



# HANS HERZOG

## JOB DESCRIPTION

### Sommelier - wine waiter / Assistant Maître d'

#### RESPONSIBILITIES & DUTIES

- Responsible for the recommendation and sales of wines and other beverages to guests and the wine sales off premises. Offering and promote the digestive trolley.
- Spoil our guests with a big smile on your face. Converse with guest in fluent English and be able to entertain with a sensible conversation. Speak at least one other European language.
- Work towards target revenue per guests and revenue per month.
- Maintain and update wine and all other beverage lists. Ensure wines off critical age get sold. Establish sommelier recommendation. Check pricing is up to date.
- Maintain standards as would be expected in a Michelin star rated restaurant.
- Train front of house and chefs about wine / wine matching. Make sure all service staff knows which wines to recommend to each dish of the menu.
- Work with head chef on menu and ingredients which are wine friendly.
- Helps writing the menus in accordance with maitre d'.
- Carry out wine education classes. Fully trained in Herzog wines to be able to back up cellar door.
- Carry out monthly stock control, inventory. Update continuously all stock forms.
- Discuss wine orders and their subsequent pricing with Therese Herzog.
- Make sure wines get returned to suppliers and credits issued for corked and spoiled wines.
- Perform normal service duties as assigned by the maitre d'.
- Keep wine cellar (private dining room) of immaculate appearance and order. Make sure new deliveries are stored immediately and update on the wine and inventory list
- Responsible for the cigar collection. Know and recommend offering. Responsible for the handling and maintenance of the cigars and the Humidors. Cigar service to guests. Train staff. (Liaise with Hans Herzog for cigars.)
- Monthly inventory and stock control of cigars.
- Assist and replace the maitre d' during its absence inclusive cash up and reconciliation.
- Carry out some work with Hans Herzog and assistant wine maker in the vineyard and winery to understand Herzog wines. Liaise on a regular basis about new releases and feedback from guests. Become a Herzog wine ambassador.
- During vintage establish rooster for service and chef staff to help with picking and lecture about the grape varieties being picked.
- Train cellar door hosts and any helpers. Make sure wines are handled and shared efficiently and without waste between restaurant, bistro and cellar door.
- Visit other cellar doors and wineries and take along all interested staff.
- Suggest wine related items which could be sold in the cellar door and restaurant.