WORKING AT THE BELLEVUE

Candidate overview and opening-team job descriptions

236 BELLEVUE AVENUE
HAMMONTON, NEW JERSEY
Team@BellevueHammonton.com

WHAT IS THE BELLEVUE?

The Bellevue is a restored historic gathering place built around wine, polished martinis, simple provisions, live music and gracious hospitality. The atmosphere is closer to a beautiful European wine hall or an old hotel lobby than a conventional restaurant or nightclub. Guests may settle in for a glass, share a bottle and provisions, listen to music, play a game or simply enjoy the building.

HOW SERVICE WORKS

First-floor opening phase

- Guests generally order and pay at the counter before receiving beverages or a table number for provisions.
- There are no traditional assigned tables or long-running restaurant checks. We assist guests whenever carrying or mobility makes counter service difficult.
- The menu is focused: wine, a curated martini program, beer, coffee and elegant cold provisions rather than a full kitchen.
- Employees have primary specialties, but everyone clears, polishes, restocks, cleans and responds to the next useful task.

OPENING POSITIONS

Two specialties. One coordinated team.

Bartender & Wine Associate

Primary specialty: beverage counter and wine guidance.

- Welcome guests, operate POS and guide wine selections in comfortable, unpretentious language.
- Prepare consistent classic, dirty, Gibson, espresso and Bellevue signature martinis.
- Serve wine, beer, spirits, espresso and nonalcoholic drinks; open paid bottles and maintain presentation standards.
- Control measured pours, garnish preparation, beverage stock, glassware and counter organization.
- Help with provisions, clearing, polishing, restocking and closing work whenever the counter is caught up.

Hospitality & Provisions Associate

Primary specialty: provisions, guest care and room readiness.

- Assemble meats, cheeses, accompaniments and desserts accurately and attractively when tickets arrive.
- Maintain food safety, refrigeration, portioning, cleanliness and organized pantry stock.
- Assist guests, deliver completed provisions when appropriate, clear tables and return glassware promptly.
- Keep public rooms, bathrooms, supplies and service areas orderly throughout the shift.
- Learn the wine list and POS well enough to support the beverage counter while remaining the room's movement engine.

WHAT BOTH ROLES REQUIRE

- Warm, polished hospitality without stiffness or pretension
- Real interest in wine and willingness to keep learning
- Evening and weekend availability, normally Thursday through Sunday
- Comfort staying active and noticing work without waiting to be told

THE BELLEVUE

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OPENING TEAM APPLICATION

Wine hall opening team - Thursday through Sunday

The Bellevue is hiring a cross-trained opening team. Choose the role that best matches your strongest experience. Every employee will assist across the operation when service requires.

POSITIONS

Primary specialty, not a limit on responsibilities

- [ ] Bartender & Wine Associate
  Primary lane: POS, wine guidance and service, martini production, spirits, beer, espresso, beverage restocking, pour controls and counter organization. Meaningful wine knowledge and real bar experience are strongly preferred.

- [ ] Hospitality & Provisions Associate
  Primary lane: provisions assembly, food safety, guest assistance, clearing, glassware, restocking and room presentation. Wine interest is required; practical wine experience is strongly preferred.

- [ ] Consider me for either role

APPLICANT INFORMATION

FULL LEGAL NAME _____ PREFERRED NAME _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP CODE _____

PHONE _____ EMAIL _____

EARLIEST AVAILABLE START DATE _____ DESIRED HOURS PER WEEK _____

- [ ] I am at least 18

AVAILABILITY

Regular public service is Thursday-Sunday

DAY	EARLIEST START	LATEST END	AVAILABLE?	
Thursday			☐ Yes	☐ No
Friday			☐ Yes	☐ No
Saturday			☐ Yes	☐ No
Sunday			☐ Yes	☐ No

- [ ] Available for selected holidays/private events
- [ ] Can reliably report for scheduled shifts

EXPERIENCE SNAPSHOT

YEARS IN HOSPITALITY

YEARS IN FOOD SERVICE

YEARS IN GUEST SERVICE

CHECK ALL PRACTICAL EXPERIENCE THAT APPLIES

- ☐ POS and cash handling
- ☐ Cold food or provisions assembly
- ☐ Dishwashing and glassware care
- ☐ Private events or banquets
- ☐ Espresso or coffee service
- ☐ Guest reception or hosting
- ☐ Food safety and sanitation
- ☐ Inventory and restocking
- ☐ Opening or closing a business
- ☐ Guest complaint resolution

RECENT EMPLOYMENT

Attach a resume for additional history

EMPLOYER

POSITION

DATES EMPLOYED

SUPERVISOR

PHONE

KEY DUTIES

REASON FOR LEAVING

EMPLOYER

POSITION

DATES EMPLOYED

SUPERVISOR

PHONE

KEY DUTIES

REASON FOR LEAVING

- ☐ May we contact the employers listed above?
- ☐ No - please explain below

CONTACT LIMITATION OR EXPLANATION

TRAINING AND CERTIFICATIONS

RESPONSIBLE BEVERAGE SERVICE, FOOD SAFETY, WINE, BARTENDING OR OTHER RELEVANT TRAINING

The Bellevue will operate a focused martini program alongside wine service. This section asks about experience only. Technique and practical ability will be discussed and demonstrated during the interview process.

