

JOB TITLE: Assistant Taproom Manager

LOCATION: Taproom (Alexandria, Herndon, DC & PGH)

REPORTS TO: Taproom Manager

FLSA POSITION TYPE: Full Time, Salary Non-Exempt

POSITION SUMMARY:

The Assistant Taproom Manager at Aslin Beer Company is responsible for assisting in organizing and coordinating taproom operations and procedures in order to ensure staff effectiveness, efficiency and customer satisfaction per Aslin standards. The Assistant Taproom Manager's duties will include, but are not limited to, staffing, opening and closing the taproom, quality control, and maintaining an excellent customer experience. They will need to have excellent communication and coordination with other members of the team, vendors, and customers to ensure day to day operations in the taproom run in the manner and to the desired standard of Aslin Beer Company.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Day to Day Operations:

- Oversee general taproom operations
- Maintain an effective staff through management of the employee lifecycle
- Create and present employee work schedule with advance notice
- Opening and closing the taproom (setting up and closing down cash drawers, ensuring that the taproom is clean and ready for patrons, restocking/ordering any necessary supplies, addressing any unforeseen needs)
- Use Aslin Beer Company Beverage Standards are followed for each available product
- Tirelessly making sure that taproom patrons' needs are met quickly and efficiently
- Creating and maintaining a pleasant taproom environment (temperature, music & volume, cleanliness, conduct)
- Execute on details, plan and expectations (provided by the events manager) for reservations and private events booked by customers for the tasting room
- Work with the front of house team to provide ideas and suggest marketing needs to the director and marketing department.
- Managing bartender, merchandising and catering (for special events) schedules.
- Maintaining accurate taproom supplies & inventory (glassware, crowlers, merch, etc.)
- Ensure minimization of loss that occurs through theft, poor draft pours, poor inventory rotation, and accidents

Leadership:

As a leader in the Front of House, the ideal candidate should personify Aslin's Core Values:

- **Personal & Professional Integrity**
- **Seek, Accept & Encourage Responsibility**
- **Meritocracy**
- **Openness & Communication**
- **Continuous Improvement**

The assistant manager will exemplify these values in the following areas within the Front of House team.

- Working / walking the floor to ensure staff compliance with procedures.
- Supervising, mentoring, training, and coaching our taproom staff and delegating assignments to ensure maximum productivity.
- Coordinating regular staff meetings to address issues and conduct training and further education.
- Create a culture of respect and work to exceed industry standards
- Working towards continuous optimization of taproom operations
- Serving as team leader to staff of beer tenders
- Playing the role of brand ambassador
- Stepping in as beer tender and/or beer educator as needed
- Recruit, train, onboard and supervise bar staff; including, bartenders and barbacks
- Prepare weekly schedules for bartender, barback, and server staff to adequately cover all shifts. Provide coverage in case of employee absence and adjust staffing as necessary to meet business demands
- Handle complaints, conflicts, questions, and suggestions from restaurant employees
- Handle paperwork and other administrative duties.

IMPORTANT SKILLS & ABILITIES:

- Proven leadership experience, preferably as a restaurant or taproom manager
- Proficiency in email, Google Docs, Sheets, etc.
- Intimate experience with POS systems and the ability to master new ones.
- Excellent time management skills and ability to multitask and prioritize work
- Attention to detail and problem solving skills
- Excellent written and verbal communication skills
- Strong organizational and planning skills in a fast-paced environment
- A creative mind with an ability to suggest improvements
- Minimum two years' experience working as a manager in a restaurant environment with exceptional guest service skills
- Demonstrated success in process improvement and initiative
- A deep passion for craft beer is a must and knowledge about the brewing process is a bonus
- Willing to work a flexible schedule through the week, including nights and holidays

- Analytical skills and a solid understanding of business management practices and strategies
- Ability to work independently, as well as lead, manage, and motivate a team
- Confidence and business acumen to delegate staff effectively based on business conditions
- Must be able to remain calm under pressure and communicate clearly, with composure and enthusiasm, to guests and staff
- Organized and efficient with great attention to detail
- Move, lift, carry, push, pull, and place objects weighing less than or equal to 25 pounds without assistance and objects weighing in excess of 50 pounds with assistance

PHYSICAL REQUIREMENTS:

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Ability to clean keg lines
- Ability to work a POS system in an efficient manner
- Forklift Certified
- Ability to be standing/moving for 8 plus hours
- Ability to lift/move cases
- Ability to lift/move kegs

BENEFITS:

- Medical, Dental, & Vision benefits
- 401K with match
- Paid Time Off
- 100 A\$lin a month that can be spent on merch & beer