

WILSON ARTISAN

— WINERIES —

Bar-back & Fulfillment Associate – Part-Time

JOB SUMMARY:

The Bar-back and Fulfillment Associate is responsible for supporting the tasting room staff in a variety of ways to ensure the tasting room operates at peak efficiency and provides exceptional guest service. This individual will work Fridays and Saturdays, and Sundays on-call.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

The following reflects managements' definition of the essential functions for this position, but does not restrict the duties that may be assigned. Management may change the duties and responsibilities at any time.

Tasting Room Duties:

- Welcome and seat guests
- Ensure that the guest experience meets company standards
- Clear glasses from bar and tables after guests leave
- Wash and buff glasses, silverware, etc.
- Restock glassware in designated areas
- Reset and arrange tables
- Restock merchandise and collateral materials as needed
- Respond appropriately to guest requests; promptly communicate guest requests to tasting room staff
- Check floor and ashtrays and clean as needed
- Collect/dispose of garbage
- Perform various housekeeping duties inside the tasting room, rest rooms and the surrounding grounds
- Provide exceptional guest service
- Set up/breakdown for special events
- Other duties as assigned

Fulfillment Duties:

- Unload weekly wine delivers
- Assist Wine Club Coordinator with packing out wine club shipments
- Organize/maintain inventory of wine library

MINIMUM & PREFERRED QUALIFICATIONS:

- Must be at least 21 years of age.
- Must be fluent in English. Bi-lingual preferred
- Exceptional customer service skills
- Must be able to communicate in an effective manner
- Strong attention to detail and cleanliness
- Must be able to work weekends, holidays, events and extended hours when needed
- Able to work collaboratively as part of the team and maintain a positive demeanor

- Ability to stand for extended periods of time
- Ability to lift 50 lbs. on a regular basis

EDUCATION AND EXPERIENCE:

- High School Diploma or GED required
- Previous bar-back/bussing experience preferred
- Experience in a hospitality environment preferred

WORK ENVIRONMENT:

While performing the duties of this job, the employee will be working primarily in a tasting room environment. Duties will also be performed outdoors. The noise level in the work environment is usually moderate. Events may have a higher level of noise at times.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be performed by an employee to successfully carry out the essential functions of the Bar-back/Busser position. A reasonable accommodation, if available, may be made to enable individuals with disabilities to perform the essential functions.

- While performing the duties of this job, the employee is regularly required to communicate effectively with guests and team members
- The employee is regularly required to use arms, hands and legs
- The employee must be able to hear, listen, see and speak
- The employee is frequently required to stand, move, bend, reach, balance and walk for prolonged periods of time
- The employee must be able to lift/move/carry/push/pull 50 lbs. on a regular basis
- The employee may occasionally be required to sit, stoop, kneel, crouch and climb

Wilson Artisan Wineries is an Equal Opportunity Employer