BAR BACKGROUND

YEARS BARTENDING

MOST RECENT BAR, RESTAURANT OR VENUE

SETTINGS IN WHICH YOU HAVE WORKED

- ☐ Martini or cocktail bar
- ☐ Full-service restaurant bar
- ☐ High-volume bar or event
- ☐ Wine bar or tasting room
- ☐ Hotel, club or lounge
- ☐ Private events or catering

TASKS YOU HAVE PERSONALLY PERFORMED

- ☐ Classic gin and vodka martinis
- ☐ Espresso martinis
- ☐ Garnish and station preparation
- ☐ POS closeout and cash reconciliation
- ☐ Opening and closing a bar
- ☐ Dirty martinis and Gibsons
- ☐ Measured pours and recipe specs
- ☐ Managing bar tickets during rushes
- ☐ Spirits inventory and receiving
- ☐ Training other beverage staff

SERVICE VOLUME AND RESPONSIBILITY

APPROXIMATE DRINK VOLUME ON A TYPICAL BUSY SHIFT

TYPICAL BAR TEAM SIZE

Briefly describe your most recent bar role, including the type of program, your responsibilities and the pace of service.

Which parts of bar service are you most confident performing without close supervision?

Which parts of martini or cocktail service would you need additional training or practice in?

An honest answer will not automatically disqualify you; it helps us plan training.

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WINE EXPERIENCE

Wine background is reviewed separately from bar experience

Wine knowledge is central to The Bellevue. We are not asking written wine quiz questions because practical knowledge and guest communication are better evaluated in person. Please give an accurate picture of your experience and training.

WINE BACKGROUND

YEARS WORKING WITH WINE

MOST RECENT WINE-FOCUSED VENUE OR ROLE

CURRENT SELF-ASSESSMENT

- ☐ Developing
- ☐ Working knowledge
- ☐ Advanced
- ☐ Wine professional

SETTINGS IN WHICH YOU HAVE WORKED WITH WINE

- ☐ Wine bar or tasting room
- ☐ Restaurant wine program
- ☐ Wine retail or bottle shop
- ☐ Hotel, club or event venue
- ☐ Distributor, supplier or winery
- ☐ Serious independent study only

WINE DUTIES YOU HAVE PERSONALLY PERFORMED

- ☐ Guest recommendations
- ☐ By-the-glass service
- ☐ Bottle presentation and opening
- ☐ Sparkling wine service
- ☐ Decanting
- ☐ Identifying flawed bottles
- ☐ Food and wine pairing
- ☐ Wine inventory and receiving
- ☐ Maintaining or building a wine list
- ☐ Training staff about wine

TRAINING AND DEPTH OF EXPERIENCE

WINE COURSES, CERTIFICATIONS, TASTING GROUPS, RETAIL TRAINING OR INDEPENDENT STUDY

DESCRIBE THE SIZE OR STYLE OF THE WINE PROGRAMS YOU HAVE WORKED IN (LIST SIZE, BY-THE-GLASS SELECTION, PRICE RANGE OR SERVICE STYLE

REGIONS, GRAPES OR WINE STYLES WITH WHICH YOU HAVE THE MOST PRACTICAL EXPERIENCE

WINE TOPICS OR SERVICE SKILLS IN WHICH YOU WOULD BENEFIT FROM ADDITIONAL TRAINING

ROLE FIT

Bartender & Wine Associates primarily own beverage service. Hospitality & Provisions Associates primarily own provisions, guest assistance and room readiness. Both roles share clearing, polishing, restocking, sanitation and closing work.

Which role is the stronger fit for you, and what experience makes you particularly useful in that primary lane?

When your assigned station is caught up, what useful work do you naturally look for next?

The Bellevue expects employees to notice service, cleaning and restocking needs without waiting to be told.

SHARED EXPECTATIONS

- [ ] Rotate between assigned duties as business needs change
- [ ] Clean, clear, wash, polish and restock without being prompted
- [ ] Follow food safety, beverage and sanitation procedures
- [ ] Remain on your feet and moving through most of a shift
- [ ] Safely lift/carry up to 30 pounds, with accommodation where required
- [ ] Keep personal phone use off the floor except for emergencies

PROFESSIONAL REFERENCES

REFERENCE NAME	PROFESSIONAL RELATIONSHIP	PHONE OR EMAIL
REFERENCE NAME	PROFESSIONAL RELATIONSHIP	PHONE OR EMAIL

APPLICANT STATEMENT

I certify that the information in this application is accurate and complete to the best of my knowledge. I authorize The Bellevue to verify employment history, training, certifications and references relevant to my application. I understand that this application is not an offer or contract of employment. If hired, I can provide documentation establishing my identity and authorization to work in the United States. Do not provide criminal history, salary history, a Social Security number, a photograph or other information not requested on this form.

APPLICANT SIGNATURE

DATE

Return via email at Team@BellevueHammonton.com