



Position: Operations Assistant

Status: Full-Time

Location: Chicago

At On Tour Brewing Company, we believe in hard work and having fun, all in the pursuit of making the best beer in the world.

MISSION:

The idea behind On Tour Brewing is simple. Great beer is what brings us all together. Serving only our best, we embrace both modern and old world styles of beer and brewing techniques. Similar to a farmer's table, our beer selections will change with the seasons. Our goal is to provide the perfect environment for friends to meet.

WHO WE ARE LOOKING FOR:

We are looking for someone who knows a little about a lot of things. You must be energetic, self-motivated, and extremely punctual. You must be passionate about craft beer and never settle for less than your best work. You must love to learn. We are looking for someone who is excellent with guests and calm under stress. You must have an extreme sense of pride and be driven at all times. You must have to be able to answer a question for the 500th time like it's the first time. Smiling is a must. We are not perfect and do not expect you to be either. We do expect you to learn from your mistakes and try your very best every day.

POSITION SUMMARY:

Support our Founder through a variety of duties and responsibilities. Our Founder wears a lot of hats; you'll need to as well. From administrative duties, events both on and off premise, brewery help and bartending opportunities. This position requires a well-rounded individual with a passion for completing tasks.

ESSECEENTIAL DUTIES AND RESPONSIBILITIES (not limited to list):

- Managing inquiries for event rentals
- Assisting Founder on administrative duties
- Able to work at a high level under pressure
- Must be passionate and highly knowledgeable about craft beer; will train the right candidate
- Adhere to all policies and goals of OTBC including accountability for cost control and waste
- Must meet the highest standards of safety, service and appearance



MINIMUM QUALIFICATIONS (KNOWLEDGE, SKILLS, AND ABILITIES):

- College Degree
- 2 + years of brewery experience preferred; will train the right candidate
- 2 + years of event management experience preferred; will train the right candidate
- 2 + years of hospitality experience preferred; will train the right candidate
- Must be at least 21 years of age
- Ability to work independently or with a team
- Ability to work in a fast pace, constantly changing work environment
- Willingness to work a flexible schedule including nights and weekends is a must
- Willingness to pitch in around the brewery. We all wear a lot of hats
- Strong problem solving skills. Nothing is perfect
- Total neat-freak, attention to detail is a must
- Ability to communicate in a calm manner in all situations is a must
- Ability to complete Level 1 Cicerone Certification required
- BASSET training required
- Ability to master the art of the 15-second conversation is a must

PHYSICAL REQUIREMENTS:

- Must be able to bend over, twist, kneel, and stand for the duration of a shift
- Must be able to lift 55 pounds and maneuver 160 pounds repeatedly
- Ability to stand and smile for your entire shift is a must
- Clean driving record and criminal record
- Pre-employment drug screen and background check required
- Ability to submit to random drug tests

HOURS AND AVAILABILITY:

- This is a full-time, hourly position
- 40 hours will be divided between administrative, events, brewery and tasting room
- Evenings and weekends are a must
- Flexible schedule is a must

COMPENSATION:

- Hourly wage plus tips
- Beer



START DATE:

- ASAP

HOW TO APPLY:

Email your resume, references and cover letter to mark@ontourbrewing.com

Use the email heading: OPERATIONS ASSISTANT

In your cover letter, explain why you would be perfect for this position.

Phone interviews will be set up with applicants that best match our need and culture.

Thank you for your interest!