

## JOB DESCRIPTION

**Position: Sommelier**

**Reports to:** Dining Room/Restaurant Manager

**Job Summary:** The Sommelier position is responsible for the development and management of the A'la Carte Wine Program including the Wine List, Wine Locker Program and Wine Society. The Sommelier must have a great personality and be able to communicate with members and guests that might share different levels of wine knowledge, and must be able to promote and grow the Wine Program.

### **Job Duties:**

- Learn Members names and address them by name whenever possible.
- Responsible for ordering, receiving, inventory, organizing and selling wine for all departments.
- Oversee all wine purchases and cost management.
- Oversee the Wine Committee duties (minutes, wine of the month selection, introduction of new vendors, wineries, etc.)
- Assist members and guests during the dinner service with wine recommendations and selection for perfect pairing with their dinner, decanting of the wine and wine service.
- Develop a training program for all Team Members to improve their knowledge of wine tasting and wine service.
- Train Team Members throughout the Club in order to maximize their understanding of wine specific to their departments and proper service techniques including glassware, pour levels, storage, beverage pairings and the ability to understand guest preferences.
- Ensure that all wine is served in proper glassware and in proper condition.
- Maintain all beverage lists to be accurate, up to date and free of errors.
- Maintain all Wine Locker Vinopad inventory, updated and reconciled with physical inventory.
- Send Wine Locker recommendations email to all Wine Locker members every two months.
- Promote all wine events; selling Wine Lockers and Wine Society memberships.
- Responsible for developing an annual budget for the A'la Carte wine sales, Wine Locker sales, and Wine Society memberships for each fiscal year.

### **Job Knowledge, Skills and Abilities:**

Must be passionate about wine

Must possess superior people skills

The ability to determine wine faults and maintain proper temperatures in order to showcase products at their maximum potential.

A strong knowledge of food and beverage pairings.

Solid understanding of pricing, budgets and cost controls.

Operation and programming knowledge of a point of sales system.

TABC certified.

Excellent oral and written communication skills

Strong computer skills

### **Physical Requirements:**

Standing (hours at one time): 4

Standing (total hours per day): 8

Sitting (hours at one time): 1

Sitting (total hours per day): 4

Lifting/Carrying: 1-20 lbs from waist to shoulder up to 200' occasionally' 21-50 lbs from waist to shoulder up to 50'

Walking (hours at one time): 1/2

Walking (total hours per day): 2

Driving (hours at one time): n/a

Driving (total hours per day): n/a

Actions and motions: pushing, pulling, climbing, balancing, bending, twisting, squatting, reaching, handling, repetitive motion and hand motion occasionally

Equipment: use of tools, machinery and equipment occasionally

Environmental Conditions: exposure to noise frequently; vibration, extreme heat, extreme cold, wet/humid conditions, chemicals and electricity occasionally

### **Education & Experience:**

Level 2 Sommelier Certification

3 or more years experience in a similar role in a fine dining restaurant, hotel or country club

Please forward resume to Jerome Smojver [JSmojver@lakesidecc.com](mailto:JSmojver@lakesidecc.com)