

DRAFT

The Wine Emporium	
Job Description Form	
Job title: Retail Wine Shop & Tasting Room Staff	
Reports to: James Haug	
Type of position: Part-time	Hours ____/week: Non Exempt
General Description: <ul style="list-style-type: none">• Host the Retail Wine Shop & Tasting Room<ul style="list-style-type: none">○ Answer customer's questions and help with wine selections○ Pour/Sell Tastings○ Sell wine and accessories○ Prepare bread/cheese plates• Follow store opening and closing procedures• Clean up shop and work areas.• Work on inventory tasks including:<ul style="list-style-type: none">○ May help to order merchandise○ Receive parts into stock○ Stock shelves and fridge○ Help with physical inventory○ Fill boxes to complete orders for shipping <p>As members of The Wine Emporium staff teamwork is essential and flexibility is required.</p>	
General requirements: <ul style="list-style-type: none">• Must be able to lift 40 pounds.• Must be outgoing, empathic, and passionate about wine.• Office dress must be neat and appropriate for meeting with the public.• Salespersons will sometimes have to deal with impatient, rude, and other difficult customers. They should have tact, patience, and be able to deal with this sort of thing peacefully in order to make a sale or handle a complaint or return.• "At will" employment, which either of us may end at any time.	
Work experience requirements: <ul style="list-style-type: none">• Retail experience• Wine tasting room experience• Knowledge of fine wines from around the world	
Education Requirements <ul style="list-style-type: none">• Minimum requirements: High school graduate	
Reviewed by:	
Title:	
Approved by:	
Title:	
Date posted:	
Date employed:	