

Part-time Taproom Assistant

4-7 Admin hours per week, plus Taptending hours; Total Hours per week: 20-25

Brewery & Position Overview

Bemidji Brewing is a taproom and production brewery located in the great northwoods of Minnesota. The Bemidji Brewing Taproom Assistant is an important part of the Taproom retail team and reports to the Taproom Operations Coordinator. In addition to working primarily as a Taptender, this position assists with a variety of Taproom tasks, depending on business needs and personal strengths. The ideal candidate for this position is a self-starter who is able to work autonomously, is detail-oriented, responsible, positive, can effectively communicate with supervisors and coworkers and is able to work safely and effectively within a team setting.

Primary Responsibilities

- Act as default Lead Taptender whenever the Taproom Operations Coordinator is not scheduled in the Taproom..
- Execute weekly Taproom deep-cleaning tasks (2-4hrs).
- Maintain flow of Taproom throughout open hours including completing dishes, maintaining glassware, serving customers, and keeping Taproom and restrooms clean
- Educate patrons on beers available in the Taproom, communicating in a clear and understandable way, and assist patrons in choosing their beer
- Execute properly poured beer from the tapline and complete delivery to taproom patrons
- Welcome and interact with all patrons throughout the duration of their visit to the Taproom
- Maintain professionalism in stressful situations
- Complete miscellaneous tasks as assigned

Shared Responsibilities:

- Assist with Staff Management (Taptenders): Hiring, Monthly Meetings, Training, Evaluation & Coaching.
- Assist with Taproom money & till management: counting & preparing tills, preparing and making bank deposits & withdrawals, Over/Short till tracking
- Assist with Event prep, set up/tear down, and internal graphics
- Assist with Merchandising: placement, stocking, inventory, & adding new items to Square

Requirements

- At least 21 years old with an interest in craft beer
- Valid Driver's License
- Attend all mandatory Taproom meetings and trainings
- Work evenings and weekends
- Excellent communication skills
- Detail oriented and motivated
- Outgoing and assertive
- Able to lift 50lbs

To be completed within 30 days from start date

- [Complete 'Beer 101 Course'](#)
- Complete Alcohol ServeSafe Training
- Complete Lead Taptender training with Taproom Operations Coordinator

Opportunities & Perks

- Paid time off accrual (PTO) (up to 20 hrs/yr), when consistently working 20+ hours per week
- 1 hour of sick time accrued per every 30 hrs worked up to 48 hr/yr
- 3 days of bereavement leave
- 1 free growler per week/ 2 free crowlers

- 1 free beer/NA beverage per shift
- 25% off merchandise
- Access to Education reimbursement every year
- Retirement account with Company match up to 3%
- \$50 uniform stipend - annual