Sommelier (Level 1)

Job Description:

The **Sommelier** is responsible for the wine collection of an establishment. A Level 1 Sommelier provides the basic knowledge of wines and alcohols. They are well versed on the characteristics of wine and which wines pair best with which dishes. They may be required to understand other alcohols served in the established, such as beers, whiskeys, and other liquors. 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 collection of the establishment.

Job Responsibilities:

* 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 staff in aspects of wine, hard alcohols, beers, and liquors to improve their understanding of wine specific to their areas
* Instruct staff in proper service techniques including glassware, pouring, 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, liquor and beer.
* Make wine recommendations to the executive chef
* Build relationships with vendors
* Organize and promote all wine events
* Determine pricing of bottles and glasses
* Responsible for developing an annual budget for the house wine collection
* Present cost and revenue financial statements monthly, quarterly, and annually
* Maintain personal certifications
* Maintain establishment’s licensing and inspections related to alcohol selling and service

Job Qualifications:

* High school diploma required
* Level 1 Sommelier certification required
* Associates in viniculture, restaurant management, hospitality, or diploma in culinary arts preferred
* Alcohol and beverage license or certification required
* Experience as a sommelier

Opportunities as a sommelier are available for applicants without experience in which more than one sommelier is needed in an area such that an experienced sommelier will be present to mentor.

Job Skills Required:

* Must be passionate about wine and alcohols
* 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.
* Knowledge of industry standards and regulations
* Knowledge of health department regulations
* Ability to multitask
* Good communication skills
* Able to work calmly under high pressure
* Team Player
* Pleasant, polite manner and a neat and clean appearance.
* Able to work in a fast-paced environment
* Able to multitask, prioritize, and manage time efficiently
* Physical endurance to stand for an entire shift
* Self-motivated and self-directed
* Works well as part of a team and on individual tasks
* Able to quickly memorize complex or multiple orders