



TR Medora Foundation provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws.

Job Description: Beverage Manager

Non-Exempt: Hourly worker and **Seasonal Summer Employee**

Position Summary:

Assists the Food and Beverage Director with beverage inventories at food establishments.

Essential Job Functions:

- Take guest orders by following the correct serving process.
- Know the restaurant menu and how to describe items; be available to guests for questions and to make recommendations.
- Follow appearance and uniform guidelines.
- Be pleasant and respectful to the guests; manage complaints and resolve issues that guests may have.
- Promote and sell other menu items
- Complete assigned side tasks/preparation; whenever possible return dishes to the dishwashing area.
- Correctly operate the POS system and the credit card machine. Prepare and obtain a cash bank from the main office for events; return deposits accurately and consistently.
- Attend serve-safe training for food and beverage safety information; participate in regular workplace safety training sessions.
- Inventory, restock, and order appropriate beverages on a frequent basis, including Cola and Pepsi vending machines.

Other Responsibilities:

- Other duties assigned by the Food and Beverage Director.

ADA Requirements

- Continuously
 - Standing
 - Pushing or pulling

- Repetitive use of hands and arms
- Repetitive use of legs and feet
- Lifting 10 pounds or less
- Carrying 10 pounds or less
- Visual acuity to determine accuracy, neatness and thoroughness of work assigned and determine safety of workplace surroundings (kitchen, storage, guests etc).
- Frequently
 - Walking
 - Talking
 - Grasping
- Occasionally
 - Bending Over
 - Reaching Overhead
 - Pushing or Pulling
 - Lifting 11 to 25 pounds
 - Carrying 11 to 25 pounds
- Environmental Conditions
 - Occasionally around chemicals.
 - Occasionally around sharp objects or tools.
 - Frequently working with others.
 - Occasionally working alone.
 - Work indoors and occasionally work outdoors.

Qualifications and Education Requirements:

- Must have good interpersonal skills
- Must have basic math skills
- Prior bartending experience is preferred: must be familiar in making conventional mixed drinks.
- Requires the knowledge and safe operation of pop, juice, ice machines, blenders, and coffee makers.

Supervision:

- Reports to the Food service director, the RRH general manager, and works closely with the RRH wait staff.
- The beverage manager will be in charge of handling guest beverage consumption throughout the community regarding TRMF events and property.

Please note that this job description is meant to give a basic understanding of the position and does not cover every part of the job duties and requirements. TRMF reserves the right to change or assign other duties to this position at anytime.