



# Cellar Lead - Swing

Classification: Non-exempt

Supervisor: Cellar Manager

3/11/2019

## Job Overview

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### **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:**

Primary responsibilities for this position include monitoring and recording day-to-day fermentation processes, filtrations, and production of hard cider. Other tasks involve filling kegs, cleaning tanks, washing kegs, yeast rehydration, nutrient additions to the fermentations, moving 150lb+ kegs onto and off of pallets, driving a forklift, climbing ladders, working with chemicals, and working in a team environment. Cellar Leads are expected to have a positive attitude and contribute to the success of the cellar crew, and cleanliness of the cellar. They should expect a fast-paced environment and around 40 hours per week.

## Essential Duties and Responsibilities

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**General Purpose:** Cellar Leads guide the daily operations in our cellar. Operations range anywhere from helping produce cider, running crossflow filtrations, cleaning equipment, and preparing the finished product for sales and distribution. Specifically, this individual will be expected to:

- I. **Act as a liaison between management and cellar employees, and demonstrate cellar expectations.**
  - Be the main point of contact in the absence of cellar management.
  - Lead by example, i.e. demonstrate positive attitudes and proper cellar protocol.
  - Enforce SOPs.
  - Mentor cellar crew members.
  - Delegate tasks throughout the workday, especially on weekends.
  - Bring personnel issues to the attention of management and/or HR.
  - Demonstrate leadership.

- Make informed decisions independently.
- Apply excellent communication skills to convey clear instruction and expectations.
- Delegate cleaning tasks to ensure the cellar is tidy and organized.
- Maintain a positive attitude and help foster a collaborative work environment.
- Follow all safety rules and proper use of PPE
- Encourage cellar crew members to follow safety rules and proper use of PPE; enforce as needed.

## **II. Ensure cellar procedures are fulfilled accurately and to completion**

- Follow proper SOPs and remain competent in all areas of production.
- Quickly and efficiently execute cellar tasks and responsibilities.
- Demonstrate attention to detail during repetitive tasks.
- Ability to document and communicate works in progress as well as production issues as they arise.
- Double check accuracy of written cellar transactions.
- Multitask while continuing a high standard of quality work.

## **III. Miscellaneous**

- Operate a forklift in a busy environment.
- Load/unload delivery trucks with finished product.
- Keep up-to-date on company-wide communications by checking email regularly.
- Participate in monthly staff meetings.
- Adhere to 2 Towns safety policies and procedures at all times.
- Observe and follow all policies described in the Employee Handbook.
- Help staff the annual Harvest Party.
- Other duties as assigned.

## **Preferred Skills and Abilities**

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- Motivated to make a difference in an entrepreneurial environment.
- Able to retain confidential company knowledge.
- Able to function in a dynamic, fast-paced work environment.
- Able to work with honesty and integrity.
- Friendly, professional attitude.
- Thrives in group work situations.
- Strong team player qualities.
- Able to work independently.
- Excellent time management skills.
- Motivated to make a difference in an entrepreneurial environment
- Able to be flexible in both schedule and duties.
- Passionate about craft beverage industry (Cider, Beer, Wine, Mead).
- Able to work evenings and weekends.
- Proficient with Internet, Microsoft Word and Excel, as well as Google Drive.

## **Required Minimum Qualifications**

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- 21 years or older.
- Education: High School Diploma or equivalent.
- Valid Oregon Driver's License and acceptable driving record.

- Minimum 1.5 years of alcohol production experience in a commercial cellar.
- Willing and able to travel on rare occasion.
- Able to drive for long periods of time (rarely).
- Able to kneel and stoop occasionally.
- Able to lift 50pounds, and able to move heavier items such as kegs, drums, totes, and pallets, using tools such as a hand truck, pallet jack, or a forklift.

## **Desired Qualifications**

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- Experience using filtration equipment, crossflow filter experience highly desired.
- Forklift proficiency and certifications.
- Looking for a long term job opportunity.

## **Physical Demands**

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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 up 154lbs pounds or more by hand, as well as move heavier amounts laterally or vertically using available tools such as a forklift, pallet jack, or hand truck.

## **Work Environment**

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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**

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2 Towns Ciderhouse offers competitive wages that will be determined by experience and qualifications. Benefits for full-time staff include health/dental insurance, 401(k), Paid Time Off, profit sharing bonus opportunities when applicable, 70% off product purchases, and quarterly merchandise stipend.

## To Apply

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Please submit the following information to [jobs@2townsciderhouse.com](mailto:jobs@2townsciderhouse.com) by 5:00pm on Tuesday, March 19th

1. Your resume
2. A cover letter that describes any previous alcohol production experience

Resumes submitted without cover letters will not be considered. Please, no phone calls about this position.

2 Towns Ciderhouse is an equal opportunity employer.