

# TERMINAL CITY CLUB

## POSITION POSTING

### BEVERAGE COORDINATOR

#### ABOUT THE POSITION

The Terminal City Club is Vancouver's Premier Private Members Club. As a 'Platinum Club of the World' and Canadian Society of Club Managers '2020 Club of the Year', we create a welcoming atmosphere for our members and guests with the opportunity to forge new business connections, host clients, entertain friends, keep fit and relax.

Our team of service professionals take care of our members and in turn, we take care of our team. For our employees, we thrive in a team oriented, member-first environment, offering competitive wages, extended benefits & pension, Club Fund bonus, staff events, development opportunities, hot meals daily, easy access to transit.

As the full-time Beverage Coordinator, reporting to the Club Beverage Manager, your customer-focused mindset, general knowledge of wine and spirits and exceptional administrative abilities make you a valuable partner; contributing to the timely delivery of beverage throughout our club

#### JOB RESPONSIBILITIES

- Hands on involvement with the replenishment of inventory and restocking of product
- Assist with inventory management which includes counting and tracking utilizing Jonas (inventory system)
- Organize and package Member purchases; stock Member lockers and charge their accounts accordingly
- Support Club events (e.g. Gourmet Dinner; wine tastings; Masterclass) by setting up beverage and pouring as needed
- Assist our food and beverage service team during peak times; and other scheduled member events
- On-going general administrative tasks relating to beverage and wine procurement

#### REQUIRED SKILLS AND EXPERIENCE

- Experience and/or knowledge of private clubs; high-end properties an asset
- Exceptional attention to detail; well organized; task and time efficient
- Talented communicator with effective verbal and written communication skills
- Solutions-focused problem solver and critical thinker
- Demonstrated wine and spirits knowledge with a keen desire to learn more
- Proficient with MS Office (Excel, Outlook, Word); familiar with a POS system
- Team player with a willingness to get involved
- Serve It Right certification
- Available 'hospitality hours' including days, evenings, weekends and special events

#### HOW TO APPLY

If this sounds like you, please submit your cover letter and resume to: Owen Stuart, Club Beverage Manager, [ostuart@tcclub.com](mailto:ostuart@tcclub.com)

*We thank all applicants for their interest; those being considered will be contacted.*

