



Mammoth Beers, LLC dba Mammoth Brewing Company

Our Nature: Mammoth Brewing is an experiential company and community. From the backcountry to the Brewer’s Hall, we are building community with trusted companions and can-do collaborators. We’re gritty, resourceful, self-reliant and joyfully rebellious. Seekers of nature’s ability to inspire and heal, we are fiercely protective of our region’s unique places and open spaces – they shape our lives, our ambitions, our community and the experiences we create.

Position Title:

Merchandise Floor Assistant

Date:

September 2021

POSITION DESCRIPTION

1 | POSITION SUMMAR & PURPOSE: The Merchandise Assistant Manager works with the Tasting Room Manager on the operations of merchandise sales, which includes on-site and web sales via the online store.

2 | MAJOR DUTIES AND RESPONSIBILITIES:

- Organize front of house merchandise; including, but not limited to:
 - Dust, straighten, refold shirts, clean drawers, display new shirts, keep glass and trinket displays clean
- Restock merchandise on nights TR Merchandise Assistant Manager isn’t at the Tasting Room
- Regularly reorganize back of house merchandise (Upstairs storage and Glassware room)
- Regularly reorganize front of house merchandise (Swag and Glassware Cabinet and Floor Merchandise)
- Tag and receive merchandise as it comes in as directed by TR Merchandise Assistant Manager
 - Accurately document received orders and properly file shipping documents
- Assist TR Merchandise Assistant Manager with monthly inventories
- Move items from regular stock to sale drawers as directed by TR Merchandise Assistant Manager
- Add barcodes into Square to make sure all items are scannable
- Work with TR Merchandise Assistant Manager to determine storage of inventory between 3 locations (Tasting Room, MBC Warehouse and Kotis Warehouse)
- Work with TR Merchandise Assistant Manager to provide bartenders with stocking guidelines and best practices to keep inventory accurate
- Work with TR Merchandise Assistant Manager to provide Leads with direction on what to do with merchandise coming in

3 | ORGANIZATIONAL RELATIONSHIPS:

- Reports directly to the MBC TR Manager and MBC TR Merchandise Assistant Manager with regards to all operational strategies.
- Get overall merchandise strategy from MBC Owner, VP of Operations, TR Manager and TR Merchandise Assistant Manager

Job Location:	18 Lake Mary Road Mammoth Lakes, CA	Number of Positions:	1
Employment Status:	Part Time	Employment Type:	Hourly
Compensation:	\$18/ hour	Other:	

SKILLS

- Previous Merchandising skills
- Able to work under pressure whilst ensuring standards are maintained
- Ability to multi task
- Thrive in a dynamic and challenging environment
- Foreword thinking and planning
- Ability to lift up to 50 pounds and take multiple trips up and down stairs

Degree:	N/A	Years of Experience:	N/A
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