



CEDAR LAKE CELLARS

# Winery Coordinator

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**MISSION:** *We create memorable experiences that exceed expectations and inspire each guest to return and celebrate.*

**VALUES:** *Advancement, Honesty, Excellence, Accountability & Detail*

## Job Description

**POSITION / TITLE:** Winery Coordinator

**ESSENTIAL FUNCTIONS:**

- Increase sales on wine and beverages
- Build and manage team

**RESPONSIBILITIES / TASKS:**

Manages Operations

- Ensure wine and beverage venues are prepared for service
- Plan and implement wine tasting dinners
- Build constructive relationships with vendors
- Collaborate with Events, Marketing, and PR teams
- Have high-level wine knowledge and work toward sommelier certification
- Create and maintain operating processes and procedures
- Create and implement winery SOPs
- Ordering alcohol and winery supplies
- Lead on POS system
- Leading/assisting staff during shift to ensure efficiency and excellent customer service
- Leads Jumpstart meetings at the beginning of every shift
- Plan and execute winery special events
- Attends staff meetings and reports on upcoming winery weekend events and specials

Increases Sales

- Develop new winery events and packages
- Collaborate with marketing to promote winery team

Handles Budget & Financial Controls

- Oversee cash handling
- Track inventory control

- Conduct inventory count

### **Builds Team**

- Interview and hire staff
- Train new hires
- Scheduling winery staff
- Nurture collaboration and communication through example

### **Supports Investa Management**

- Supports special Investa Management projects
- Participate in strategic and operational processes of Investa Management
- Maintains confidentiality of proprietary company information
- Adheres to Company Core Values and follows Company Code of Conduct

### **CHARACTERISTICS / SKILLS:**

#### **Characteristics:**

- Motivated self-starter who naturally takes initiative
- Creative problem solver who thinks outside the box and addresses issues as they arise
- Is passionate about hospitality and customer service
- Collaborator who communicates clearly and patiently
- Understands strategic connection between operations and profitability
- Logistics planner who is organized and attends to details with accuracy and focus
- Extrovert with a sense of urgency
- Tenacious work ethic, high level of integrity, and sense of humor

#### **Skills:**

- Experience working in fast-paced, results-oriented team culture
- Exercises good judgment, and resourcefulness in resolving questions or issues presented by individuals or businesses involved with the Company
- Reflective listener who speaks confidently
- Proficient in Microsoft Office (Word, Excel, PowerPoint, and Outlook)
- Presents information effectively and responds professionally to questions

### **EXPERIENCE / EDUCATION:**

- At least one year of experience in the Food and Beverage industry
- Formal wine training is a plus
- Serve Safe Certification preferred

### **WORKING CONDITIONS / PHYSICAL REQUIREMENTS**

- Must be able to work weekends
- Hours: Wednesday through Sunday
- Work is performed in restaurant and event venue
- Ability to work in a standing position for long time periods for events



## *Winery Coordinator*

**NOTE:**

This job description represents the minimum duties required to perform the position outlined in this document. The duties listed are aligned with the current business objectives of Cedar Lake Cellars, and are subject to change based on future business needs and/or requirements.

All candidates agree to complete an assessment for selection.

Cedar Lake Cellars and Investa Management is an equal opportunity employer.