



THREE STICKS

HOSPITALITY ASSISTANT Job Description

The Adobe Hospitality Assistant reports to the Adobe Assistant Manager, while working in conjunction with the entire hospitality team. This position supports our tasting room team at The Adobe by greeting guests, bussing food and wine, washing and buffing dishes and glasses, carrying glasses and wine and assisting with set-up and breakdown of our tasting table settings. This is a part-time position. Attire is Wine country Casual Chic. Primary responsibilities include, but are not limited to the following:

PRIMARY RESPONSIBILITIES:

- Uphold high standard of hospitality and deliver superior customer service experience
- Bus food and wine, wash and buff glasses and dishes, assisting with set up and break down of tastings and reset tasting room
- Assist hospitality staff with hospitality duties
- Greet Guests / Tour Guide
- Pack and carry wine orders for customers
- Assist with answering calls and coordinating appointments as needed
- From time to time, assist with customer data entry/ mailing lists
- Assist with maintaining clean, safe, efficient, and well stocked work areas
- Administrative tasks as needed

In addition to these primary duties, Three Sticks asks its employees to be cross-trained and capable of many tasks, including helping to maintain the overall quality of the Adobe. Training and experience will be provided as time and opportunity allow you to grow, learn, and develop new skills within these parameters.

EXPERIENCE & QUALIFICATIONS:

- Previous tasting room, restaurant or food service experience preferred
- Ability to prioritize work
- Ability to maintain a positive "can do" attitude
- Ability to manage change and adapt to quick-changing environment
- Excellent written and interpersonal communication skills
- Must have superior phone skills
- Must have working knowledge of Microsoft Office; Excel, Word, PowerPoint and Outlook
- Must be reliable, punctual, and able to work a flexible schedule when needed.
- Must be able to regularly lift and carry 50 lbs. and stand / walk for extended periods of time

This job description is intended to describe the general requirements for the performance of this job. It is not a complete statement of duties, responsibilities, or requirements. Other duties not listed here may be assigned by the Hospitality Manager and/or Adobe Assistant Manager.