Clear Skies Meadery
Position Description — Assistant Manager

Company Overview
Clear Skies Mead strives to craft a high-quality honey based alcoholic beverage for our guests to enjoy; either at home, in our taprooms, or with friends and family.

Summary of Duties
An Assistant Manager at Clear Skies Meadery (CSM) is expected to assist in running the taproom, with direct management oversight.

Position expectations, roles and responsibilities
• Be respectful to all staff and guests.
• Maintain a clean and sanitary taproom.
• Be resourceful and creative to get the job done.
• Lead by example and invest in the concept of the best guest experience at our taproom.
• Be knowledgeable about our mead making process and mead in general.
• No alcohol restrictions

CSM expects our Assistant Manager to follow the items below under direction from the General Manager, or management. The items include, but are not limited to the following:
• Attend weekly meetings with management and convey new information to the taproom team.
• Build a cohesive team in the taproom.
• Assist management in filing of invoices and other such paperwork in support of the front of the house.
• Participate at off-site events such as Farmer’s Markets, festivals, and other events including prepping for the event, staffing, and teardown of the event.
• Assist in all aspects of events to be held at our taproom, or at a remote location, including, but not limited to budget, ingredient sourcing, mead planning, producing invites, maintaining guest lists, staffing, set-up, oversight, and teardown from the event.
• Perform inventory and identifying supplies to be ordered for merchandise and food items.
• Must inform Management of any deficiencies in the physical location, supplies, or staffing issues.
• Develop and implement new seasonal cocktail recipes.
• Learn and follow all existing cocktail recipes as written.
• Work with bartending staff to ensure they are well trained on all opening and closing checklists.
• Follow the current employee handbook, procedures and policies.
• Maintain alcohol training certifications.
• Be able to change out kegs of mead and restock non-mead items.
• Perform the opening and closing of the taproom.
• Other duties as assigned.

Qualifications
• An Assistant Manager at CSM should have a high school diploma or equivalent.
• Food manager certification
• TIPS certified.
• 2+ years direct experience as an Assistant Manager or 5+ years as a bartender
• Pay rate is $18.00 to $20.00 plus tips depending on experience.
• Shift hours are Wednesday through Sundays (Noon to 10:00PM)

If interested, please send email to contact@clearskiesmeadery.com or call at 301-525-5765.