

Job Title: **TASTING ROOM REP P/T-CENTRAL COAST**

Job Code: 300361

Revised Date: 04/03/17

FLSA Status: Non-Exempt

SUMMARY

Under minimal supervision works as part of a team to support tasting room operations in a manner that achieves established financial goals, ensures a rich consumer experience, builds consumer loyalty and reflects the brand essence. Principal functions include cash register operations, product knowledge, product presentations, sales and customer service.

ESSENTIAL FUNCTIONS

- Prepares the tasting room for opening and closing daily.
- Presents selected wines for tasting and assist consumers with their purchases.
- Functions as informed resource for consumers regarding winemaking, winegrowing, and wine vintages, availability of products and brand award and accolades.
- Operates cash registers and credit card terminals accurately and efficiently.
- Processes phone orders and wine shipping orders in compliance with federal and state regulations.
- Stocks merchandise and supplies as needed.
- Participates in quarterly inventories.
- Checks identification as required by state regulation for serving alcoholic beverages.
- Recognizes the symptoms of intoxication and informs a manager.
- Represents the company and brand, professionally, graciously and enthusiastically.
- Maintains satisfactory attendance to include timeliness.
- Responsible for understanding and complying with applicable quality, environmental and safety regulatory consideration.
- This job description reflects management's assignment of essential functions; it does not prescribe or restrict the tasks that may be assigned.

QUALIFICATIONS

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill and ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

MINIMUM QUALIFICATIONS

- High school diploma or State-issued equivalency certificate plus tasting room, retail sales or hospitality experience reflecting increasing levels of responsibility.

- Cash register experience.
- Required to be 21 years of age or older.
- Required to work weekends and a flexible schedule as needed.
- Required to lift and move product weighing up to 50 pounds.
- Required to engage in frequent walking and standing.
- Experienced in reading and comprehending simple instructions, correspondence, and memos.
- Experienced in writing simple correspondence and procedures.
- Skilled in adding, subtracting, multiplying and dividing in all units of measure, using whole numbers, common fractions, and decimals.

PREFERRED QUALIFICATIONS

- High school diploma or State-issued equivalency certificate plus 2 years of tasting room, retail or hospitality experience reflecting increasing levels of responsibility.
- Skilled in communication, presentation, sales and customer service.
- Skilled in calculating figures and amounts such as discounts, interest, commissions, proportions, percentages, area, circumference, and volume.
- Skilled in applying concepts of basic algebra and geometry.
- Knowledge of wine and wine production.
- Knowledge of federal and state legal compliance related to tasting room operations.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to stand and walk; reach with hands and arms; use hands to finger, handle or feel and talk or hear. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is usually quiet.