



TASTING ROOM/RESTAURANT MANAGER

This dynamic position will supervise all areas of the Noon Whistle Brewing Lombard taproom as well as work closely with kitchen and ownership team. The ideal candidate loves providing guests with an amazing experience, is extremely organized and detail oriented, and is responsible as well as hard working. The position will be full time with required hours on nights and weekends.

The Manager is primarily responsible for supervising and directing the taproom team. The manager will also be responsible for coordinating inventory with brewery production workers, executing a variety of events throughout the year, and assisting in the strategic planning and budgeting for the taproom. Particular focus will be on ordering/rotating inventory correctly and on completing a thorough month-end inventory.

The chosen applicant will also be responsible for the upkeep of the taproom, tend the bar in the taproom if needed, and make retail sales during open taproom hours. Success in this position will be founded in the attention to the guest experience when visiting Noon Whistle. Candidate must be a self-motivated individual, who executes at a high level and is capable of collaborating with multiple work groups and can successfully multitask.

Essential Functions & Duties

Quality of Operations

- Manages inventory stock levels and ensures that merchandise, glassware, cleaning, and general supplies are stocked daily.
- Collaborates with NW team to proactively coordinate and execute special events.
- Conducts periodic sanitation and standards audit.
- Provides a safe working environment for employees by maintaining the facility and ensuring equipment is in proper working condition.
- Manage and create weekly/monthly tasting room employee schedule.
- Maintain and update tasting room menus.
- Ensure marketing knows details of upcoming events to keep media outlets fresh and relevant.
- Works with production team on weekly tasting room beer lineup and coordinates any special releases within the tasting room.
- Oversee taproom revenue and profitability, reporting to ownership monthly.
- Complete daily/weekly audit of sales and ensures deposits and cash drawers are accurate. Analyzing for errors and/or causes for concern and making recommendations as necessary.
- Manages bartenders/servers and leads onboarding new employees for the tasting room.
- Develop
- Assists with maintaining the tasting room's operational systems, policies and procedures.



- Willness to assist with other projects within the brewery outside of normal tasting room responsibilities.
- Updates and develops SOP's.
- Adheres to all local, state, and federal regulations with regard to the selling of alcoholic beverages.

Guest Focus

- Creates and maintains an environment of hospitality and excellence in execution.
- Greets all guests with a smile and with a positive brand attitude.
- Proactively seeks out and resolves potential guest concerns or issues and uses such opportunities as development and coaching tools.
- Proactively researches and makes recommendations to NW leadership team on methods of improving guest relations.

Leadership

- Ensures that team members are aware of which Noon Whistle beers are available and are knowledgeable on those beers.
- Leads by example at all times.
- Inspires team and effectively communicates standards and expectations through weekly emails and periodic shift meetings.
- Effectively coaches, counsels and provides constructive feedback to tasting room staff to ensure their focus is on building authentic guest relationships and excitement of our beer.

Necessary Knowledge, Skills, and Abilities

- Must love beer
- Bachelor degree or equivalent work experience.
- Hospitality experience is required, previous brewery/restaurant experience preferred.
- Maintains current Bassett certification.
- Proficient in Microsoft Excel and basic computer skills which includes the ability to create and review necessary reports to accurately monitor tasting rooms performance.
- The Ability to lift 50lbs plus.
- Requires strong written and verbal communication skills.
- Possess the ability to effectively teach, coach, and develop fellow teammates.
- Has the ability to accept constructive criticism and always continue to work on ways to better improve your skills to manage more effectively.

COMPENSATION AND BENEFITS

- Competitive salary based on experience, plus potential bonus opportunities.
- Paid time off



- Eligible for Medical group plan
- Eligible for Dental/Vision Insurance
- 401k with match
- Work with super awesome people in a collaborative, flexible work environment.
- Beer benefits

We're an equal opportunity employer and client seeking diversity in our workforce. We invite qualified candidates from all backgrounds, race, color, religion, sex, sexual orientation, national origin, gender identity, age, disability, veteran status or any other characteristic. We take pride in celebrating our unique brew. EOE Minorities/Females/Protected Veterans/Disabled. Candidates must be able to pass a background check and drug test, as applicable for the role.