

Arrington

VINEYARDS

Position: Retail Operations Manager

The schedule for this position is Thursday – Monday.

Example of weekly schedule:

Monday 10-5pm Office

Tuesday & Wednesday OFF

Thursday 9-5pm Opening Retail/ Office

Friday 10-7pm Retail

Saturday 12-8:30pm Retail

Sunday 11-7pm Retail

Responsibilities:

Staff Management

- Overseeing and planning for our highest grossing days
- Evaluating effectiveness of programs, staffing levels and efficiency by performing periodic reviews and auditing customer feedback on a regular basis, implement changes as needed to reach goals and objectives
- Direct, guide, and motivate all retail staff and shift managers
- Complete performance reviews of retail staff, and corrective counseling
- Shift Manager annual reviews with GM (based on hire date)

Miscellaneous

- Monthly inventory
- Forward maintenance & retail needs to necessary departments.
- Back of house organization/ operation
- Monitoring wine release for retail locations and wine inventory in retail locations



Qualifications:

- 3+ years of people management experience in a hospitality setting
- Strong proficiency in Microsoft Office
- Excellent communication skills, both verbal and written
- Capable of lifting up to 50 pounds
- Experience with POS system a plus
- Likes cats