

Taproom Manager, Part-Time

10K Brewing, Anoka, MN



Reports To: owner

Wage: \$15 hourly

Hours: 12-16hrs weekly related to Management (booking live entertainment, booking Empire Room events, scheduling employees etc.) 12-16hrs weekly related to Bartending (Taproom and Empire Room private events)

Mon OR Tue availability. Thur OR Fri availability. Must be available Fri and Saturday nights.

Job Description: 10K Brewing is looking for a fun, detail orientated, motivated individual to manage all aspects of our taproom, marketing and event management. The Taproom Manager is a hybrid position that combines marketing skills that promote growth with personnel management and customer service. You will help increase sales while leading new and existing staff, performing the responsibilities listed below and taking on new responsibilities. 10K Brewing is seeking someone who is excited about Minnesota's vibrant craft brewing industry and wants to grow professionally.

Responsibilities:

- Maintain taproom cleanliness and coordinate bathroom cleaning service. Involves meticulous sweeping/vacuuming and mopping of Taproom floors
- Maintain taproom signage (table tents, events, etc.)
- Manage new and existing Bartenders (scheduling, performance, etc.)
- Adopt and maintain new Taproom policies and procedures
- Evaluate staffing needs to match peak Taproom hours
- Manage all aspects of the Taproom daily operations including opening and closing
- Manage current merchandise inventory and source new items to increase revenue
- Monitor all taproom supplies and re-orders (paper towels, tp, etc.)
- Coordinate Empire Room private events
- Promote Pint Perks and run text campaigns
- Plan and implement new Taproom events and activities to increase traffic
- Monitor sales statistics and set projections and goals based on previous sales information
- Coordinate Taproom marketing efforts
- Assist in maintaining social media accounts and website. Twitter, Facebook, Google Plus, Yelp, and Instagram
- Respond to contact form emails and Facebook messages
- Address customer complaints and issues
- Fulfill online store orders
- Serve beer at 10K Brewing's Taproom and off-site events
- Change kegs

Requirements:

- Must be 21 years of age or older
- Complete alcohol awareness training within 60 days of hire
- Ability to lift up to 40lbs and move 162lb kegs with assistance
- High level of cleanliness and attention to detail is a must
- 10K Brewing is a growing brewery. Policies and procedures can change on a daily to weekly basis. Applicants must be willing to embrace change.
- Customer service skills
- Personnel management
- Strong communication skills
- Strong knowledge of Craft Beer and Minnesota's Craft Brewing industry

Desired Qualifications

- Marketing and/or Business Management Major
- Sales skills (closing Empire Room booking requests)
- Previous event coordinator experience
- Graphic design skills
- Music buff 60s, 70s, 80s, 90s, and Today

Other Benefits:

- Access to special events
- Beer
- Merchandise
- Tips on some shifts
- Free UNLIMITED membership at TITLE Boxing Club Coon Rapids

Special Note: Although there is no guarantee, this position will grow as 10K Brewing grows. Responsibilities will be added as we expand and it may become necessary to make this position full time.