



**Position Title:** Wine Director  
**Position reports to:** Director of Food and Beverage  
**Salary:** \$50,000, gratuities and bonus, extended benefits  
**Employment:** Full-time, year-round

Fox Harb'r Resort is a 4 diamond, 5-star destination resort located in Fox Harbour, Nova Scotia and is the backdrop for some of the most spectacular views in the province, from our championship golf course. One hour and forty minutes from Halifax, the capital city of Nova Scotia, our rural location on the Northumberland Strait provides the sense of calm while capturing the sights and sounds of beautiful coastline we're known for. We provide our members, guests and group delegates with truly memorable culinary and service experiences in multiple dining outlets, beautifully appointed banquet and meeting spaces in an expansive gallery of building venues such as the Sporting Lodge; The Clubhouse; Founder Lodge, The Dol'as Spa and the Lighthouse. The new Joyce Centre – a 37,000 square foot meeting and performing arts center will open this June featuring multiple meeting rooms and a Ballroom that can seat 340 guests.

**General Description** Reporting to the F&B Director, the Wine Director is expected to oversee the planning, organizing, training and leadership related to wine. This critical role is aimed at achieving sales, targeted costs, employee retention and ultimately guest satisfaction through great service and hospitality

#### **Wine / Beverage**

- Oversight of cellars including stock receiving and rotation
- The control of costs and expenses to achieve the targets set for the wine program
- Purchasing of all wines aimed at creating a comprehensive and unique list
- Physical and digital wine list management including updating and printing
- Co-ordination with agents and producers to create wine programming and dinners
- Oversight of Group Wine Sales for Private Events
- Maintenance of IT systems related to wine including inventory software, point of sale and associated programs
- Oversee staff training and education programs (Host WSET level 1 course)
- Monthly inventory

#### **Service & Restaurant Management**

- Be present on the floor during service, assist with selections, and provide personalized guidance
- Develop relationships with guests
- Deliver superior service and optimize client dining experience on a daily, consistent basis
- Participate in the constant improvement of FOH operations

#### **Membership Wine Club**

- Deliver superior service and optimize wine club experience
- Grow wine club membership by 300%
- Host monthly wine club exclusive tasting events
- Develop 3 annual signature wine club events
- Develop an exclusive annual wine club trip to premium global wine region

Human Resources Department, Ann Jeffreys

Email: [hr@foxharbr.com](mailto:hr@foxharbr.com) Mail: 1337 Fox Harbour Rd., Fox Harbour, NS B0K 1Y0

While all responses are appreciated, only those applicants who will be invited for an interview will be contacted.



### **SKILLS / EDUCATION**

- Minimum Level 3 WSET or equivalent; enrollment in WSET Diploma is an asset
- Minimum 3 years of experience managing a premium food and beverage operation
- Specific experience in managing a wine program, particularly in a fine dining atmosphere with a large cellar
- Strong knowledge of worldwide wine regions, grape varieties, style, producers, and vintages
- An extensive knowledge of wines and spirits, appropriate glassware, and service -related equipment, industry standards and trends
- Strong computer skills with working knowledge of Microsoft Office and Resortsuite
- Capability to teach and mentor others
- Flexibility to work evenings, weekends, and holidays
- Ability to lift and carry up to 50 lbs | Ability to stand for extended periods of time

**At Fox Harb'r Resort, we know every employee is a valued part of the team.**

### **Our benefits include:**

- Competitive wages
- Travel Fuel Allowance
- Discounts at the Resort's Dining Areas; The Cape Cliff and Willard
- Discounts on Accommodations, Golf and Spa services & products
- Friends and Family Rates for overnight accommodations
- Complimentary use of the Junior Olympic Pool, Mineral Pool and Fitness Room
- Team Member rates for Golf, Sport Shooting, Kayaking, Trail Rides etc.
- Team Member Activities and Department Incentives
- Team Member Education Funding and Bursary Program
- Team Member housing availability

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