



Taproom General Manager

Full-Time; Exempt Position

Description of Position

The Taproom General Manager is in charge of all the operations of the Taproom, including but not limited to: financial performance, guest satisfaction, event coordination and staff development. The individual must have excellent organizational skills, people skills, employee motivation and problem solving skills. This person will be responsible for the implementation of promotional strategies to increase business revenue. The Taproom General Manager must represent the WBCo. Brands with knowledge and passion at all times. This position may lead to managing several locations.

Duties and Responsibilities: (Other duties may be assigned based on business needs)

- Meet quarterly, annual Sales goals of the Taproom with events and promotions, keeping a tight inventory, managing labor and operational costs.
- Creating a friendly environment that is welcoming and exciting for all customers.
- Hiring, training, scheduling and managing of all Taproom staff.
- POS System knowledge, maintenance, upgrades, troubleshooting.
- Keep and track the inventory of beers through Beer Run system. Keep an optimal inventory of glassware, growlers, merchandise, etc.
- Accountable for all cash/credit card sales.
- Carrying out sales procedures that minimize loss and facilitate accountability.
- Communicate with brewery staff and marketing coordinator about upcoming beers and tap schedule.
- Work with Brewery / Marketing Coordinator to creatively promote new beers and develop a calendar of daily, weekly, monthly social and sport events.
- Develop and keep an accurate Food Trucks schedule.
- Develop, schedule and execute private events in the taproom
- Work with Marketing Coordinator to plan, execute monthly Vine Club Newsletter
- Responsible for planning and executing all Vine Club registration and event activities
- Create and implement a taproom staff beer training program. Ensure that all personnel has a deep knowledge of all core, special WBCo beers and what is available on tap.
- Maintain daily cleanliness of taproom and organizing regular cleaning and maintenance.
- Keep detailed records of customer complaints, employee write-ups and other daily occurrences.
- Must possess excellent communication, time management, and organization skills

Attributes required:

- Hands-on Taproom experience and basic knowledge of the brewing process
- Excellent people and results oriented skills
- Outgoing and enthusiastic
- A passion for beer making and beer culture
- Excellent problem solving skills and ability to work unsupervised
- Physically fit with no limiting medical conditions
- Excellent Computer skills
- Bilingual is preferred



Training Required:

This position requires successful completion of the Certified Beer Server exam within the first four weeks of employment. Failure to pass this exam will result in termination.

Competencies:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner.
- Technical Skills - Shares expertise with others.
- Oral & written Communication. Effectively communicate and to read and interpret written information.
- Teamwork - Contributes to building a positive work environment and team spirit; Able to build positive morale and group commitments to goals and objectives; Supports everyone's efforts to succeed.
- Planning/Organizing - Uses time efficiently.
- Quantity - Meets productivity standards; Completes work in timely manner; Strives to increase productivity.
- Safety and Security - Reports potentially unsafe conditions; Uses equipment and materials properly.
- Ensuring to meet all safety and storage regularities for housing of the goods and supplies.
- Adaptability / Flexibility - Able to deal with frequent changes, delays, or unexpected events.
- Attendance/Punctuality - Is consistently at work and on time.
- Dependability - Follows instructions, responds to management direction.

Education and Qualifications:

University degree or Diploma in Brewing, or related discipline or experience in managing a restaurant and bar for at least three (3) years.

Working 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.

- Heavy lifting, capable of lifting 55 pounds.
- While performing the duties of this Job, the employee is regularly exposed to moving mechanical parts.
- The employee is occasionally exposed to high, precarious places.
- The noise level in the work environment is usually moderate to loud.

Accountability:

This position reports to and works with the President of the Wynwood Brewing Company.

Accepted: _____

Date: _____