

Fireside Winery in the Village
Assistant Tasting Room Manager Job Description

Schedule

- 40-45 hours per week, including Saturdays and Sundays. Weekends are required.
- All managers expected work Oktoberfest and other large festivals including Maifest, Wurstfest, and Prelude to Christmas

Job Expectations

- Assist customers at the wine tasting bar
- Pricing of merchandise
- Knowledgeable on all functions of the cash register including opening/closing, refunds, gift certificates, programming new items and discounts, inventory levels and running reports.
- Respond to emails from internal staff and external vendors and customers promptly
- Assist with social media updates on Facebook and Instagram
- Assist with creating attractive seasonal displays
- Rotate food merchandise to ensure freshness
- Ensure retail store is cleanly represented inside and out.
- Attend Amana CVB annual meetings and Festival in Amana planning meetings upon request of Operations Manager/Owners
- Other duties as assigned

Skills Required

- Working knowledge of Microsoft Outlook, Word and Excel
- Background in customer service ideal
- Experience with merchandise displays appreciated
- Knowledgeable of and appreciate wine, especially Iowa wines.
- Energetic and outgoing personality
- Ability to lift 40 lbs
- Ability to carry merchandise both up and down stairs
- Able to stand for 8+ hours a day

Interested candidates should email cassie@firesidewinery for an application. Please attach a resume with your introduction email.