



**Trivedi Wine**  
1826 East 1150 Rd,  
Lawrence, KS 66049  
785-856-0156  
[www.trivediwine.com](http://www.trivediwine.com)  
info@trivediwine.com

Trivedi Wine is a family-owned winery that produces a variety of wines to please every palate. We source grapes locally, from across state lines and internationally. We enjoy sharing our wines with our customers. We have an opening for a part-time Tasting Room Associate to join our team.

#### JOB TITLE AND SUMMARY:

Tasting Room Associate will provide service to winery customers by taking orders, facilitating tastings and ensuring that they have a pleasant experience.

#### ESSENTIAL FUNCTIONS:

- Greet winery customers
- Describe wines available for purchase and the history of Trivedi Wine
- Conduct wine tastings
- Handle routine sales transactions, including operating the iPad sales system and register and accounting for daily sales
- Assist with display and stocking of retail items and wines
- Assist in maintaining cleanliness of all facilities
- Assist with scheduled events
- Represent the winery at outside functions as needed
- Occasionally work in the winery assisting the winemaker
- Assist with maintenance of the grounds as needed
- Perform other duties as assigned by Manager/Owner
- Must be available to work weekends and some holidays
- Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions of this position

#### REQUIRED SKILLS:

- Excellent verbal communication skills
- Strong organizational, problem-solving, and analytical skills
- Ability to manage priorities and workflow
- Ability to operate the iPad sales system
- Excellent customer service skills
- Ability to understand and follow written and verbal instructions

#### QUALIFICATIONS:

- Previous restaurant work and/or bartending experience a plus
- Wine knowledge is beneficial but not required
- Must be at least 21 years of age or older (to serve alcoholic beverages)



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- Professional appearance and demeanor
- Commitment to excellence and high standards
- Versatility, flexibility, and a willingness to work in an evolving environment with enthusiasm
- Must not be convicted of a felony

**PHYSICAL REQUIREMENTS:**

- Must be able to bend, squat, climb, push, stoop and crouch repeatedly
- Must be able to stand and walk for extended periods
- Must be able to lift up to 50 lbs on a regular basis
- Coordinate multiple tasks simultaneously

**OTHER DUTIES:**

- Follow current COVID-19 precautions:
  - Wear a mask at all times while at the winery, in the tasting facility and while serving customers
  - Practice frequent hand washing
  - Enforce physical distancing among guests
  - Sanitize the bar area frequently and sanitize tables after every customer turnover
  - Follow the COVID-19 policy for Trivedi Wine
- This job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties responsibilities and activities may change at any time with or without notice.

Signatures:

This job has been approved by:

Manager: \_\_\_\_\_ Date: \_\_\_\_\_

Employee signature below indicates the employee’s understanding of the requirements, essential functions and duties of the position.

Employee \_\_\_\_\_ Date: \_\_\_\_\_