



## Beverage Manager

**February 27<sup>th</sup>, 2025**

**FLSA Status:** Exempt Salaried  
**Department:** Food & Beverage  
**Reports To:** Clubhouse Manager

Audubon Country Club in Naples, Florida is excited to announce the exceptional career opportunity of Beverage Manager. The most qualified individual selected for this role will thrive in a hospitality environment and be highly focused on providing superior personalized and polished service to members of the Club. The private, member-owned Club, which opened in 1988 just minutes from the Gulf of Mexico, is a casual and unpretentious place. Twenty-eight lakes are interspersed throughout the grounds, and fully 58 percent of the properties 755 acres are dedicated to preserve areas. There are a total of 415 homes in the fourteen architecturally harmonious neighborhoods.

This exclusive gated community offers an elegant yet still relaxed lifestyle with an impressive array of amenities and activities, including an 18-hole Joe Lee-designed golf course, seven HAR-TRU lighted tennis courts, five master's gel pickle ball courts, two bocce courts, and championship-level croquet. A 25-meter swimming pool with lounging areas and firepits sit adjacent to the stunning brand new casual poolside cafe. The Club has been transformed in the past few years to include a complete renovation of the 35,000 square foot main clubhouse, the rebuilding of the Club's 20,000 square foot resort style pool complex and fitness center, and a complete redo of the golf course. The Club has three main outlets to include the pool & tennis Courtside Cafe, the members grill, and the main dining room which is used mainly in season for large dinners and all special events. Each outlet has its own associated kitchen area. While the Club is open year round it remains seasonal with just over 60% of members spending their summers in Northern locations.

Membership is limited to 300 golf and 125 social members and is currently on a wait list to join both categories. Initiation fees are currently listed at \$125,000 non-refundable per membership.

The Beverage Manager will oversee the club's beverage program, ensuring a premium experience for our members and guests. This role is responsible for managing a la carte dining at the main clubhouse which includes 4 lunch shifts and 2 dinner shifts. They will also be responsible for inventory control, quality assurance, and contributing to the overall guest satisfaction. The ideal candidate will have strong leadership skills, a passion for hospitality, and a keen eye for detail.

**Essential duties include but may not be limited to:**

- Supervise and lead the beverage department, including bartenders, servers, and other staff.
- Create and implement beverage menus that align with the club's culture and standards.
- Maintain and manage beverage inventory, ensuring proper stock levels and managing costs.
- Train and develop staff, ensuring high levels of service and consistent beverage quality.
- Work closely with the kitchen and events teams to coordinate beverage offerings for special events and private functions.
- Monitor beverage service areas to ensure cleanliness, organization, and adherence to health and safety regulations.
- Manage the beverage budget, ensuring cost control and maximizing revenue.
- Provide exceptional customer service, building relationships with club members and anticipating their needs.
- Stay up-to-date with industry trends, wine pairings, and cocktail innovations to keep the beverage offerings fresh and exciting.
- Exceptional interpersonal, customer service and communication skills.
- Well organized and professional.
- Ability to act with a sense of urgency and be calm under pressure.
- Assist the Food & Beverage Department and the Event & Catering Director with day-to-day operations.
- Cares about their fellow team members and fosters a positive environment for staff and members while working closely with multiple departments on property.
- Understands how their position sets the tone for a positive member experience.
- Ability to work well under pressure and adapt to the needs of members in various age groups with different expectations and requests.
- Feels personally responsible for every interaction being a reflection of their hard work.
- Team player making sure that collaboration and communication is essential to your success, as well as the success of those you work with. You are the "link" between all departments.

- Fundamental understanding of what constitutes a “premier Club experience,” and the proven ability to stay on that path.
- A creative thinker and problem solver with a passionate eye for detail.
- Professional appearance and demeanor with a passion to instill that throughout the Club.
- Views constructive criticism as a way to improve and get better.
- Regular and reliable attendance.

**Qualifications:**

- Proven experience in a beverage management role, preferably in a high-end hospitality or country club setting.
- Strong leadership skills with the ability to motivate and guide a team.
- Exceptional knowledge of wine, spirits, cocktails, and beverage trends.
- Excellent communication and interpersonal skills.
- Strong organizational skills with attention to detail.
- Ability to handle high-pressure situations and provide seamless service.
- Knowledge of beverage inventory management and cost control procedures.
- Previous experience managing budgets and financial reports.
- Availability to work evenings, weekends, and holidays as needed.

**Education/Experience:**

A four year college degree is preferred for this position but applicable related experience in Private Country Clubs and/or Hospitality would also be accepted.

**Physical Demands:**

Regularly walks and spends extended periods standing. Ability to lift and carry 25 pounds or more. Frequently talks, hears and uses hands. Occasionally reaches with hands and arms, stoops, kneels, crawls and crouches.

**Specific Job Knowledge, Skills, and Abilities Preferences:**

- Ability to read and speak English in order to perform the duties of the job (e.g. the associates are required to communicate with English speaking customers or co-workers, the manuals for the equipment the associates use are in English).
- Knowledge of Microsoft Office applications required. Individual selected should be highly computer efficient and capable & comfortable with their written and verbal communication skills.

**Compensation:**

Commensurate with qualifications and experience. Audubon Country Club offers a highly competitive benefit package including PTO, medical, dental, and vision coverage, 401K, free lunch, clothing allowance, and 4 day work weeks May thru September. Audubon is part of the Troon Prive network of Clubs, the largest Club operator in the world with unlimited growth potential in the company. Please submit your resume with cover letter to Manny Via, Clubhouse Manager, [mvia@auduboncountryclub.org](mailto:mvia@auduboncountryclub.org).

*This job description is not an exclusive or exhaustive list of all job functions that an associate in this position may be asked to perform from time to time.*