

ASSISTANT TASTING ROOM MANAGER

GENERAL

- Work location: 3700 Mill Road, Paso Robles, CA
- Full-time, exempt position
- Available to work weekends, holidays, and evenings for special events as required
- The Assistant Tasting Room Manager reports the Tasting Room Manager

JOB DESCRIPTION

1. TASTING ROOM OPERATION

- Overseeing and completing opening/closing procedures for the Hospitality Center
- Maintaining highest standards of cleanliness and sanitation for Hospitality Center inside and out
- Monitoring of Hospitality Center supply levels including packaging, wine inventory and merchandise
- Submitting ordering needs to the Tasting Room Manager for approval
- Performing weekly physical inventory with the Wine Club Manager and updating POS
- Communicating daily with tasting room staff any upcoming events, specials, changes to tasting list, etc.
- Working with the Tasting Room Manager to ensure all tasting lists are current and revised as needed

2. HOSPITALITY/CUSTOMER SERVICE

- Conducting of wine tastings and vineyard tours for VIP guests
- Ensuring staff members are providing excellent customer service to all Vina Robles visitors
- Resolving guest concerns and complaints by using good judgment and professionalism
- Representing the company in a positive manner and protecting Vina Robles property at all time
- Recruiting and retaining Wine Club members in cooperation with the Wine Club Manager and Hospitality Center Hosts

3. MANAGEMENT

- Training and supervising all Hospitality Center Hosts
- Assigning and directing duties on a daily basis
- Monitoring employee arrival, departure, breaks
- Organizing daily, weekly and monthly tasting room calendar of group reservations, trade tastings, gourmet lunches, etc. together with Concierge
- Communicating any issues or concerns involving Hospitality Center staff or guests to the Tasting Room Manager

GENERAL REQUIREMENTS

- 21 years or older
- 3+ years related winery, hospitality, management experience
- Proficient in MS Word, Excel and Office Outlook, knowledge of Vin65 a plus
- Detail oriented, multi-tasker who is self-motivated
- Strong leadership and interpersonal skills
- Advanced knowledge of wine
- Ability to walk and stand for long periods
- Able to lift 45 pounds on a regular basis

HOW TO APPLY?

Please send resume to: Vina Robles Vineyards & Winery
Attn. Human Resources
1200 Priska drive
Paso Robles, CA 93446

Or by e-mail in PDF format only to: jobs@vinarobles.com

Please no phone calls

ABOUT VINA ROBLES

Growers and makers of expressive, approachable estate wines from Paso Robles, California, Vina Robles owns and farms six estate SIP® Certified Sustainable vineyards in five sub-districts in the region. First class hospitality service is offered by way of unique, memorable experiences with wine, food and music at their core. The vineyards & winery are owned and managed by two Swiss families who have been farming wine grapes in Paso Robles for more than 20 years.

Known primarily for their Cabernet Sauvignon and Petite Sirah, the Vina Robles lineup includes small lots of a wide range of varieties and creative blends. While adhering to traditional winemaking methods, veteran winemaker Kevin Willenborg implements modern technologies to make his estate wines with minimal intervention.