



WINEHAVEN

WINEHAVEN WINERY, 9757 292ND STREET, CHISAGO CITY, MN 55013 USA
TELEPHONE 651-257-1017 WWW.WINEHAVEN.COM

Job Description: Tasting Room Associate

Summary: Our tasting room is an integral part of the overall winery operation and an extension of our brand. In this part-time position, you will be active in both tasting room and consumer direct sales as well as assisting with event administration. The position includes a mix of weekday and weekend work.

Essential Functions:

Tasting Room Sales

- Provide guests with a positive and memorable experience
- Work a minimum of six weekends every two months
- Actively sell both wine and non-wine merchandise
- Process sales accurately and efficiently in the POS system
- Maintain the cleanliness of tasting room sales area, restroom and surrounding landscape.
- Develop point-of-sales displays focusing on sales of specific products.
- Schedule group and tour visits to the winery.

Consumer Direct Sales

- Process orders accurately and efficiently
- Package and ship orders according to established guidelines
- Add new customer/prospects to database
- Establishment and maintenance of consumer wine club
- Conduct off-site tastings for consumers and trade

Other

- Inventory management
- Assist event preparation and execution
- Assist bottling and labeling team as required

Qualifications

- * Friendly, outgoing personality
- * Good communicator
- * Enjoys being part of an upbeat team
- * Strong sales abilities
- * Able to multi-task
- * Can lift 50 pounds
- * Can be on your feet most of the day
- * Possess valid drivers license