



## FORSEE VINEYARD AND WINERY

18165 North 4th Avenue  
Coffeen, IL 62017

**Positions Needed: Winery and Vineyard Help, Cashiers, Wine Educators**

---

If you are interested in any of the following positions, please indicate which position(s) you are pursuing and please submit a resume together with the names and phone numbers of three references to:

**Diane or Gary Forsee, Owners**  
[winemaster@forseevineyards.com](mailto:winemaster@forseevineyards.com)

or mail to:  
18165 North 4<sup>th</sup> Avenue, Coffeen, IL 62017

All questions regarding these positions should be directed to the owners, Diane or Gary Forsee, by email at: [winemaster@forseevineyards.com](mailto:winemaster@forseevineyards.com) or at (217)-246-5404.

---

**TITLE: Winery and Vineyard Help**

SUPERVISORS AND POSITION CONTACT: Gary and Diane Forsee

Forsee Vineyards and Winery is looking for versatile, self-motivated workers who will engage in any one or several of the following activities, including grape picking (seasonal), cellar work, and customer service. Hours are flexible.

---

**TITLE: Cashier**

SUPERVISORS AND POSITION CONTACT: Gary and Diane Forsee

A cashier is responsible for maintaining outstanding customer service as per Forsee Vineyards and Winery standards, processing sales quickly, accurately and efficiently, cash register operations and safeguarding winery assets. Hours are flexible.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

- Ensure that each customer receives outstanding service by providing a friendly environment, which includes greeting and acknowledging every customer, maintaining outstanding standards, and all other aspects of customer service.
- Accurately and efficiently ring on registers and accurately maintain all cash at the register.
- Communicate customer requests to management.
- Be accountable for the balance of sales through the register at the close of business.
- Maintain orderly appearance of register area and supplies stocked.
- Any other tasks as assigned from time to time by any manager.

**TITLE: Wine Educator**

APPOINTMENT: Part-time (Thursday – Sunday, 11:30 AM – 10:30 PM), negotiable

SUPERVISORS AND POSITION CONTACT: Gary and Diane Forsee

Forsee Vineyard and Winery is seeking motivated and engaging Wine Educators to join the Forsee team! This position offers our employees an opportunity to learn about the wine-making process, educate new patrons on the unique offerings from the vineyard, and engage in a social atmosphere in a cooperative environment.

- Applicants must be 21 years of age in order to serve customers alcohol.
- Some on the job training will be required to meet the business needs.
- Tips from patrons are split between a cashier and the wine educator.
- For those employees interested in more work hours, opportunities to participate outside in the vineyard or in the production phases of wine making are available as appropriate, depending on enthusiasm and willingness to learn.

**SPECIFIC DUTIES AND RESPONSIBILITIES:**

1. Greet customers in a respectful, friendly and professional manner, including: (70%)
  - a. Inform customers of available wine selections and provide customers with insights on grape varieties
  - b. Politely assist customers with wine tastings and selection of glass or bottle for purchase
2. Resupply wines from inventory and keep small bar refrigerator stocked with cold bottles (5%)
3. Answer general questions over the phone and direct business-related calls to owners (10%)
4. Collect, wash and disinfect glassware as needed and at close (10%)
5. Other general daily duties include: (5%)
  - a. Wiping down tables
  - b. Dusting
  - c. Keeping fresh coffee plentiful
  - d. Periodic checking of restrooms for cleanliness
  - e. Assisting with cleanup after close each day inside and outside

**REQUIRED QUALIFICATIONS:**

1. Applicant must be at least 21 to legally serve alcohol
2. Ability to lift a case of wine (12 bottles) to replenish tasting room wine supply
3. Professional attitude, conduct and appropriate attire
4. Strong interpersonal skills and ability to work well with others
5. Ability to follow directions and carry out daily operational protocols
6. Willingness to learn and be coached

**PREFERRED QUALIFICATIONS:**

1. Prior work experience in customer service
2. Cheerful and outgoing disposition