

JOB DESCRIPTION: ASSISTANT MANAGER



GENERAL INFORMATION:

- Assistant managers may be salaried or hourly, depending on circumstances and how many hours per week the individual will be working; compensation will be discussed during interview.
- Assistant managers may receive paid vacation time, depending on the number of hours per week the individual will be working; details will be discussed during interview.
- Assistant managers may receive partial medical benefits, depending on the number of hours per week the individual will be working; details will be discussed during interview.
- Assistant managers must be available during the tasting room's open hours (4-10 p.m. Wednesday/Thursday, 2-10 p.m. Friday, 12-10 p.m. Saturday, 12-6 p.m. Sunday) plus appropriate time before and after those hours for opening and closing tasks. As an assistant manager (vs. a full manager), the individual may not be working ALL of those hours, but availability during those times are essential to provide adequate coverage for the management team. Mondays and Tuesdays are off. There may be occasional shifts and/or tasks needed on off days.
- Preference given to candidates who are willing and able to move between all three MBTB locations.

In addition to the general duties and skills involved with being an MBTB Team Member (see attached), MBTB Tasting Room assistant managers must have these additional skills and perform these additional duties.

TASKS INVOLVED:

- Assisting the full manager in various tasting room-related responsibilities, including those listed below:
- Providing and taking responsibility for a consistent and pleasant customer experience.
- Maintaining a working knowledge of the tasting room menu, products, partner wineries and procedures.
- Handling general oversight and direction of team members
- Maintaining a positive environment in which team members can thrive.

- Helping develop team members' wine knowledge.
- Potentially assisting with hiring, human resources and staff recruitment.
- Assuming responsibility for the tasting room's overall operations and their efficiency/efficacy.
- Assuming responsibility for the overall cleanliness of the tasting room.
- Assigning/delegating tasks as appropriate to team members.
- Training/coaching team members on procedures and developing team members' wine knowledge.
- Managing wine and merchandise inventory.
- Pricing and stocking retail, or delegating accordingly
- Helping develop new procedures/policies.
- Rolling out new initiatives and procedures to staff.
- Assisting with event development.
- Meeting pre-determined sales goals, including revenue targets and wine club signups.
- Ensuring team members complete all procedures properly, including (but not limited to): menu presentation; serving; Sipper Club presentation; suggestive selling; asking guests for identification; following TIPS training procedures; speaking knowledgeably about MBTB, our partner wineries and wine in general.
- Making staffing decisions based on tasting room traffic patterns.
- Balancing the cash register at the end of the night and performing other opening/closing duties.
- Ensuring that the tasting room is properly secured at the end of the night.
- Filling in when necessary in emergency situations.
- Meeting regularly with ownership to review performance.
- Potentially assisting with transport of weekly supplies between stores.
- And any other duties as deemed necessary by ownership.

SKILLS REQUIRED:

- Management Skills: Ability to direct other team members in a direct but pleasant manner.
- *See skills under Team Member Job Description.*

ABILITIES REQUIRED:

- *See abilities under Team Member Job Description.*

PRIOR EXPERIENCE REQUIRED:

- No prior experience is technically required prior to hiring.
- However:
 - **Prior Serving Experience:** Prior serving experience is strongly encouraged, but not required.
 - **Prior Management Experience:** Prior management experience is strongly encouraged, but not required.
 - **Prior Wine Knowledge:** Prior wine knowledge is strongly encouraged, but not required, though an interest in learning about wine is a must.

CERTIFICATIONS REQUIRED:

- No certifications are required prior to hiring.
- However:
 - **TIPS Training:** Upon hiring, team members are required to take an online TIPS (alcohol serving) course and exam. Continued employment is contingent upon passage of this exam.
 - **ServSafe:** ServSafe certification is a plus, but not required. Managers may be required to achieve certification upon hiring.

JOB DESCRIPTION: MBTB TEAM MEMBER



At Michigan By The Bottle Tasting Room, our team members are charged with our guests' happiness and satisfaction from their arrival to their departure. As such, the duties involved are quite varied.

Tasks Involved:

- Greeting guests promptly upon arrival.
- Presenting menus accurately and concisely to guests.
- Recommending wines to guests based on their preferences.
- Answering questions about MBTB's origin, individual wines and partner wineries.
- Speaking knowledgeably about wine in general.
- Taking orders from guests.
- Collecting payment from guests using an iPad-based cash register system (Square).
- Conversing with guests in a friendly and pleasant manner.
- Checking with guests to ensure they are enjoying their experience and taking action to correct any problems.
- Providing guests with information about upcoming events.
- Assembling food items.
- Pouring wine to a pre-determined level.
- Carrying trays containing food and beverages, and serving from them.
- Clearing/bussing tables.
- Stocking retail areas.
- Accepting and putting away deliveries in first in, first out fashion.
- Pricing retail items.
- Performing general physical activities that require considerable use of your arms and legs and moving your whole body, such as climbing, lifting, balancing, walking, stooping and handling of materials.
- Standing/walking for long periods of time.
- Washing dishes.

- Loading an automated glasswasher.
- Answering phones pleasantly and communicating correct information to callers.
- Lifting cases of wine.
- Determining when a guest should be asked for identification.
- Cleaning restrooms, bar areas, service areas and staff areas, including sweeping, mopping, dusting, wiping down surfaces, etc.
- Following rules, regulations and procedures, and responding appropriately to authority figures (owners, managers, assistant managers, etc.).

SKILLS REQUIRED:

- **Active Listening:** Giving full attention to what other people are saying, taking time to understand the points being made, asking questions as appropriate and not interrupting at appropriate times.
- **Service Orientation:** Actively looking for ways to help people.
- **Social Perceptiveness:** Being aware of others' reactions and understanding why they react as they do.
- **Speaking:** Talking to others to convey information effectively.
- **Coordination:** Adjusting reactions in relations to others' actions.

ABILITIES REQUIRED:

- **Oral Comprehension:** The ability to listen to and understand information and ideas presented through spoken words and sentences.
- **Oral Expression:** The ability to communicate information and ideas in speaking so others will understand.
- **Speech Recognition:** The ability to identify and understand the speech of another person.
- **Speech Clarity:** The ability to speak clearly so others can understand you.
- **Arm-Hand Steadiness:** The ability to keep your hand and arm steady while moving your arm or while holding your arm and hand in one position.

PRIOR EXPERIENCE REQUIRED:

- No prior experience is required prior to hiring.
- However:

- **Prior Serving Experience:** Prior serving experience is strongly encouraged, but not required.
- **Prior Wine Knowledge:** Prior wine knowledge is strongly encouraged, but not required, though an interest in learning about wine is a must.

CERTIFICATIONS REQUIRED:

- No certifications are required prior to hiring.
- However:
 - **TIPS Training:** Upon hiring, team members are required to take an online TIPS (alcohol serving) course and exam. Continued employment is contingent upon passage of this exam.
 - **ServSafe:** ServSafe certification is a plus, but not required.