



info@penrosebrewing.com

509 Stevens Street, Geneva, IL, 60134

WWW.PENROSEBREWING.COM

JOB TITLE: Taproom Manager

LOCATION: Geneva, IL

JOB DESCRIPTION

Penrose Brewing is a growing production brewery located in Geneva, Illinois, a Western suburb of Chicago. The ideal Taproom Manager candidate is outgoing, friendly and has the ability to make every customer feel welcome and respected.

This is a full-time position requiring flexibility in schedule. Must be able to work Taproom hours including nights and weekends. Compensation will be dependent upon experience.

PRIMARY RESPONSIBILITIES

The Taproom Manager position is responsible for creating a clean, welcoming and efficient environment for Penrose Brewing customers and staff. They are the first introduction to people as they experience our beers, our taproom and our brand.

TAPROOM STAFF MANAGEMENT

- Courteous, positive, professional, informative, welcoming and friendly.
- Responsible for hiring, training, scheduling and maintaining levels of education of taproom staff
- Be the conduit of communication about new releases, event scheduling, etc. with direct reports and customers

SANITATION

- Maintain a high level of cleanliness in the Taproom
- Follow local health code standards and make sure that staff follows as well
- Ensure draft systems are cleaned and maintained regularly
- Schedule and monitor monthly / weekly / nightly cleaning checklists

PRIVATE EVENTS

- Field event inquiries and assist in planning memorable private events
- Communicate scheduling and booking of private events with Taproom staff and management
- Make certain event hosts have their needs met and questions answered

TAPROOM ADMIN

- Update Square POS and website with new items
- Create Weekly Sales Report and communicate with management team / direct reports
- Update upcoming Event Posters, Signage
- Maintain and balance Inventory of beer, merch, wine / spirits and other supplies
- Report on nightly Taproom activity

COMPENSATION AND BENEFITS:

This is a salaried position ranging from \$45-55,000 / yr depending on experience. Eligible for accrued PTO after 1 year of employment and Health Insurance benefits after 60 days of employment

QUALIFICATIONS

- The ability to multi task and think on your feet
- Familiarity with Google and Adobe Suite applications
- BASSET and FoodSafe Manager Certified

PHYSICAL DEMANDS / WORKING CONDITIONS

- Must be able to lift 35 lb. cases of beer and move 165 lb. kegs of beer

PUBLIC EVENTS

- Create, schedule, market and run creative public events to draw in customers to the Taproom
- Manage logistics of Release Events

SOCIAL MEDIA / MARKETING

- Create social media posts across all of our platforms according to our Marketing Standards guide
- Ensure meaningful and memorable experiences are made within the Penrose Taproom and through all Penrose branded events

OTHER

- Design, order and inventory merch items that fit the Penrose brand
- Work collaboratively with our Sales, Production and Management teams

IDEAL ATTRIBUTES

- Reliable work ethic and an energetic personality
- Able to be flexible and maintain composure in a fast-paced setting
- Self starter that doesn't wait around to be assigned tasks

INTERESTED IN APPLYING?

Submit a resume and cover email to tom.korder@penrosebrewing.com describing the reasons that you would be the best fit for our team.

Subject Line: Taproom Manager