



Shipping and Receiving Assistant

Classification: Non-Exempt

Supervisor: Shipping and Receiving Lead

9/6/2017

Job Overview

2 Towns Vision

We aspire to create craft cider that is accessible to the people, utilizing the most advanced cider making standards, and quality Northwest ingredients, without being afraid to do things a little differently. Much like our product, 2 Towns as a company is fun, unique, and filled with energy. Our crew makes what we do possible, and we are committed to fostering an environment of fairness, empowerment, and security.

Job Summary

The Shipping and Receiving Assistant is responsible for loading and unloading freight, as well as maintaining all appropriate records. This $\frac{3}{4}$ -time position will also be responsible for keeping a bi-weekly inventory and working closely with the logistics department. These tasks and those listed below may involve lifting, moving, pulling, pushing, and taping 50lb+ cases of bottles and cans, driving a forklift, and working in a team environment. This is a fast-paced working environment.

Essential Duties and Responsibilities

- I. Loading and unloading of freight during open dock hours
 - Maneuver and organize shipments by operating a forklift for the majority of the work day
 - Ensure safe forklift operations in compliance with OSHA regulations
 - Build orders and stage products and material for loading and unloading

- Maintain cleanliness of the production cellar by organizing dry goods and bulk materials
 - Ensure that shipping records, batch codes, and other information are retained and provided to the appropriate managers
- II. Assist with packaging operations
- When needed, assist on packaging line
 - Assist with wrapping pallets as needed
 - Help ensure the team functions in a way that is both efficient and safe
 - Maintain a positive attitude and help foster a collaborative environment
- III. Other Tasks
- Demonstrate attention to detail during repetitive tasks
 - Help with box truck runs as needed
 - Follow all SOPs set forth by the Logistics Department and Production Manager
 - Responsible for building and double checking shipments
 - Building, loading, and taping boxes of finished product
 - Driving a forklift in a busy environment
 - Stacking dry goods and finished inventory with forklift
 - Loading/unloading delivery trucks with finished product
 - Help keep the warehouse clean and organized
 - Participate in monthly staff meetings
 - Represent 2 Towns Ciderhouse by helping to staff the annual harvest party
 - Adhere to 2 Towns safety policies and procedures at all times
 - Observe and follow all policies described in the Employee Handbook
 - Other duties as assigned

Preferred Skills and Abilities

- Excellent written and verbal communication skills
- Motivation to make a difference in an entrepreneurial environment
- Ability to retain confidential company knowledge
- Friendly, professional attitude and social skills
- Strong team player qualities
- Ability to work independently
- Punctual
- Excellent time management skills
- Keen attention to detail
- Passionate about craft beverage industry (Cider, Beer, Wine, Mead)
- Available to work evenings and weekends
- Proficient with Microsoft Office suite of products

Required Minimum Qualifications

- 21 years or older
- Education: High School Diploma or equivalent
- Valid Driver's License and acceptable driving record
- Comfortable driving, and able to safely drive, larger vehicles (no semis)
- Able to lift 50lbs, and able to laterally move 154lbs, by hand or with a hand truck
- Able to kneel and stoop occasionally

Desired Qualifications

- One or more years of assembly line, warehouse, packaging, light industrial work or other relevant experience
- Ability to function in a dynamic, fast-paced work environment
- Personable attitude towards other employees and the public
- Forklift proficiency and certifications
- Thrives in group work situations
- Interested in and excited about craft cider
- Looking for a long term job opportunity

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to sit; walk; use hands to move cases, reach with hands and arms; climb or balance; stoop, kneel, crouch, or crawl; talk or hear and visually count. The employee is required to stand most of the day. The employee must frequently lift and/or move 50lbs pounds, as well as laterally move 154lbs, by hand or using a hand truck.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. The noise level in the work environment is moderate to loud most of the time.

Compensation and Benefits

Wages for this ¾-time position start at \$11.00/hour, but may be higher based on previous relevant experience. Benefits may include medical and dental insurance, quarterly merchandise allotment, 70% discount on product, 401k & profit sharing bonus opportunities, paid sick leave, paid holidays, and paid time off. Benefit eligibility is dependent on job classification and hours worked. Complete details are outlined in the 2 Towns Ciderhouse Employee Handbook.

To Apply

Please submit the following information to jobs@2townsciderhouse.com by midnight on Sunday, September 10th:

1. Your resume
2. A cover letter that addresses your experience working with inventory in a warehouse, distribution, or manufacturing setting

Resumes submitted without cover letters will not be considered. Please, no phone calls about this position. 2 Towns Ciderhouse is an equal opportunity employer.