



DRY HILLS DISTILLERY

106 VILLAGE CENTER LANE
BOZEMAN, MT 59718
406-624-6713

| Department | Job Description |
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| Job Description Title: <i>Tasting Room Supervisor</i> | FLSA Status: <i>Non-Exempt</i> |
| Reports To (Title): Owner | Position Status: <i>Full-Time (35-40 hours)</i> |
| Prepared By: Owner | Revision Date: 08/2019 |

Job Summary:

To be the brand ambassador of Dry Hills Distillery. This position is required to have a thorough understanding of the background of DHD and knowledge of the spirits, processes and farming practices. This position is required to create signature cocktails with DHD products, creating a fun and family friendly atmosphere. This position includes sales, customer service and money handling. This position is also required to take the Montana Server Safe Course and to know the rules and regulations of Montana Tasting Room requirements. This position is responsible for tasting room staff scheduling and logistics of supplies. This position is required to help with scheduling events for the tasting room, social media and other online marketing that helps promote the tasting room. This position may also be required to help with administrative duties such as generating deposits, filling out forms, filing/documentation, cleaning offices, etc. with working directly with the management staff and owners. This position may also be required to help in the production side of the distillery which includes but is not limited to, helping with potato processing, cleaning, bottling, labeling and package sealing.

Essential Duties and Responsibilities and Expectations:

- Ensuring mixes and products are kept in good condition
- Check identification of customers to verify age requirements for purchase of alcohol
- Take beverage orders from serving staff or directly from patrons
- Mix ingredients, such as liquor, soda, water, sugar, and bitters to prepare cocktails and other drinks
- Collect money for drinks served
- Clean glasses, utensils and bar equipment
- Balance cash receipts and reconcile your shift paperwork
- Attempt to limit problems and liability related to customers' excessive drinking by taking steps such as persuading customers to stop drinking, or ordering taxis or other transportation for intoxicated patrons
- Stock bar with liquor and related supplies such as ice, glassware, napkins and straws
- Stock bar with garnishments, order raw commodities for cocktails such as sugar, lemons, limes, etc.
- Plan, organize and control the operations of events in tasting room
- Slice and pit fruit for garnishing drinks
- Ask customers who become loud and obnoxious to leave or physical remove them
- Arrange bottles and glasses to make attractive displays
- Create drink recipes
- Prepare simple syrups
- Put fruit and bar supply orders way
- Clean bars, work areas, tables, bathrooms and floors
- Assist with hiring for mixology staff
- Help with scheduling staff
- Assist with admin or clerical duties such as documentation, filing, cleaning offices, etc.
- Assist with any duties within production such as potato processing, bottling, labeling, package sealing and cleaning.
- Work directly with owners and management staff

20 % of time Mixology/Tending Bar/Customer Service
60 % of time Hiring/Scheduling/Training/Supervision
 Tasting Room Promotional Activities/Events/Social Media
 Ordering Supplies/Stocking/Cleaning



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10 % of time Clerical/Admin
10 % of time Outside Sales/Events

Supervisory Duties (if applicable):

- Recruiting and training and motivating staff
- Keeping up to date with licensing legislation and taking legal responsibility for the premises
- Enforcing licensing/health and safety rules
- Managing/Scheduling mixology staff
- Helping with promotional sales and coordinating events for tasting room and outside sales events
- Prepare Donation Baskets
- Overseeing deposits and monies in tasting room

Minimum Qualifications (Experience/Education):

This position is required to have successful completion of the Montana Server Safe Course
This position requires to be 21 years or age or older

Competencies or Knowledge, Skills and Abilities (KSA's):

This position is required to have knowledge of safe serving of alcoholic beverages.
Understanding of Montana Distillery Tasting Room Laws and Regulations.
Knowledge and Understanding of how to reconcile cash drawers and count monies.
Knowledge of computer programs to build mixology team schedule, reconcile accounts and generate sales goals

Physical Demands & Working Conditions:

This position requires standing on their feet for up to 8 hours.
Must be able to lift 50lbs.

Supervisor Signature: _____/Date: _____

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

I understand that Dry Hills Distillery reserves the right to revise or change this job description as the need arises.

I have reviewed this job description and received a copy.

Employee Signature

Date