
You are charged with being the catalyst for growing a self-aware, kind and passionate team. Understanding the power of great hospitality and its influence on our guests, along with our role in community growth and involvement. Managers need to be self-aware, self-motivated, always ready to grow and improve personally, and as a team.

The beverage & events manager is a dynamic position focused on the execution of events along with the management, growth and profitability of the beverage program and team.

Areas of Responsibility:

the human element

- Always work toward being a part of the team you want to be a part of. Keeping our team customer and experienced focused at all times.
- Continue to grow the beverage knowledge with our team with shared information, tastings, trainings, etc.
- Work assigned events as manager and make sure events run smoothly. Work as liaison between client & 1618 on location team to maximize positive event experience.
- Maintain professionalism with all customer emails when coordinating details for events during planning stage.

general operations

- Place & post all alcohol orders to be received at appropriate location.
- Keep event files & staffing sheet for assigned events up to date at all stages of planning at all times.
- Keep beverage program lists (beer, wine, liquor) up to date with seasonal offerings.
- Attend monthly Tasting Experience events to work with couples to finalize beverage offerings.
- Respond to all customer emails within 72 hours unless you have an away message or office hours posted. Respond to all customer emails within 24 hours 30 days prior to their event.
- Scheduling & time off pre-approved during high volume times (wedding season, holidays, High Point pre-market & furniture market).

dollars & cents

- Maintain weekly up to date inventory of all beer, wine, liquor, and mixers.
- Cost controls: keep your product costs in control per departmental cost goals.
- Learn how to keep inventory moving and creative ways to move stagnant product.

creative

- Research beverage ideas and trends in down time.
- Seek out and share with management any growth opportunities that you are interested in.
- Attend or organize a minimum of 6 networking functions yearly that would further 1618 on location and/or to network yourself.

prerequisites:

- Technology: Microsoft Word, Excel, Dropbox and Google Suite fluent.
- Proficient understanding and execution of bar operations.
- Ability to create drinks & knowledge of a wide variety of spirits, wines, beers and alcoholic drinks.

- Able to train others in off-site bar setup, following drink recipes, and service standards in a positive way for continued growth of our team.
- Must thrive in fast paced environment and help problem solve at events.
- Strong organizational & time management skills.
- Team player approach to communication, feedback and growth.

human resource details

- Position averages 35-45 hours/week average across a 4-6 days work week.
- Scheduling & time off pre-approved during high volume times (wedding season, holidays, High Point pre-market & furniture market).
- Full time benefits employment benefits as described in employee handbook (Paid time off, Health, Dental, Optical & Life insurance, etc).

compensation

- To be discussed