



BEVERAGE MANAGER PROFILE

POSITION OVERVIEW

The Beverage Manager is a key member of the Club's leadership team, responsible for overseeing and elevating all day-to-day beverage operations across the Club's campus. This position will lead the development, execution, and continued refinement of the Club's wine, cocktail, beer, and non-alcoholic beverage programs, with a strong emphasis on quality, consistency, education, and exceptional member service.

The Beverage Manager/Sommelier will play a highly visible, hands-on role in creating memorable dining and event experiences for members and their guests. This individual will oversee wine service, cellar management, beverage purchasing, inventory controls, menu pairings, staff training, and the ongoing enhancement of the Club's overall beverage culture. A strong working knowledge of wine, spirits, cocktails, current beverage trends, and private club or fine dining service standards is essential.

Equally important, this role will help set and uphold the high level of service expected from the entire food and beverage team. The Beverage Manager/Sommelier will provide leadership, coaching, and daily direction to service staff, ensuring that beverage knowledge, presentation, timing, attention to detail, and hospitality standards are consistently delivered at the highest level.

The successful candidate will be polished, organized, detail-oriented, and passionate about hospitality. They must possess strong communication, leadership, and interpersonal skills, with the ability to build meaningful relationships with members, guests, vendors, and team members. This position requires a service-minded professional who leads by example, takes pride in operational excellence, and is committed to enhancing the Club's reputation for outstanding hospitality. This is a full-time, year-round position.

ABOUT THE CLUB

Indian Hill Club "IHC" is in the village of Winnetka along Chicago's North Shore. Since 1914, IHC has been a family focused club where "games and play and entertainment of all kinds may be practiced and pursued...". There are currently more than 690 Members in all categories who enjoy golf, tennis, pickleball, swimming, paddle tennis, a la carte, social, and banquet amenities. The Clubhouse recently underwent a significant renovation and reopened in August 2025.

ORGANIZATIONAL STRUCTURE

Indian Hill Club operates under the General Manager/Chief Operating Officer organizational structure. The Beverage Manager reports directly to the Assistant General Manager and works with the Food and Beverage Management Team.

CORE RESPONSIBILITIES

- Build and maintain positive, professional relationships with members, guests, vendors and fellow members of the Club's management and service teams.
- Develop, implement and continually refine a comprehensive beverage program, including wine lists, by-the-glass offerings, specialty cocktails, beer selections, non-alcoholic offerings and seasonal beverage features.
- Oversee the Club's wine program, including cellar organization, wine purchasing, proper storage, vintage tracking, menu placement, member recommendations, wine service standards and staff education.
- Maintain a strong and visible presence during meal service periods, providing leadership on the floor, assisting with member wine and beverage selections, supporting service execution and ensuring an exceptional member and guest experience.
- Set, communicate and uphold the Club's beverage and bar service standards, including presentation, timing, pouring practices, portion controls, product consistency, cleanliness and overall hospitality.
- Lead, coach, train and develop the bar team and service staff in beverage knowledge, wine service, cocktail execution, responsible alcohol service and elevated private club hospitality standards.
- Conduct regular pre-shift meetings to communicate beverage features, menu changes, wine pairings, service expectations, Club events and member-specific preferences.
- Recruit, onboard, schedule and supervise bar staff, ensuring appropriate staffing levels, professional presentation, and consistent service execution across all Club dining outlets and events.
- Manage beverage purchasing, product selection, vendor relationships and inventory levels to support daily operations, Club events, private member events and seasonal programming.
- Regularly evaluate beverage costs, pricing strategies, product mix and purchasing opportunities to maximize quality, member value, profitability and operational efficiency.
- Oversee month-end beverage inventory processes, including accurate product counts, cost updates, inventory records, usage tracking and variance review.
- Verify that all beverage deliveries are received accurately, match purchase orders, meet quality standards and are properly recorded; review beverage invoices for accuracy and submit them to Accounting in a timely and organized manner.
- Maintain accurate beverage menus, pricing, product availability and POS system information to ensure consistency between offerings, costing, reporting and member charges.
- Collaborate with the Assistant General Manager and Food & Beverage Management Team to develop and manage the annual Beverage Department operating budget, monitor monthly financial performance, and achieve established financial objectives.
- Work closely with the AGM, Executive Chef, Events Team and other managers to plan and execute beverage service for Club events, private member events, wine dinners, tastings, pairings and other special programming.
- Review Banquet Event Orders in advance of events, determine appropriate beverage needs, coordinate ordering and staffing requirements and ensure successful execution.
- Maintain regular, clear, and effective communication with the Food & Beverage Management Team regarding beverage operations, inventory, purchasing, staffing, service standards, member feedback and program initiatives.
- Maintain a thorough understanding of all applicable liquor laws, Club policies, health and safety standards, and responsible alcohol service requirements, always ensuring full compliance.
- Pursue ongoing professional development in wine, spirits, cocktails, beverage trends, food and beverage operations, leadership and hospitality best practices.
- Promote a team culture rooted in professionalism, accountability, continuous improvement, attention to detail and exceptional hospitality.

EDUCATION & EXPERIENCE

- Sommelier level 2 certification or equivalent wine education is preferred
- Experience in top-tier hospitality is highly desirable (Restaurants, Hotels, Private Clubs, etc.)
- A degree in Hospitality Management is preferred

SALARY & BENEFITS

- Competitive base salary plus performance bonus.
- Medical, dental, vision, life insurance
- 401k with up to a 5% match after one full year of service
- Paid time off
- Employee meals
- Professional development
- Employee and child scholarship opportunities

HOW TO APPLY

- Prepare a cover letter that addresses why you are interested in the Beverage Manager Position at Indian Hill Club and why you believe that you are a good fit for the position.
- Attach an updated resume
- Send your Cover Letter and Resume to Christina Crow, Assistant General Manager at ccrow@indianhillclub.org