our success and a great deal of managerial time is spent embracing our philosophy. The individual selected as the Sommelier/Beverage Manager will be expected to seamlessly blend into our culture as well as ensure that other employees accept and practice the same philosophy. In order to do so, the Sommelier/Beverage Manager will be a member of a cohesive leadership team, communicate the leadership teams' clarity to everyone within the organization, and put in place enough structure to reinforce that clarity.

Duties for the position include but are not limited to:

- Responsible for overseeing the entire wine program at NYC
- Maintain our Member Wine Locker System to track collections and ensure accuracy
- Maintain our Wine Club membership
- Develop wine specials and programming to include member tasting events, retail orders, educational series, vintner dinners, etc.
- Communicate effectively with front of house staff and coordinate on-going trainings to consistently improve member service standards
- Communicate closely with members by recommending wines, food pairings, describing flavors and origins.
- Communicate and work closely with membership on wine orders and pickups.
- Responsible for selecting a well-balanced array of wines by the glass and bottle, offering a diverse range of regions, quality levels, and styles.

- Participate as an active member of the service management team, addressing membership and guiding them through their wine selections, making thoughtful recommendations based on food choices and individual preferences.
- Communicate closely with culinary staff for accurate food and wine pairings.
- Communicate and work closely with vendors and maintain positive relationships with vendors.
- Responsible for promotional materials and wine & beverage articles in the monthly newsletter.
- Manage spirits and beer program and work closely with the lead bartender.
- Implement new ideas to further the wine program.
- Responsible for keeping accurate beverage inventory and will conduct monthly inventories of all beverage products.
- Responsible for performing management functions within the P.O.S. system and teach staff as required.
- Responsible for managing Cost of Sales guidelines as set by department.
- Participate actively in trade tasting events.
- Responsible for managing and/or assisting with a la carte and banquet functions.
- Responsible for recommending and sourcing glassware and service tools to include serviettes, decanters, etc.

Requirements for the position include:

- Must have wine training and certifications (Level 2 or 3).
- Must have extensive wine, spirits, and beer product knowledge and service experience.
- Must have experience in upscale a la carte restaurant operations.
- Must have culinary knowledge required for wine pairings and member dining experiences.
- Must have computer skills related to but not limited to Microsoft Outlook, Word, Power Point, and Excel. Familiarity with Northstar is a plus.
- Must have the desire to serve the membership with excellent customer service.
- Must be flexible with availability and be willing to work weekends, double shifts, and holidays.
- Must be organized and able to handle multiple functions and responsibilities simultaneously.
- Must be courteous, friendly, and personable.
- Must be able to spend long hours on their feet, walking, moving around the dining room, as well as receiving beverage product deliveries and organizing inventories.
- Must be able to lift and carry up to 40 lbs.

Naples Yacht Club will offer an attractive and competitive compensation package to include:

- Base Salary, Performance Bonus, and a percentage of retail wine sales
- Standard benefits to include 100% of individual and family health insurance, paid vacations and participation in the club's 401K program.

### Instructions How to Apply

Interested candidates please forward your electronic cover letter and resume to:

Hallie Girardeau at [hr@naplesyc.com](mailto:hr@naplesyc.com) (preferred method)

Or mail to:

Naples Yacht Club,

700 14<sup>th</sup> Avenue South, Naples FL 34102

Attn: Hallie Girardeau