



Cellar 503 is Oregon's hottest wine club, featuring unique, high quality, affordable wines that represent the full range of great Oregon wine. With nearly 900 members across 28 states, Cellar 503 is growing quickly and looking for a part-time tasting room manager to join our local team.

Tasting Room Manager

Start Date: March 2022.

Schedule: Part time (approximately 60 hours per month), 3 weekends per month required, plus planning and prep day(s) during the week. The tasting room is open 12 to 4 p.m. Saturday and Sunday of the first, second, fourth (and sometimes, fifth) weekends of each month. (Our regular members-only weekend is the 3rd weekend, which will be your weekend off!)

Compensation: \$25/hour, plus tips and bonus compensation for membership sales. Monthly cell phone reimbursement and staff wine discounts.

Cellar 503 is looking for a Tasting Room Manager. The ideal candidate will have tasting room experience and will be excited to work with our owner to expand this role and our offerings. We are a small staff so collaboration is a must, and the person in this role should be ready to take ownership of this position and be happy working independently.

Duties include:

- Oversee operations of the tasting room including setting weekly flight themes, ordering wine and supplies, developing seasonal menu of snacks, managing budget, creating special offers, and preparing printed materials.
- Manage tasting room wine inventory in collaboration with the owner.
- Manage reservation system (Tock) to effectively manage guests and tasting room space
- Prepare the indoor and outdoor space of the tasting room by wiping down tables and chairs, mopping floors when necessary, and keeping the bathroom impeccably clean at all times.
- Coordinate with weekly cleaning staff and bi-weekly landscaping staff.
- Prepare snacks for purchase by guests.
- Greet guests in a warm and welcoming way. Meet each guest at their level of knowledge and interest.
- Lead guests through their wine tasting to create memorable experiences.
- Effectively suggest and sell wine.
- Effectively sell club memberships by explaining the benefits and the value of joining our wine club.
- Stock wine for tastings and for sale in the tasting room.
- Use POS system and manage cash drawer.
- Recruit and oversee a list of relief servers who can help with events and other serving needs.

Must have or be able to obtain an OLCC server's permit and Food Handler's card. Must be triple-vaccinated for COVID-19 and willing to wear a mask at work. Must be able to lift 50 lbs. May require driving to pick up wine or supplies.

Process

To apply, please send resume and letter of interest to carrie@cellar503.com. No calls please. Equal opportunity employer.