

KENWOOD WINERY
WINESHOP CLERK/ TOUR GUIDE

Kenwood Winery located in Kenwood, CA is currently seeking one part-time, customer service-oriented employee to join the Wine Shop team. The individual is responsible for maintaining a pleasant atmosphere in the Tasting Room and on tours. The overall goal is to assure that every visitor to the Winery has a positive experience and leaves with a favorable attitude towards Kenwood and its products. This person should be available to work 15-20 hours per week. Rate of pay: \$11.50/hr plus commission.

DUTIES AND RESPONSIBILITIES

Conduct one to two tours daily
Open and pour wine to our guests
Answer questions concerning Kenwood history, local restaurants, bed and breakfast facilities, and other wineries
Open and close wine shop if directed
Maintain a clean and well stocked Tasting Room and Wine Shop
Check customer's I.D.s
Operate cash register and follow mail orders
Other duties as assigned

KNOWLEDGE, EXPERIENCE, ABILITIES AND SKILLS

1. Knowledge of wine, brandy, and champagne or the ability to learn.
2. Must be a minimum of 21 years of age to pour wine
3. Must have a voice that carries well.
4. Neat and clean appearance and an ability to deal well with diverse groups of people including foreign visitors.
5. Ability to operate cash register and handle cash, checks and credit cards effectively and accurately.
6. Excellent attendance required.
7. Ability to work with others as a team.
8. Ability to remain poised in stressful situations.
9. Maintain good communications with management regarding the visitor center.
10. Must be honest, dependable, loyal, have good judgment and a positive attitude.
11. Must have excellent communication skills and the ability to follow directions.
12. Good self-motivation is required during slower periods of business.
13. Basic computer skills are helpful.
14. Ability to operate golf cart
15. Ability to work weekends and holidays is required.

EDUCATIONAL AND PHYSICAL REQUIREMENTS

High school graduate or GED required. Ability to speak a foreign language is helpful but not required. College level courses in communications, winemaking, marketing, or related fields are desirable. Ability to lift up to 50 lbs.

To apply please email cover letter and resume to hr@korbel.com or fax to (707) 824-7381 attention Patty Vigil

