

MODIST BREWING CO.

MINNEAPOLIS  MINNESOTA

Position:	TAPROOM MANAGER
Reports To:	Head of Business Development
Status:	Full Time / Salary / Non-Exempt
Pay Rate:	\$50,000 - \$55,000/year DOQ

MISSION:

At Modist, our aim is to modify beer and how it is perceived by defying rules and expectations. We push past traditional brewing by embracing creativity and unconstrained experimentation, taking an innovative approach to ingredients and techniques in order to harness raw inspiration and create a new beer experience.

JOB OVERVIEW:

The Taproom Manager is responsible for the operation of the Modist taproom. They will ensure the Modist message is represented in the front of house and be the conduit of the guests to the brewers and marketing team, as well as develop and execute Modist's retail sales goals.

GENERAL MODIST REQUIREMENTS:

Modist Brewing is an inclusive and safe community and expects all employees and prospective new hires to exhibit the following qualities:

- Treat every individual with respect and facilitate a safe and welcoming environment for all employees and customers
- Be responsible and self-driven, conducting oneself with dignity, self respect, and motivation
- Be an ambassador for Modist, all Modist brands, and act as a steward for the Minnesota Brewing community

KEY DUTIES & RESPONSIBILITIES:

- Hire, maintain, train, and schedule a staff capable of running the space and effectively reflecting the Modist brand

- Develop operations SOPs to most effectively serve the guests and facilitate Modist's resources day to day
- Create an environment, through the Modist lens, that is comfortable and conducive to maximizing guest experience and time spent at the brewery
- Work with Events Manager to facilitate seamless execution of both public and private events
- Work with brewers and marketing teams to effectively present products congruent to the Modist brand
- Create daily-monthly-yearly revenue goals
- Track and report on daily-monthly-yearly revenue goals
- Take action on reports to most effectively use resources to meet goals and grow sales
- Add items to Point of Sales system and manage/update inventory on a regular basis
- Work with the Director of Brand Development to keep the Modist website and online store up to date and accurate
- Assist Human Resources and Accounting with payroll on a bi-weekly basis
- Actively participate in and contribute to the ongoing Diversity, Equity & Inclusion training with Modist's management team
- Keep the taproom stocked with necessary supplies via online ordering, email communications with vendors, and running of errands
- Book food trucks and maintain, as well as form, new relationships with outside vendors
- Monitor Info@modistbrewing.com and the voicemail box to ensure the right person(s) are notified with inquiries

SKILLS REQUIRED:

- Ability to multitask, manage people and focus on responsibilities
- Effective and efficient communication
- Able to work independently and think critically
- Effective at time management and task delegation
- Proficiency in word processing, spreadsheets and database management, or the ability to quickly learn and master.

WORK ENVIRONMENT:

- Able to work flexibly in multiple work environments including the Modist office, taproom, production brewery, off-site, and field locations
- Prioritizes safety and insists that team members follow safety protocols and best practices to ensure a safe work environment for all employees

PHYSICAL REQUIREMENTS:

- Ability to lift and/or move up to 75 pounds and occasionally maneuver 165 lb. kegs. w/ help from a dolly
- Work on your feet in a physically demanding environment for up to 8 hours a shift
- Ability to sit, stand, bend, reach, climb ladder, etc. in an 8 hour day