



## Sales Associate

The Brew Hut, located in Aurora, CO, is seeking a full time Sales Associate. The Brew Hut is Colorado's largest homebrew shop and just received the 2020 Homebrew Shop of the Year award from the American Homebrewers Association. Dry Dock Brewing Co is its sister company and is located adjacent to the homebrew shop.

### Job Summary:

Under the direction of the Manager and Assistant Manager, the Sales Associate is responsible for greeting and providing great customer service to all clients. This includes assisting customers with information on brewing and selecting equipment and supplies appropriate to each client's needs. The position requires a working knowledge of brewing products, techniques, and philosophies as well as the tactical aspects of our point of sale software, and exchange of money and/or credit card transactions. In addition, this position will perform daily activities needed to keep the store clean, fully stocked and merchandised.

### Role and Responsibilities

- Open the store at the beginning of the day according to established procedures.
- Work directly with customers in a professional manner. Providing them with information on brewing equipment and supplies as well as information on the brewing processes.
- Timely attendance to ensure that the store is fully staffed and operating during business hours.
- Solve problems independently; bring complicated or chronic problems to the attention of the team and Manager.
- Repackage and stock supplies and equipment as needed.
- Build equipment and ingredient kits for resale as needed.
- Operate the CO2 tank refilling station as needed.
- Close the store at the end of day according to established procedures.
- Ensure that all cash drawers have been counted, doors are locked and store is stocked for the following day.
- Operate point of sale software, handling the exchange of money and/or credit card transactions, reporting etc.
- Safely use equipment such as a hand truck and pallet jacks for unloading of merchandise.
- Other duties as assigned.

### Preferred Experience and Skills:

- Relevant and extensive experience in home brewing, brewing equipment, home wine making and draft systems
- Ability to effectively communicate and cooperate with coworkers, Owners, Manager and Assistant Manager.
- Must have superior customer service and interpersonal relationship skills with special emphasis on problem-solving.
- Ability to work independently as well as strong team orientation and ability to work with diverse group of individuals.
- Detail oriented with excellent organizational and coordination skills.
- Responds positively and quickly to voicemails, emails, and customer concerns in a timely manner, both internally and externally.



- Treats all employees with dignity and respect; creates an environment where the entire team does the same.
- Demonstrated understanding of safety standards and protocols; safety minded.
- Customer centric disposition; professional and interactive.
- Knowledge of business English and spelling.
- Professional written, verbal and interpersonal communication skills required.
- Ability to use computer, copier facsimile, printer, multiple-line phone, paper folder, laminator, projector, and scanner.
- Ability to follow oral and written instructions.
- Must have reliable transportation.

### **Physical Demands**

- Standing for long periods of time.
- Frequent walking, bending, twisting, kneeling, climbing, stooping, crawling and crouching.
- Must be able to correctly lift up to 50 lbs to shoulder height and push or pull up to 170 lbs.
- Use hands, fingers to wrist and maintain fine digit manipulation and must be able to fully extend arms.
- Must be able to maintain adequate vision (with or without corrected lenses); able to distinguish colors for purposes of discussing products. Adequate peripheral vision is also necessary for safety purposes as are depth, distance, and ability to focus.
- In performance of job duties, employee is routinely required to communicate effectively with customers and coworkers.
- Use of ladders for restocking.
- Identify homebrew and wine deficiencies (color, smell, taste). This requires having close, distance, color and peripheral vision as well as depth perception and the ability to adjust focus.
- Physical ability to handle pallets of inventory that weigh up to 2,100 lb. using a pallet jack.
- This position may come into direct contact with hazardous materials such as chemicals, noise and equipment. Hazardous materials include CO2 as well as cleaning and sanitizing chemicals such as Star San, LLC, PBW, One Step and other chemicals that may be used in the brewing process.

### **Salary and Benefits:**

The Brew Hut offers a competitive salary, health care, dental, vision, short-term and long-term disability, 401k, life insurance and paid vacation.

### **Equal Opportunity:**

The Brew Hut is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, or marital/familial status.

Please send resume and salary requirements to [jobs@drydockbrewing.com](mailto:jobs@drydockbrewing.com) with title "Sales Associate" in subject line. We are looking to fill this position as soon as possible. The position will remain open until it is filled.

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