

CONSERVANCY

FOR CUYAHOGA VALLEY NATIONAL PARK

1403 West Hines Hill Rd., Peninsula, Ohio 44264 | 330-657-2909 | www.conservancyforcvnp.org

Position Announcement **Beverage Manager**

October 21, 2021

The Conservancy for Cuyahoga Valley National Park is the official friends group and philanthropic partner for Cuyahoga Valley National Park (CVNP). With a mission to enrich people's lives and enhance our region by inspiring use, preservation and support of Cuyahoga Valley National Park, the Conservancy offers cultural and educational programming, co-manages the park's volunteer program, provides venues for weddings, meetings and special events, and operates park retail spaces.

Take your hospitality career to the next level by leading a sustainable beverage program at the Conservancy for Cuyahoga Valley National Park's award-winning Happy Days Lodge venue! If you are great at what you do and ready to put your industry skills to work for a mission, the Conservancy is looking for you to join a team of people who are passionate about caring for our customers, our National Park, and our planet. You will oversee all aspects of bar service for events at Happy Days Lodge including leading a team of talented and creative part-time bartenders. If you are ready to work for a dynamic organization who gives you a platform to do amazing things, we'd love to meet you.

We are committed to equity and justice in our organizational practices. We embrace diversity and practice inclusion internally and externally, assuring that all people are welcome in the park, in employment, in volunteerism and in Conservancy programs. We strive to provide a welcoming, collaborative, fun, and meaningful work environment and are committed to the health and well-being of our employees.

Position Description, Essential Duties (other duties as assigned):

Essential duties include:

- Carefully establish pricing and develop beverage menus for all Conservancy-related events at Happy Days Lodge.
- Assist Sales and Guest Service Manager in developing customized bar menus for all applicable events.
- Order and stock all products as necessary to ensure availability of items for all events at Happy Days Lodge.
- Establish pars and implement an inventory tracking system. Count and account for on-hand inventory weekly; report to Conservancy finance office as necessary.
- Provide purchase orders, invoices, purchase requisitions and all other necessary documentation to the Conservancy's finance office in accordance with Conservancy policy.
- Responsible for daily count-out, accounting back up, and daily deposits compliant with Conservancy money-handling policies, when necessary.
- Troubleshoot register issues with POS (Point of Sale) support team and/or IT service according to troubleshooting procedures.
- Maintain supplier relations. Create and maintain appropriate vendor files to ensure they are organized and up to date.
- Directly supervise employees in the Conservancy's Sales and Guest Services department. Carry out supervisory responsibilities in accordance with Conservancy policies and applicable laws. Responsibilities include interviewing, hiring, and training employees; planning, assigning, and directing work; appraising performance; rewarding and disciplining employees; addressing complaints and resolving problems.
- Work with part-time employees to ensure proper knowledge of menus, products, POS system, and Conservancy standards for responsible alcohol service.
- Schedule part-time employees to ensure events are properly staffed.

- Maintain and nurture a positive relationship with National Park Service staff and volunteers.
- Employee must be able to satisfactorily perform the essential duties/functions as outlined in the position's job description.

Minimum Qualifications:

- Two years related experience and/or training, or equivalent combination of education and experience required. Associates degree and TIPS certificate preferred.
- Two years of experience managing a team of employees.
- Attention to detail as it relates to money management and record keeping are required.
- Ability to work with mathematical concepts such as probability and statistical inference.
- Ability to apply concepts such as fractions, percentages, ratios, and proportions to practical situations.
- While performing the duties of this job the employee is sitting occasionally; using a keyboard frequently; and standing, walking, reaching, hearing, and talking very often. Must frequently lift or move up to 50 pounds. Specific vision abilities required by this job include close vision, color vision, depth perception, and ability to adjust focus. The noise level in the work environment is usually quiet to noisy.
- The employee must be able to work the assigned hours for the position, including other hours assigned for special events as needed. Work on weekends and holidays will be required. Regular, predictable attendance is required.
- Reliable transportation is required.
- All employees of the Conservancy for Cuyahoga Valley National Park are required to submit to a background check and/or fingerprint check prior to employment.
- Every Conservancy employee must understand and value racial equity as an organizational operating principle and be committed to continued learning on issues related to race, equity, diversity, and inclusion.

Status/Pay/Benefits: Full-Time, non-exempt, \$17-18.75 hourly range. Excellent benefits package including medical, dental and vision coverage, a fully vested 403(b) retirement plan, and generous leave time

To Apply: Send cover letter and resume to apply@forcvnp.org, with the subject line reading Beverage Manager. This is an immediate opening and posting closes when position is filled.

The Conservancy provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, military obligations, or veteran status.