



Job Description
Wreck Room Manager
for Roundhouse Brewery, LLC.

Job Title: Wreck Room Manager

Duties and Responsibilities:

- Be present in the Wreck Room up to 30 hours per week during operating hours
- Lead the operations of the Wreck Room.
- Communicate regularly to keep ownership informed regarding Wreck Room operations, issues and progress.
- Attend bi-weekly team meetings to keep Leadership Team and ownership updated on events/issues.
- Proactively identify opportunities to attract new customers and increase customer satisfaction, along with a plan of action for each.
- Recruit, hire, motivate, train, coach and schedule Wreck Room employees as needed
- Maintain an employee-friendly and positive work environment, ensuring all workplace rules are understood and followed
- Maintain a safety first environment while ensuring that all patrons are given responsive, friendly and courteous service at all times
- Create, plan, market, execute, and evaluate the performance of Wreck Room events such as axe throwing league and tournaments.
- Promote, book, and coordinate customer events and parties in the Wreck Room.
- Create and manage the Wreck Room website to include scheduling, registration, payment and waiver.
- Oversee cost control and profitability, and work with ownership to prepare forecasts, budgets, and reporting.
- Order merchandise and maintain inventory levels that are appropriate and accurate
- Manage cleanliness, upkeep, appearance, signage, merchandising and seasonal decor in the Wreck Room.
- Respond to customer concerns/complaints in a timely and courteous manner
- Update and maintain POS terminals
- Handle customer credit card disputes, chargeback, etc
- All other duties assigned

Roundhouse will provide a laptop and needed software

Time expectations:

Up to 30 hours a week.

Compensation:

- Compensation: hourly plus tips.
- PTO tbd upon hiring
- 60 day review
- Annual Incentive bonus based on mutually agreed upon goals.