



TASTING ROOM MANAGER

The Jones Winery seeks a dynamic Tasting Room Manager who will create and manage an exceptional experience for our guests and staff. The ideal candidate should possess a positive attitude, a passion for excellent hospitality, and the skills and experience to manage a multi-faceted tasting room.



PROFILE OF THE JONES WINERY

The Jones Winery crafts a full range of exceptional artisanal wines that reflect the richness of our estate vineyards. Further enhancing the enjoyment of the wine, the Jones Winery creates an excellent educational wine tasting experience at the heart of the beautiful and historic Jones Family Farms. The Jones family's commitment to sustainable farming practices ensures that every bottle is a true expression of the land, producing wines with exceptional depth and character.

Award-winning wines recognized for their quality and craftsmanship

Most recently the 2024 winner of both the Best Grape Wine and Best Fruit Wine
at the Big E Wine Competition

Estate-grown, hand-harvested grapes

15 acres of vineyard, including Cabernet Franc, Riesling, Pinot Gris, and Chardonnay

Distinctive line of high-quality wines

Over 20 wines in the portfolio, including excellent grape and fruit wines

Sustainable farming practices, strong farm stewardship tradition

Six generations of the Jones family have farmed the land for over 165 years

Outstanding vineyard and winemaking team

Acclaimed Winemaker Joseph Patrick works closely with Winery Founder and
Farmer Jamie Jones

Lovely atmosphere with scenic views in a historic farm setting

Thousands of guests visit each year to experience our wines and genuine farm hospitality

POSITION OVERVIEW

- Ensure the Tasting Room provides a wonderful guest experience consistent with the traditions of Jones Family Farms
- Actively manage and mentor Tasting Room and wine-by-the-glass food service staff
- Innovate and create new experiences for guests
- Expand and strengthen the wine club program
- Generate sales and event strategies to further grow the onsite business
- Work with our leadership team to provide input on winery direction

MAIN JOB RESPONSIBILITIES

- Oversee the day-to-day operations of the Tasting Room
- Hire, train, and supervise the Tasting Room staff and wine-by-the-glass food service staff
- Create and implement engaging staff trainings regarding vintage updates, upcoming events, policies, and procedures
- Create staff schedules on a timely basis to ensure adequate staffing levels
- Provide coaching, training, and ongoing feedback for the Tasting Room staff and wine-by-the-glass food service staff
- Develop educational and memorable experiences for guests
- Manage the inventory of the Tasting Room's wine, retail merchandise and supplies in partnership with our gift shop team
- Purchase supplies based on inventory projections
- Receive and organize incoming supplies
- Work in the Tasting Room in all positions as needed, such as greeting, leading wine tastings, and handling guest point-of-sale transactions
- Collaborate with farm owners, winemaker, and senior management team to ensure the Tasting Room staff has up-to-date information
- Collaborate with our senior management team on winery promotions
- Coordinate and supervise hospitality events, such as group tastings, private tastings, and wine club events
- Update website content and work closely with marketing team to create e-newsletters, and social media content
- Update tasting menus, food-wine menus, wine lists, and other handouts
- Oversee the winery's opening and closing tasks
- Maintain a clean, stocked, and well-organized Tasting Room, as well as guest indoor and outdoor spaces, food service areas, and supply areas
- Maintain a safe environment by establishing and enforcing food safety protocols
- Enforce applicable liquor laws and responsible alcohol service guidelines
- Able to work weekends, occasional evenings and select holidays, especially March through December. During peak June, October and December weekends, can involve working both days of the weekend.

CANDIDATE QUALIFICATIONS

- Minimum two years of successful management experience, ideally in a wine/restaurant/hospitality setting
- Passion for hospitality services is a must
- Strong interest and knowledge of wine is an asset; knowledge of local foods, food-wine pairings, and farming is very helpful, but not required
- Certification in ServSafe food safety training (or within 30 days of hiring)
- Training for Intervention Procedures (TIPS) Certification (or within 30 days of hiring)
- Proficient in the Microsoft Suite, including creating and maintaining spreadsheets, creating Tasting Room signage and handouts, and developing slide presentations and/or videos for staff
- Technologically proficient to learn our point-of-sale software system in order to set up workstations, troubleshoot tech issues, and train staff
- Excellent communication skills, both verbal and written
- Ability to create and maintain aesthetically pleasing indoor and outdoor guest areas is a plus
- Must be able to lift 50 lbs and stand 8 hours a day as needed
- Must have a valid driver's license

VALUED ASSETS OF A JONES LEADER

LEADERSHIP

Inspires and guides their team toward shared goals, leading by example

STRONG COMMUNICATION APTITUDE

Listens actively and speaks effectively in small and large groups

INTERPERSONAL INTELLIGENCE

Acts with kindness, integrity, empathy and sensitivity

PROBLEM-SOLVING

Thinks critically to find solutions to challenges

PROJECT MANAGEMENT

Possess strong organizational abilities, prioritizes tasks effectively and manages resources efficiently

FLEXIBILITY AND ADAPTABILITY

Has demonstrated commitment to work that requires great adaptability in a fast-paced work environment



COMPENSATION & BENEFITS

- Compensation is commensurate with experience. A full-time position at the farm is based upon 2200 hours per year with an annual salary.
- Health insurance is available as part of the compensation package.
- Paid time off includes: 7 paid holidays; one week in January or February; one week in mid-July through early September; 40 hours of sick or discretionary time each calendar year; potentially another week of wintertime vacation depending on accumulated comp time.
- Matching 401K plan available after two years.
- If the farm has available housing options, and that is of interest to the candidate, it may be part of the compensation package.

TO APPLY

Please write a letter of interest in the position, attach a resumé, and send to Christiana Jones at christiana@jonesfamilyfarms.com



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