

Beverage Coordinator

Put your passion for the desert to work. To apply for an open position, please forward resume and letter of interest to hr@dbg.org, fax to: 480.481.8173, or mail to:

Human Resources
Desert Botanical Garden
1201 N. Galvin Parkway
Phoenix, AZ 85008

Full-time, Non-exempt

The Beverage Coordinator will provide support and assistance to the Beverage Manager for facility rental events, special events and internal events that require beverage services.

Duties and Responsibilities:

- Assist, as necessary, with the organization and execution of bar set-up and service for clients on day of event. Provide product and supply support for bars throughout duration of event and offer back-up support for bartenders. Check bartenders out when event ends. Review pull-sheets for accuracy and ensure products are put back in proper place.
- Provide administrative support, create custom menus and control all internal products that are executed and returned from events.
- Ensure bartender's ABC certifications are up-to-date and posted.
- Assist with bartenders' training and scheduling for events.
- Assist with entering events into Event Pro scheduling software.
- Understand and troubleshoot POS payment and cash management equipment.
- Supervise contracted bartenders and act as liaison between Desert Botanical Garden and vendor in the absence of the Beverage Manager.
- Provide assistance with quarterly inventory and related bookkeeping of all liquor and associated products, as well as maintain organization of office.

- Assist with the coordination and execution of wine services and sales at special events, which may include the following: Corks and Cactus, Las Noches de Las Luminaria, Music in the Garden and Agave on the Rocks.
- Be available to work evening and weekend hours as required.
- Observe and comply with all Arizona liquor laws and regulations.
- Maintain a professional appearance and positive attitude at all times.
- Provide excellent customer service to internal and external customers.
- Other duties as assigned.

JOB REQUIREMENTS:

1. Minimum of two years' experience in food and beverage industry or related field.
2. Bachelor's degree in hospitality, restaurant management or related field preferred.
3. Certification of completed alcohol training program with Arizona Department of Liquor Licenses and Control.
4. Ability to work outdoors in extreme temperatures and inclement weather.
5. Ability to lift up to 50 lbs.

Desert Botanical Garden is an Equal Opportunity Employer and considers all applicants without regard to race, religion, color, sex, gender identity and/or expression, sexual orientation, marital or parental status, age, national origin, veteran status, disability, or any other status protected by law.

The Garden fosters and supports workplace diversity, equity and inclusion to honor the unique perspectives, experiences and contributions of all, to celebrate successes and to cultivate individual and institutional excellence.

The benefits of regular employment at Desert Botanical Garden include a stunning environment, competitive benefits package, complimentary family membership, employee cultural exchange, wellness initiatives and discounts.