



CORNWALL FINE WINES
1730 Pitt Street
Cornwall, Ontario
K6J 3V4
613-932-7010
cornwallfinewines@gmail.com

Available Position: Winemaker/Customer Service

Start Date: June 21st, 2022

End Date: 1 Year Contract / Renewable

Hourly Rate: \$16 + Work Incentive Bonus **up to** \$100/Week + **Employee Health Benefits (Full Time)**
\$16 + Work Incentive Bonus **up to** \$50/Week (**Part Time**)

Full Time 30 +Hours

Availability Tuesday to Saturday from Open to Close

Responsibilities

The successful candidate will be tasked with:

- Providing excellent customer service
- Taking phone calls, booking appointments
- Placing and receiving shipment orders
- Handling bottling and filtering machinery
- Creating sales receipts and invoices, receiving payments
- Taking customers' orders and starting wine kits
- Handling equipment and wine batches throughout wine making process
- Heavy lifting (Batches of wine weigh 60 lbs.)
- Occasional wine deliveries
- Cleaning and sterilizing all equipment and store (Includes the use of a stepladder)
- Opening and closing the store/ Alarm call
- Balancing of cash float and P.O.S payments
- Receiving and tracking of rent monies and providing a receipt
- Keeping premises clean and clear at all times (indoors and outdoors)
- Stocking shelves/Rotating Stock

Requirements

The successful candidate must:

- Be 18 years or older
- Have grade 12 diploma
- Be bilingual (speak English and French fluently)
- Be physically fit
- Must have the knowledge and ability to properly lift heavy objects
- Have a friendly and professional demeanour
- Be a team player, work well with others
- Be able to work alone and independently
- Be responsible and dependable
- Have attention to detail
- Be able to multitask and prioritize
- Be able to take initiative
- Must have excellent people skills
- Must have organizational skills
- Be able to add, subtract, multiply and divide (simple Mathematics)
- Must have (or be interested/willing to learn) some knowledge of wine and beer

Please bring Resume in person