

Beverage Supervisor

UF4129

Job Overview:

The Beverage Supervisor oversees beverage service operations for events and daily functions, ensuring consistent execution, compliance with alcohol service laws, and a high-quality guest experience. This role provides direct supervision to bartenders, beverage attendants, and support staff and works closely with management, culinary teams, and event leadership to ensure beverage service aligns with event specifications and operational standards.

The Beverage Supervisor typically works within an event venue environment and may support multiple service formats, including bars, receptions, premium areas, banquets, and special events. This position is responsible for staffing oversight, service flow, inventory control, and issue resolution related to beverage operations. Responsibilities may vary by account based on business needs and client requirements, and additional duties may be assigned as necessary.

General Responsibilities:

- Provide on-site supervision of beverage service operations during events and assigned shifts.
- Oversee bartenders, beverage attendants, and support staff to ensure service standards are met.
- Assign staff to beverage stations, bars, or service areas and adjust assignments as needed during events.
- Conduct pre-event or pre-shift meetings to review event details, beverage menus, service expectations, and compliance requirements.
- Ensure all beverage staff follow responsible alcohol service laws and company policies, including age verification procedures.
- Monitor beverage service flow, guest lines, and service quality, making real-time adjustments as needed.
- Ensure bars and beverage stations are properly stocked, organized, and presentation-ready.
- Coordinate with management regarding staffing needs, inventory levels, and operational issues.
- Support training and onboarding of beverage staff during service as needed.
- Ensure accurate handling of beverage inventory, supplies, and equipment.
- Reinforce proper uniform standards, grooming, and professional appearance for beverage staff.
- Address guest concerns or service issues promptly and escalate to management as appropriate.

- Ensure compliance with food safety, sanitation, HACCP, and safety standards related to beverage service.
- Monitor cash handling and Point of Sale (POS) practices related to beverage operations, when applicable.
- Ensure proper breakdown, cleanup, and securing of beverage areas after events.
- Attend required training, safety meetings, and planning sessions.
- Ensure all accidents, injuries, or incidents are reported promptly and in accordance with policy.
- Perform additional duties as assigned.

Job Qualifications

Experience/Knowledge:

- High School diploma, GED, or equivalent experience.
- Minimum of 2–4 years of beverage, bar, or food and beverage service experience.
- Prior supervisory or lead experience in beverage or event operations preferred.
- Must meet minimum age requirements to serve alcohol based on local and state regulations.
- Working knowledge of responsible alcohol service practices and beverage operations.

Skills/Aptitude:

- Presents self in a highly professional manner and understands the importance of honesty and ethics.
- Strong leadership and team coordination skills.
- Ability to provide clear direction and support to beverage service staff.
- Strong organizational and problem-solving skills in a fast-paced environment.
- Ability to manage multiple beverage service areas or priorities simultaneously.
- Effective communication skills with staff, management, and guests.
- Strong guest service skills with the ability to resolve concerns professionally.
- Ability to understand and apply written and verbal instructions accurately.
- Familiarity with POS systems and beverage service equipment.

License/Qualifications

Certifications

- TIPS (Training for Intervention Procedures) or TEAM (Techniques for Effective Alcohol Management) alcohol training or equivalent.

General Qualifications:

- Willingness to learn, grow, and take on increasing responsibility.
- Maturity of judgment and behavior.
- Maintains high standards for cleanliness, organization, and appearance.
- Reliable attendance and punctuality in accordance with Sodexo time and attendance policies and client operating hours.
- Ability to work a flexible schedule based on business needs, including nights, weekends, holidays, and extended event hours.
- Must comply with all dress code requirements.

Physical Requirements:

- Close vision, distance vision, peripheral vision, depth perception, and ability to adjust focus, with or without corrective lenses.
- Significant walking and mobility throughout beverage service areas.
- Ability to work in a standing position for extended periods of time, up to 8 hours.
- Ability to reach, bend, stoop, push, and pull, and frequently lift and move up to 35 pounds; occasionally lift and move up to 50 pounds.
- Ability to use hands and arms to handle, feel, and reach.
- Ability to perform repetitive motions.
- Ability to smell and taste.

Working Conditions (may add additional conditions specific to defined work location):

- Primarily works in indoor event and service environments with controlled temperatures.
- May work in outdoor events and be exposed to heat or cold during such activities.
- May be exposed to temperature variations through use of equipment such as walk-in coolers and refrigerators.
- Noise level is usually moderate to loud.
- Wears protective clothing and/or Personal Protective Equipment required by the work environment or governmental regulations.

Unit Description: Identify unit-specific job tasks and qualifications in relation to this job. List any language(s), software or registrations required to perform this job. Please describe the typical writing, speaking and presentation skills required for this job and identify the audience.

Employee signature below constitutes employee's understanding of the responsibilities, qualifications, requirements and working conditions of the position.

Employee _____ **Date** _____
Manager _____ **Date** _____