

JOB DESCRIPTION

Job title:	Sommelier
Responsible for:	No direct reports
Reporting to:	General Manager/F&B Manager
Key Liaison:	Sevenoaks - Operations/Training/Group F&B/Head of Wine/Procurement Hotels - GMs/DGMs, F&B Management, Receiving, Sales & Revenue

Scope and Purpose of Role:

- Be the 'face' of the wine culture within the property and champion the wine concept within HPH.
- Engage with you General Manager and all F&B staff to drive sales and take ownership of financial targets.

Key Responsibilities:

Support your GM and the Head of Wine in the implementation of a market leading wine concept and product range to create world-class guest experience.

1. To ensure the wine list is always up to date and accurate.
2. Work with the Head of Wine to make sure the offering remains relevant to your guests and choose from the central list.
3. Help run winemaker dinner in conjunction with your events department.
4. Host bi-weekly guest wine tastings as set out by the Head of Wine.
5. Take responsibility for day-to-day sommelier activities such as ensuring the glasses are always pristine, stock levels are correct, the wine list and cellar are accurate and service is executed to brand standards.
6. Execute continual bitesize trainings on the wine on the list and regular Villa Saletta trainings to keep staff knowledge fresh.

Be the 'wine expert' within your property and part of a growing wine family within HPH, to ensure consistency of product quality, supply and storage.

1. Be the on the floor wine host/sommelier for all dinner services and touch all tables to ascertain wine needs and maximise sales.
2. Meet all budgets and sales targets as set out by the property General Manager/Head of Wine.
3. Develop yourself and the property beverage team to meet personal goals and drive business objectives with the aid of the training department, your Regional F&B Training Manager and the Head of Wine.



4. Oversee cellar management of the property to ensure stock levels and accuracy on vintages, stock rotation and products and highlight and rectify when required.

Engage with General Managers and Snr F&B Personnel to drive sales performance at each site, ensuring commitment and ownership for the delivery of key financial targets.

1. Oversee sales targets by site and ensure budgeted margins are met
2. Develop and manage incentive programs by property and on a group level
3. Propose annual pricing strategy to the HPH board and make ad hoc recommendations to price or product either based on performance or in order to protect margins
4. Work closely with Procurement to manage partnerships and retro deals, ensuring both that existing partnerships are appropriately leveraged and that we HPH take advantage of new partnership opportunities
5. Manage the Shareholders private wine collection, advising on gaps within the central supply, either by growers region or grape variety and make recommendations on the supply to the HPH portfolio
6. Collaborate with the Hotel Team's to maximize revenue and deliver profitable outlets while supporting a disciplined structure
7. Define and implement the wine management processes, to include the buying principles, the working procedures and how to deliver within budget expectations
8. Oversee cellar management practices in relation to minimum and maximum stock holding, stock rotation, product wastage and control.

Champion the brand internally and externally taking ownership for communicating with the wider hotel teams.

1. Be a role model for others in the business, coaching, developing staff where necessary to ensure they have the appropriate knowledge and skills'.
2. Champion the development of people at every stage of their career journey including your own.
3. Help to maintain a culture where the HPH brand standards defines the employee experience throughout the hotel.

Context:

Maintaining departmental profitability. Being an ambassador for the brand, constantly seeking to improve the offering and service delivery

This job description provides an outline of the major focus areas of the job role and is not exhaustive and subject to amendment from time to time.