

**I. Position**

Catering Account Executive (2.25)

**II. Related Titles**

Account Executive; Catering Sales Agent

**III. Essential Functions**

Help members plan special catered functions that ideally meet their special needs. Interact closely with Catering Manager and others to ensure that financial goals (revenues and costs) are attained for each event.

**IV. Additional Responsibilities**

1. Implements aggressive, on-going sales campaign to alert members to the club's banquet operations and capabilities
2. Continually explores and contacts potential new sales sources as permitted by club's by-laws
3. Helps members plan special events including menus, entertainment, theme, decorations and other aspects
4. Represents member's needs and interests on banquet function committees
5. Maintains current and accurate member files for all events
6. Assists the Catering Manager in developing, implementing and monitoring budget for the catering department; takes corrective actions as necessary to help assure that financial goals are met
7. Assists the catering manager in developing, implementing and monitoring the annual sales (marketing) plan for the catering department
8. Coordinates and assists with the set up and delivery of assigned banquet events
9. Compiles and manages various sales and other reports detailing the operation of the catering department
10. Assists the Catering Manager with special projects as assigned

**V. Reports to**

Catering Manager

**VI. Supervises**

No supervisory duties are included in this position

**I. Position**

Beverage Manager (2.26)

**II. Related Titles**

Bar Manager; Head Bartender

**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 personnel. 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 including wines
  - b  non-alcoholic beverages and mixers
  - c  glassware
  - d  paper and other bar supplies
2. Plans promotional strategies and materials and develops recipes to improve the beverage program for members and guests
3. Maintains cleanliness and sanitation of bar areas, glassware and equipment through regular inspections
4. Develops standard operating procedures to help assure that bars are set up and operated efficiently
5. Maintains an adequate supply of liquors, wines, beer, etc., through use of an effective inventory management system
6. Recruits, trains, schedules, supervises and evaluates bar personnel according to established club procedures
7. Develops product/revenue control systems and procedures to help reduce theft
8. Assures that all laws applicable to beverage operations are consistently followed
9. Works with Dining Room Manager, Banquet Manager and others to ensure efficient beverage service in all of the

club's outlets and for special functions

10. Interacts with purchasing department personnel relative to the procurement of beverage products and supplies
11. Works with the Food and Beverage Director and others to develop the wine list(s)
12. Inspects to ensure that the club's sanitation, safety, energy management, preventive maintenance and other programs are implemented and complied with as they apply to beverage operation
13. Develops the budget for beverage department; monitors financial information and takes corrective action as necessary to help assure that financial goals are met
14. Develops and monitors labor forecasts and budgets; takes corrective action as necessary
15. Develops financial records and reports as required
16. Works with the accounting department to ensure that all record keeping procedures are consistently followed
17. Handles complaints from club members, guests and others relative to the beverage department
18. Assists with private parties and service in food and beverage outlets when necessary
19. Plans and develop training programs and professional development opportunities for himself/herself and all other beverage personnel
20. Keeps current with changing member preferences and industry trends relative to the beverage operation
21. Conducts scheduled meetings with service staff
22. Attends staff and management meetings
23. Schedules wine and beer samplings with distributors to continuously improve variety and quality of beverages available to club members and guests
24. Monitor's bar closing procedures (checklist) on a routine and random basis

**V. Reports to**

Food and Beverage Director

**VI. Supervises**

Bartender; Beverage Server; Wine Steward