THE RESORT AT PORT LUDLOW

POSITION TITLE: CELLAR MASTER

JOB SUMMARY:

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:

- Supervise the dining room through presence and relationship building.
- Inventory of wine and beverage program.
- Practice industry standard purchasing processes.
- 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.