



# WESTLAKE WINE BAR

Westlake Wine Bar is looking for a

## Wine Director

Westlake Wine Bar is an elegant gathering place for wine connoisseurs with a casual chic vibe and gourmet food

### Mission

- Choose, promote, and sell wine
- Provide an exceptional wine selection and create an elevated palate experience, reflecting our high standards

### Responsibilities

- Sell wine
- Select and sell a broad spectrum of enjoyable wine both from old world and new world
- Create and maintain an accurate and up-to-date wine list, ensure information integrity throughout the POS, the wine list, the inventory system, and the actual wine on shelves
- Manage wine inventory, organize, and manage a clear and understandable storage system
- Order wine, negotiate purchase prices with vendors and liaise with them
- Develop BTG lists, flights, discount schemes, and specials to maximize total contribution margin
- Design and host a “Sommelier’s Night” or other events to build customer engagement and loyalty
- Compile full descriptions of wine, develop internal policies for proper wine handling, ensure staff is fully trained on them
- Advise guests on wine based on their personal tastes and food choices; inform guests about different varieties of wine and prices
- Ensure wine is served in proper and immaculate glassware and with the proper tools.
- Assist with service during rush hours
- Act as FOH manager when needed
- Anticipate, maintain, and exceed TABC certifications and requirements; counseling and educating all employees about wine policies and laws
- Other duties as requested; duties, responsibilities and activities may change at any time with or without notice; demonstrate humility and teamwork by helping keep the bathrooms clean and disposing of trash
- This is a full-time management position covering mainly regular lunch and dinner shifts

## About you

- You are an experienced Sommelier, with extensive knowledge of different wine, both from old world, new world, and local wineries
- You thrive by sharing your passion for wine with customers and employees
- You are sales-driven
- You have been exposed to establishments highly regarded for their excellence in customer service and can apply and evangelize these principles
- You demonstrate advanced skills in wine and table service
- You can establish leadership in the industry by your presence at various wine events
- You are that rare individual who has a passion for wine that is contagious
- You have good judgement; you are dependable and responsible
- Overflowing with energy, naturally happy, positive, and optimistic, you genuinely enjoy the company of other people; your flexibility and willingness to perform in a dynamic environment makes you a natural leader
- You have enjoyed five years of related experience, hold a high school diploma or equivalent
- You can carry up to 50lb over short distances

## About us

- Westlake Wine Bar is an elegant full-service restaurant serving a broad selection of wine and gourmet dishes; we strive to surprise and delight our highly demanding customers with rare wine, refined dishes, outstanding service, and uncompromised attention to details
- We are European entrepreneurs, focused on high quality fine food and wine, selecting products according to our high standards and European taste
- We offer a warm, contemporary, and welcoming atmosphere around a sophisticated menu
- We are a family-owned company
- We offer the opportunity for the right person to get in on the ground floor and help fine-tune our vision

**Come and have fun with us – You are going to like it here!**

## Contact

- Pierre Leitgib, owner: [pierre@westlakewinebar.com](mailto:pierre@westlakewinebar.com), 737-206-1913

Job description: <https://westlakewinebar.com/hiring>