

# Tasting Room Lead

**Location:** Red Tail Ridge Winery- 846 State Route 14, Penn Yan, NY  
**Start Date:** April/May 2018

Red Tail Ridge Winery is currently seeking a passionate part-time leader to help supervise the tasting room and its staff. The motivated candidate will oversee tasting room activities with the supervision of the tasting room manager on a 4-day a week schedule. Red Tail Ridge is a small boutique winery focused on producing quality cool-climate vinifera wine. We are located on the west side of Seneca Lake, just 10 miles south of Geneva, NY. This individual will help to boost sales and maintain a high level of customer service.

## Responsibilities include but not limited to:

- Handle customer issues and concerns with a friendly attitude
- Act as a winery ambassador with a passion for hospitality
- Conduct tastings in an educational and exciting format
- Process online orders and assemble wine club runs
- Support events and wine club functions
- Assist in marketing materials
- Maintain outstanding store condition and visual merchandising standards
- Oversee tasting room staff with the assistance of the tasting room manager, and delegate tasks when needed
- Assist in communication of the winery's philosophy with our various audiences
- Insure tasting room policies are complied with
- Answer phones and assist in customer's needs

## Qualifications:

- Must be over the age of 21 years old and have reliable transportation
- Must have basic computer skills in Microsoft Office and the eagerness to learn new software programs
- Experience in cash management
- Retail, restaurant and/or wine experience is a plus
- Able to work well under direction and able to work independently
- Self-motivated and able to work professionally under pressure
- Have strong leadership skills and able to lead by example
- Must be able to lift 40lbs
- Excellent social skills, engaging personality and must be a people person
- Weekends are required with some weekday availability
  - Shifts primarily on: Thursday, Friday, Saturday, and Sunday.

**Application Process:** Interested applicants should send a cover letter and résumé to Danielle at [tastingroom@redtailridgewinery.com](mailto:tastingroom@redtailridgewinery.com)