



**PAINTED ROCK**  
ESTATE WINERY

**Job Title** Assistant Tasting Room Manager  
**Company** Painted Rock Estate Winery  
**Location** Penticton, BC  
**Contact** Dawn Blohm | dawn@paintedrock.ca

## Assistant Tasting Room Manager

We are looking for an experienced Assistant Tasting Room Manager to assist in overseeing all elements of the day-to-day operations at Painted Rock Estate Winery. This is a seasonal position from April to early November.

Painted Rock is a family owned and operated business focused on producing ultra-premium wines from our single estate vineyard in Penticton, BC. The perfect candidate will be ready to provide excellent customer service to our loyal customers and help our Hospitality Manager effectively lead our dedicated tasting room team.

### Responsibilities:

- Provide leadership and create a positive work environment for all wine shop associates with a focus on customer service excellence
- Timely responses to tasting room emails and phone calls
- Maintain a positive and pleasant disposition with guests and team members
- Ensure indoor and outdoor areas of the venue are always clean, organized, and ready to welcome all guests
- Assist with food preparation & service during wine tastings
- Manage and maintain Wine Direct POS
- Assist Hospitality Manager with inventory control
- Assist with execution of onsite events
- Ensure all private orders are packaged and shipped promptly
- Opening and Closing duties- including cash reconciliation
- Educate and invite guests to become Wine Club members. Furthermore, adding them into the wine club database

### Qualifications:

- Tasting room or relevant management experience required
- Strong knowledge of and passion for wine required
- Friendly, outgoing demeanor
- Clear communication skills to coordinate effectively with team members
- Strong organisational skills with high attention to detail
- Excellent customer service skills
- Ability to multi-task and work well under stress
- Strong computer skills including excel & outlook
- Availability to work weekends and occasional evenings
- Experience with Wine Direct point-of-sale is an asset
- Experience with Tock reservation system is an asset
- Must have availability to work weekends
- **Must be 19 years of age and have a Serving it Right Certificate & Food Safe Certificate**
- Ability to lift 40 lbs

**Duration:** April 2024 – early November 2024.

**Compensation:** \$22 an hour or based on experience.