

**THE RESORT AT PORT LUDLOW  
POSITION DESCRIPTION**

**FLSA:** Hourly –Full time

**POSITION TITLE:** Cellar master

**DIVISION/DEPARTMENT:** Food & Beverage

**REPORTS TO (TITLE):** Food and Beverage

**SUPERVISES:** All service staff and bartenders in Fireside Dining Room

**DATE:** 07/17/2016

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**BASIC FUNCTION:**

Purchase, maintains and controls costs for wine program as well as liquor and beer. Work directly with Food and Beverage manager in support of daily operations of the Fireside Dining Room with particular attention to Wine, Liquor, Beer and service. Trains team in service and standards. Delivers quality service that is in accordance with property standards and guest expectations. Establish appropriate vendor relationships and processes.

**QUALIFICATIONS: EDUCATION, KNOWLEDGE, TRAINING, & WORK EXPERIENCE**

Must have High School Diploma or GED equivalent and meet minimum age requirements for jurisdiction (21).

Must have broad and extensive knowledge of guest service and experience working in a full-service hotel or resort with experience supervising at least one of the following departments, Dining Room, Lounge, Room Service, Banquets, Beverage or Catering.

Must have deep and broad knowledge of wine including inventory management, purchasing, pricing and delivery systems.

Minimum 2-3 years experience as a restaurant supervisor/lead preferred.

Able to work using Microsoft Office and Micros (or similar POS). Some computer skills required.

Must have an ability to educate staff about wines, beverage and bar management.

Proficient in English

Must have valid driver's license and good driving record.

Must have or be able to obtain Washington state food handlers permit and a Washington liquor service permit.

**ESSENTIAL FUNCTIONS:**

1. Supervise the dining room through presence and relationship building.
2. Inventory of wine and beverage program.
3. Practice industry standard purchasing processes.
4. Organize the wine cellar with special focus on wine with inventory control and appreciation for established wine program. Focus on storage, spoilage and organization.

**ENVIRONMENT:**

Work is performed indoors and outdoors on various surfaces. Must be able to work with others and work independently as well.

**ACCOUNTABILITY:**

Responsible for ensuring guest experience is positive and enjoyable with an emphasis on developing and maintaining repeat business. Work areas must be clean & organized at all times. Inventory must be accurate and expenses, including labor, controlled. Must demonstrate leadership and teamwork.

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The above statements are intended to describe the general nature and level of work being performed by employees assigned to this classification. They are not intended to be construed, as an exhaustive list of all responsibilities, duties and skills required of personnel so classified.

I have read the above Position Guidelines and Position Analysis/Specifications and testify that I am able to perform the essential job functions for this position.

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**NAME**

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**DATE**

## ENVIRONMENTAL FACTORS

	<b>YES</b>	<b>NO</b>
Working Outside		X
Working Inside	X	
Working Alone	X	
Working Closely With Others	X	
Excessive Cold/Heat		X
Excessive Humidity/Dampness		X
Noise/Vibrations		X
Working Above Ground		X
Working Below Ground		X
Working with Chemicals/Detergents/Cleaners	X	
Working Around Fumes/Smoke/Gas		X
Walking on Uneven Surfaces	X	
Motorized Equipment or Vehicles		X
Working Around Machinery/Motorized Equip.		X
Climbing on Scaffolds or ladders		X

## POSITION ANALYSIS/SPECIFICATIONS

	<b>N/A</b>	<b>OCCASIONAL</b>	<b>FREQUENT</b>	<b>CONSTANT</b>
Sitting		X		
Standing				X
Walking				X
Bending Over			X	
Crawling	X			
Reaching			X	
Crouching		X		
Kneeling		X		
Balancing				X
Pushing/Pulling			X	
Lifting/Carrying				X
10lbs or less				
11lbs to 25lbs			X	
26lbs to 50lbs		X		
51lbs to 75lbs	X			
76lbs to 100lbs	X			
Over 100lbs	X			
Manual Dexterity				X
Fine Motor Skills				X
Gross Motor Skills			X	
Eye/Hand Coord.				X
Near Vision				X
Far Vision				X
Color Recognition				X
Hearing				X