

# Opolo

## **Job Title:** Tasting Room Support

**Summary:** Opolo Vineyards is looking for a part-time Tasting Room Support to assist Hospitality and Administrative staff to ensure daily operational tasks are executed. This individual will play an important role within a strong team environment and is essential to ensure Opolo provides excellence in customer satisfaction. Potential full-time opportunity for the right individual.

To be successful in the role, the best-fit candidate must have the following skills and leadership attributes:

## **Essential Functions:**

- Ensure stemware is cleaned and buffed throughout the day.
- Maintain stock levels throughout the day in the Tasting Room -Wine, bags, boxes, glasses, deli items, etc.
- Transport case(s) of wine to customer's vehicle after purchase.
- Ensure all supplies are stocked in cellar / Conduct weekly supply inventory.
- Transport supplies from storage area to cellar as needed / Maintain appropriate stock levels in the cellar.
- Set up, break down, and maintenance during events.
- Follow opening and closing checklist to ensure all tasks are completed daily.
- Ensure patio area is clean and ready for business.
- Ensure patio area is stocked with firewood for pizza oven.
- Bus and clean tables as guests finish their meals.
- Perform cleaning duties, such as sweeping and mopping floors, tidying up service area, taking out trash, checking on/cleaning bathrooms.
- Maintain a positive and professional approach with coworkers and customers.
- Contributes to team effort by accomplishing related tasks as needed.
- Other assignments as needed.

## **Working Conditions:**

- Regular working schedule to include all weekends and holidays.
- Long and irregular hours during peak seasons and/or special events.
- Moderate to heavy physical work (moving wine cases and retail supplies, setting up for special events).
- Standing for long periods of time (8 hours per day)
- Ability to lift at least 50 pounds repeatedly (case of wine).

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**Requirements:**

- Strong sense of urgency to ensure tasks are completed in a timely manner.
- Works well within team dynamics.
- Ability to multi-task and to work on assigned responsibilities with limited supervision.
- Accuracy and speed in executing assigned tasks