

## **Career Opportunity at MacRostie Winery & Vineyards:**

### **Assistant Operations Manager**

For thirty five years, MacRostie Winery has established itself as one of the Sonoma Coast's defining wineries, and a leader in a bright, balanced and age-worthy style of Chardonnay and Pinot Noir. Where MacRostie has led—both stylistically and geographically—others have followed.

In 2015 as we opened the MacRostie Estate House winery and hospitality center. Perched above a stunning vineyard on Westside Road in the heart of the Russian River Valley, our home has quickly become one of the most visited and acclaimed winery destinations in Sonoma with 40,000 visitors annually. A combination of world-class hospitality and remarkable wines is our hallmark.

Working as a key member of the Estate House team supporting the Hospitality and Events Manager (HEM), this role is responsible for directly supporting the tasting room (TR) management and guest services, serving as lead tasting room (TR) MOD 2-3 days/week. This position takes a leadership role in all back of the house programs including Scheduling, Inventory Management, Ordering, Payroll, Systems Management and SOP Management. This full-time, exempt position reports directly to the Hospitality and Events Manager, and hours of operation for this position are obligated to working consistent weekends, occasional nights, and holidays.

The successful candidate will have a proven track record of delivering exceptional hospitality leadership with direct reports and customer relationship management, and must demonstrate proficient technical skills in inventory management, MS Office, Excel, POS and reservation systems such as Wine Direct and payroll performance.

### **Key responsibilities include but are not limited to:**

- Assist in all aspects of TR management including Lead MOD 2-3 days/week
- Monthly team scheduling with updates as needed
- Weekly inventory management and wine ordering
- SOP development, updates to existing SOPs and team SOP training with emphasis on new hire training

- Participate in 4-6 external consumer tasting events throughout Sonoma and the Bay Area annually
- Help plan and manage all wine club member onsite events
- Support HEM with payroll data entry and end of period audits

We are looking for qualified candidates who holds a minimum of 3 years hospitality or operations experience, with knowledge of tasting room, wine club, or restaurant, has knowledge and deep passion for the wine industry, and has understanding of world class hospitality service and compliance.

To be considered for this opportunity please provide a resume **without gaps** and cover letter to: [hannah@dvwinepartners.com](mailto:hannah@dvwinepartners.com) . NOTE: *MacRostie is a Distinguished Vineyards and Wine partner and if applying for this position, you will be reached out to by a MacRostie or DVWP representative. All applications are kept confidential, and we are an equal opportunity employer encouraging all to apply.*