



## Assistant Tasting Room Manager

### WHO WE ARE:

Dry Creek Vineyard, one of Sonoma County's premier family-owned legacy wineries, is seeking an Assistant Tasting Room Manager to join our incredible team! We are a collection of passionate, fun-loving professionals whose dedication to fine wine and connecting with others is at the heart and soul of each bottle that we produce. Now in our 52<sup>nd</sup> year of operation, we are firmly committed to a "No Compromises" mentality, producing appellation-focused, *terroir*-driven, varietal-defining wines. We are 100% certified sustainable, and we care deeply about our wines, our customers, and each other. If our philosophy speaks to you, we want YOU to be a part of our team!

### WHO WE'RE LOOKING FOR:

The **Assistant Tasting Room Manager** will be responsible for working closely with the Tasting Room Manager on all aspects of tasting room operations, including daily procedures, the achievement of sales goals, upholding our family winery's brand standards, and ensuring outstanding customer service.

You've probably been in a managerial customer service, retail or hospitality role with 3–5 years of direct experience under your belt. You really like to talk about wine and drinking wine — some might say *too* much. Perhaps the scope of your current responsibilities is unsatisfyingly narrow, or you're being stifled by a corporate culture. When you dine out, you sometimes catch yourself trying to "outcharm" your server or bus your own table, simply out of habit. You also seem to find a corkscrew in every coat you've worn, so you're always everyone's go-to, wine-opening maestro at parties. If you've been in a position where you were pivotal in motivating your team and cultivating a problem-solving, hands-on environment, this role might be a great fit for you! Experience with Commerce7 and Tock is a plus.

We're seeking a dynamic, positive, creative, and analytical mind with a love for above-and-beyond hospitality, developing a strong team, and being active on the floor. You enjoy working in a fast-paced environment, embrace technology, and are hungry to help our high-performing tasting room members be more successful! As a leader and member of our hospitality team, knowledge of wines and wine production, as well as excellent communication, team management and organizational skills are required as part of the position.

### RESPONSIBILITIES INCLUDE:

- Assisting with training, supervising, motivating and developing tasting room and hospitality team members, providing leadership, direction and information to foster a productive, efficient and positive work environment.

- Assigning duties and monitoring quality of work of team members, ensuring the team conforms to organizational policies and procedures and government regulations.
- Ensuring daily opening and closing, point of sales, customer service, housekeeping and safety procedures are followed.
- Ensuring tasting room and inventory areas are always clean, neat, attractively organized and stocked according to ownership's high standards.
- Working directly with the Tasting Room Manager, Events Manager, Brand Stylist and/or Marketing Department on ordering merchandise as needed for decoration, retail sales or promotions.
- Ordering food items and completing physical inventory and inventory paperwork of wine and non-wine items in the tasting room.
- Overseeing the shipping of wine and non-wine merchandise by Tasting Room team members.
- Brainstorming and implementing creative ideas to increase sales, visitor count and enhancement of the overall guest experience in conjunction with the Tasting Room Manager.
- Greeting all visitors to the winery and pouring wines for tastings, as well as conducting tours and answering guest inquiries as needed.

Does this sound like the type of role you would like to learn more about? **Send your resume and cover letter to [careers@drycreekvineyard.com](mailto:careers@drycreekvineyard.com).**

Position is Fulltime and includes the following perks and benefits:

- Health Benefits to include: Medical, Dental and Vision
- 11 Paid Holidays
- Vacation and Sick time (PTO)
- Discounts on wine and merchandise
- Wine education/appreciation program
- 401K

California Pay Transparency: Hourly compensation \$28.85–\$33.65 plus incentives. Actual wage will be dependent upon candidate's experience and qualifications.