



Triple Bottom Brewing is a fair chance and equal opportunity employer.

General Manager

Triple Bottom Brewing is looking for an organized, motivated, and conscientious General Manager to join our team! This person will be eager to participate in and foster our inclusive culture, committed to building effective organizational systems, and comfortable and patient in coaching and supporting a diverse and talented team. This is a full-time, exempt position.

Triple Bottom is a craft brewery with a social mission, located at 915 Spring Garden Street. We craft great beers that are balanced, satisfying, and full of flavor. And we're committed to being an active and inclusive member of our community and creating opportunities for all of our team members to learn and grow.

Roles & Responsibilities

- Manage day-to-day activities for taproom operations, ensure taproom team has adequate support and tools to perform their duties, and develop & use SOP checklists to ensure work is completed on time and with high levels of service. This includes:
 - Actively help to grow a joyful and inclusive culture for all team members
 - Provide on the job coaching and mentorship for team members, including our team members who have experienced homelessness or incarceration
 - Provide beer education to ensure our team has the tools and knowledge they need to communicate with guests
 - Work on the taproom floor and be the manager available to the staff and customers when applicable, building relationships with the team and customers
 - Maintain consistent communication so all staff knows what events and changes are happening at the taproom, and what their responsibilities are
 - Define job responsibilities for staff and issue clear expectations for their work, including side work to be completed throughout shift
 - Work with leadership to hire new team members when needed

- Onboard and train all new team members
 - Ensure quality is maintained in all beers on tap and other menu items
 - Coordinate Chef Residency program in collaboration with existing team members
 - Maintain an up-to-date menu
 - Ensure safe and organized opening and closing of the taproom each day
 - Keep taproom organized and clean, and ensure proper cleaning and sanitization of bar equipment and supplies
 - Arrange for timely repair and maintenance of fixtures, furniture, and equipment if needed
 - Ensure compliance with City, State and Health Department regulations
- Administrative responsibilities include:
 - Scheduling staff for all sales centers (taproom, ESP, farmers markets, pop-ups)
 - Calculate all hours worked and tips earned for payroll
 - Manage cash drawers and ensure necessary change is available
 - Count the cash drop each day and perform weekly deposits at the bank
 - Ensure all company policies and procedures are followed and adhered to
 - Keep track of bar inventory regularly — and order when needed
 - Cider, wine and liquor
 - Bar supplies like glassware, wine openers
 - Keep track of taproom inventory regularly — and order when needed
 - Disposable materials like receipt paper, water cups, trash bags, toilet paper, etc
 - Cleaning supplies like gloves, bleach, sani spray etc
 - Merchandise
 - Standardize operations in the taproom through SOP documentation
 - Generate detailed descriptions of functions within the taproom based on best practices and innovative solutions
 - Coordinate with leadership team to review and implement new SOPs as necessary
 - Analyze daily, weekly and monthly sales and operations metrics. Review data to identify areas for improvement to grow sales and increase efficiency
 - Regularly check in with leadership team and taproom team to maintain high morale and engagement
 - Participate in weekly team meetings to coordinate all events and updates across locations
 - Support staff performance through coaching, mentoring, and review processes
 - Take the lead in conflict resolution

- Develop training and professional development opportunities for team members, with a goal of quarterly all staff trainings

Requirements

- Clear, empathetic, and respectful communicator with excellent verbal and written communication skills, as well as a patient listener
- Patient, flexible, and adaptable when working with people from a variety of backgrounds and perspectives
- Commitment to social equity and being part of a diverse team
- Excitement for learning and growing as a manager, navigating tough conversations if needed, and receiving and acting on feedback
- Solutions-oriented and excited to develop and improve systems and processes
- Self-motivated and able to work independently
- Highly organized with strong attention to detail
- Commitment to hospitality, relationship-building, and inclusion
- Previous experience in bar management and/or job training is a plus

Compensation

This is a salaried position with performance-based bonuses. Starting salary ranges from \$50k - \$55k. Triple Bottom Brewing offers PTO, a 401k, and access to the company health insurance plan.

To Apply

Submit your resume and a brief cover letter to tess@triplebottombrewing.com