

HUNEEUS VINTNERS JOB DESCRIPTION

Role Title:	Team Support – Parking Attendant	Manager	Visitor Center Manager
Department	Visitor Center	Location	Quintessa, Rutherford
Status	Part time	Last Updates	
PURPOSE OF ROLE			
<p>To assist the Visitor Center staff in greeting guests upon arrival and directing foot and vehicle traffic, set up and break down of new appointments including glassware, menu's, notecards, and pens. Also, responsible for buffing and cleaning glassware for VC and Pavilion use restocking as needed.</p>			
KEY RESPONSIBILITIES & ACCOUNTABILITIES.			
Core competencies			
<p>To perform the job successfully our Support Staff/Parking Attendant must have:</p> <ul style="list-style-type: none"> • Two years of successful experience in a similar position with background in customer service. • Exceptional interpersonal and customer care, communicating with clarity and consistency, both verbally and in writing. • Excellent organizational skills and the ability to follow through on projects with minimal supervision. • Ability to prioritize and multi-task • Flexibility in working weekends and Holidays is required. 			
Traits			
<p>To perform the job successfully our Support Staff/Parking Attendant must naturally have the following traits:</p> <ul style="list-style-type: none"> • Professional, self-motivated, organized and efficient with the ability to multi-task in a fast paced, small team environment. • Excellent verbal and written communication skills including listening skills. • Strong detail and multi-tasking skills • Ability to effectively build relationships with customers and co-workers. • Passion, enthusiasm, focus, creativity and positive outlook. • Excellent customer service skills fast learner of new systems, logical and adaptable • Does not tire of repetitive tasks • Highly dependable; acute attention to detail. • Excellent trouble shooter. • Professional appearance, demeanor, and enthusiasm. • Must be able to ensure compliance with company policy and employment law 			
Aligned Values			
<p>To succeed at Quintessa our Support Staff/Parking Attendant will embrace our HV values:</p>			

How we care for one another:

- We **trust** one another and assume good intent
- We treat each other with **kindness and compassion**
- We provide **support and encouragement**

How we engage each other:

- We are transparent and speak our **truth**
- We **stay** open and see the big picture
- We bring **passion** and perspective to our work

How we challenge each other:

- We investigate with rigor and **respect**
- We clear issues and never give up on hard conversations
- We encourage each other to **think differently**

Essential Physical Requirements:

- Ability to lift 50 lbs. and occasionally lifts 100 pounds
- Ability to perform physically demanding tasks outdoors in changing weather conditions
- Ability to work a flexible schedule, including weekends, holidays and periodic overtime
- Able to stand for long periods of time
- Able to walk on flat and sloped terrain
- Must be able to easily walk 2 miles or more in unstable, uneven or wet conditions
- Requires the ability to sit bend, stoop, twist and walk over uneven surfaces for prolonged periods of time