



### **Job Description: Retail Manager**

Mt. Boucherie Estates was established as a grape growing business in 1968 with the winery following in 2001. Vineyards were planted in the Okanagan and Similkameen Valleys from the 1960's and with more being planted today. The holdings today are over 300 acres.

The winery and vineyards were purchased from the original owners in 2016 with the vision of continuing this historic BC wine company with fresh energy, resources, and ideas.

In the Summer of 2018, we broke ground on a 15,000 Square foot visitor center, restaurant with large outdoor patio, private tasting room and retail Wine Shop. This project will be completed in July 2019 and will become one of the grandest winery experience centers in British Columbia.

We are very excited about the Future of Mt Boucherie Estate Winery and need to add to our team.

We are currently looking for an upbeat, energetic experienced professional that loves wine, food and people to be our Retail Manager. The Retail Manager will report directly to the General Manager and will be responsible for developing and managing our Superior Hospitality Experiences.

This full-time salaried position will be based at our Winery at 829 Douglas Road in West Kelowna.

### **Key Duties and Responsibilities (Including but not limited to):**

- Develop and manage a labour cost Budget with the General Manager
- Develop and foster a welcoming, fun, exciting but professional team environment
- Hire, train and mentor the Wine Shop Sales Team and support staff
- Writing Staff Schedules in accordance with sales and operational budgets
- Develop and Manage yearly Staff Performance reviews
- Develop Retail Wine Shop Merchandise Product Mix
- Ensure Retail Wine Shop is fully stocked and Merchandised in accordance with company plans
- Host VIPS Dinners, tastings and tours
- Manage the daily and monthly accounting procedures in this department
- Manage Inventory in the Retail Wine Shop in accordance with Company Accounting Policies

- Report sales and other accounting numbers to the GM in accordance with Company Accounting Policies
- Work with the Event Coordinator to develop and attend On Site and Off-Site Wine Events
- Work with the Event Coordinator and Restaurant Manager to Develop and host Weddings etc in our Special Events Area
- Work at tasting bar as required

**Qualifications:**

- Minimum 3 years of hospitality management experience
- Sommelier Certification
- Excellent written and verbal communication skills
- Efficient Computer Skills. Excel.
- Serving It Right Certificate
- Must be able to work weekends and Statutory Holidays