



Manager - Portland International Airport Tasting Rooms

The Company

The pinnacle of American whiskey. Westward began in 2004 with a vision: to make a distinctive American whiskey inspired by the culture, climate, and natural ingredients of the American Northwest. From humble beginnings to its impressive footprint today, creating a bold, robust, and delicious whiskey has remained the team's true passion. For two decades, the company has proudly been a leading voice for American whiskey. Westward's flagship family of whiskeys - Westward Whiskey Original, Westward Whiskey Pinot Noir Cask, Westward Whiskey Stout Cask, and Westward Whiskey Cask Strength - have earned high praise around the world, including Double Gold and Gold Medals at the San Francisco World Spirits Competition for all four whiskeys, and the distinction of #5 Whiskey in the World by Whisky Advocate (for Cask Strength in 2022).

Visit [WestwardWhiskey.com](https://www.WestwardWhiskey.com) for more info and follow along on Facebook and Instagram.

Westward Whiskey is committed to a diverse and inclusive workplace, and does not discriminate on the basis of race, national origin, gender, gender identity, sexual orientation, protected veteran status, disability, age, or other legally protected status.

The Role

The Manager, Portland International Airport oversees the daily operations at the PDX tasting rooms (Concourse C & E), ensuring that both tasting rooms are open and operational 365 days a year and providing five-star customer service to all visitors.

Essential Functions

- Hire and schedule the necessary staff to ensure both tasting rooms are open everyday at the posted hours
- Handle all scheduling changes, punch approval and tip reporting
- Ensure that all requests for inventory are submitted on time and handle deliveries to ensure that the store is stocked and supplied
- Act as the main point of contact for the business with The Port of Portland and all other necessary suppliers and vendors including monthly meetings and regular maintenance
- Ensure that both locations are in compliance with Port of Portland, TSA, OLCC, Department of Health, OSHA and any other applicable laws, rules and regulations
- Maintain excellent communication with the management team at Westward Whiskey
- Train new hires
- Uphold comprehensive knowledge of the distillery, products and answers to frequently asked questions and ensure that the rest of the team maintains these standards
- Complete monthly reporting including inventory tracking, cash management, etc.
- Ensure that transactions are completed accurately and inventory counts reflect that attention to detail.
- Ensure the team is keeping the tasting room clean and well-maintained, including stocking supplies, cleaning glassware, and ensuring that all areas of the tasting room are presentable.
- Ensure that team members are taking their mandatory breaks and clocking in and out successfully and accurately.
- Ensure that all equipment is maintained at both locations
- Maintain the operations binder

Qualifications

- Be able to pass a federal background check, post-offer background check required
- Must have or be able to get an OLCC servers permit
- Detail oriented
- Able to handle a fast paced work environment and enjoy troubleshooting

Travel and Time Management

- This position works 5 days per week at the airport
- There is no travel needed for this position

Additional Information

- Must be eligible for work in the US.
- Must be 21 years of age
- Position is full-time and exempt
- Competitive compensation and benefits package
- Benefits include health, dental, vision, 401(k), whiskey club membership, education stipend, monthly bar tab, among others

Relocation assistance is not currently offered.