



JOB DESCRIPTION

TITLE: Beverage Receiver

REPORTS TO: Restaurant Manager(s) and
F&B Director

DEPARTMENT: F&B- FOH and B & E

FLSA STATUS: Non-Exempt (Hourly)

JOB SUMMARY

Assist the Food & Beverage Director and Banquet/Events Managers in setting up Function and Satellite bars, putting away liquor and beer orders; organizing storage areas for product; rotating beverage inventory at the various F&B establishments.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assist with the set-up of banquet bars on a weekly basis.
- Assist the FOH Bar team with keeping liquor and beer stocked in all proper locations and bars.
- Assist with opening and closing duties, such as restocking the bar with garnishes, straws, and napkins, ensuring that Bartenders have clean towels, glassware, etc.
- Ensuring bar is well-stocked with ice, liquor, wine, and beer.
- Checking taps and appliances to confirm that they are working properly, making minor repairs, if needed.
- Changing out kegs.
- Keeping the bar clean by wiping down surfaces, sweeping and mopping, removing soiled glassware, scrubbing coolers and storage areas, and emptying trash receptacles.
- Familiarization with bar menu items and cocktails offered.

The resort environment is unique in that we all share some degree of responsibility for each other and our role to collectively promote the resort in the best light possible. You will work consistently with other departments to create the overall brand image and are expected to be a team player who is willing to assist where appropriate and necessary.

**LCJ MANAGEMENT, LLC d/b/a OWL'S NEST – THE WHITE MOUNTAINS
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KNOWLEDGE, SKILLS, AND ABILITIES

- High School Diploma or GED.
- Minimum of one year experience in a related position.
- Demonstrate efficient problem-solving skills.
- Excellent communication skills both verbally and visually.
- Organization and attention to detail, positive attitude, commitment to exceptional customer service, and ability to work as part of a team.
- Experience in the resort/hospitality industry helpful.

LICENSURE / CERTIFICATION REQUIREMENTS

- TEAM and T.I.P.S. Certified (or within 30 days of hire).
- Participate in ongoing education and training.

PHYSICAL REQUIREMENTS AND WORKING CONDITIONS

- Ability to work a flexible schedule, which includes days, evenings, holidays, and weekend assignments.
- Must be able to lift and stack objects up to 75 pounds occasionally and frequently exert 10 to 30 pounds of force to lift, carry, push, and pull or otherwise move objects.
- Walking, sitting, and standing to a significant degree, reaching, handling, climbing stairs, balancing, pushing, kneeling, crouching, twisting/turning, bending at the waist, stooping, talking, hearing, seeing, and smelling.
- Tolerate, at times, extreme temperatures like refrigerators (36F) and kitchens (+100F) for one or more hours.
- Ability to work and handle stress arising from demands in production.
- Exposure at times to inclement weather.

I understand that the job description is not a comprehensive list of my job duties, and it is up to me, along with my Supervisor's guidance, to determine the best and most efficient way to accomplish my job duties and responsibilities. I also understand that should my job duties change significantly, which may occur based on the business needs of Owl's Nest; it is my responsibility to notify the F & B Manager so that my job description is updated accordingly. I acknowledge that the job description will be used as the basis for my performance review.

Signature

Printed Name

Date

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