



Bottling and Packaging Crew Manager - Day

Classification: Exempt

Supervisor: Production Manager

3/12/2019

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 Bottling and Packaging Crew Lead is responsible for leading the bottling and packaging crew and communicating to management any issues with bottling and packaging equipment. This position requires the ability to efficiently direct and mentor a team in day-to-day operations, therefore, strong communication skills and the ability to lead by example are required. This position will involve lifting, moving, pulling, pushing and taping 35lb+ cases of bottles and cans, moving 160lb full kegs, driving a forklift, and working in a team environment. This is a fast-paced working environment.

Essential Duties and Responsibilities

I. Mentor Bottling and Packaging crew members

- Act as the first point of contact for the Bottling and Packaging team, offering guidance and training when needed.
- Ensure that all Bottling and Packaging crew members are treated fairly in regard to tasks assigned, given equal opportunities to learn new skills.
- Work with Production Manager to monitor and fairly distribute bottling and packaging crew members' labor hours, ensuring no employee is receiving an undue amount of hours.
- Direct the Bottling and Packaging crew to complete the assigned tasks and goals set forth by the Production Manager. Ensure that each member of the bottling and packaging crew is educated on proper SOPs and is competent in all areas

of bottling and packaging work.

- Encourage and ensure open lines of communication with bottling and packaging crew members so that any potential or current issues with equipment are in turned communicate to the Production Manager (in writing).
- Help Production Manager conduct quarterly check-ins for packaging crew, offering guidance and insight into team members' performance.
- Ensure the team functions in a way that is both efficient and safe (including ensuring that PPE is used by Bottling and Packaging Crew Members when required)
- Maintain a positive attitude and help foster a collaborative environment

II. General oversight of bottling and packaging tasks, with the objective to efficiently bottle and package 2 Towns products

- Operate and clean all packaging equipment. Work with Packaging and Operations Lead to troubleshoot and maintain all packaging equipment.
- Ensure that equipment and supplies including labels, tools, bottles, caps, etc. are cared for, in working order, present and/or accounted for, and are in appropriate quantity for scheduled packaging dates.
- Work with Shipping and Receiving team to ensure timely palletizing of product for distributor pick up.
- Contribute to the success and cleanliness of the production cellar by demonstrating to co-workers expected practices.
- Ensure that packaging and shipping records and information are retained and provided to the appropriate managers.
- Be available to come into work on weekend days or evenings to address packaging related issues and to ensure operations are running smoothly seven days/week.

III. Bottle and package product

- Lead the Bottling and Packing crew with the timely filling of bottles, cans, pasteurization of finished product, and packaging of products for distribution.
- Ensure all equipment is properly shut down at the end of day.
- Promote an organized workspace by demonstration.

IV. Manage Standard Operating Procedures (SOPs)

- Write and update new SOPs for bottling and packaging equipment as needed, ensuring efficiency, safety compliance and best practices are addressed.

V. Adhere to packaging standards (fill level, cleanliness, etc.)

VI. Other Tasks

- Regularly meet with other Production supervisors, leads and coordinators to plan upcoming production runs;
- Demonstrate attention to detail during repetitive tasks.
- Operating, cleaning, and sanitizing the bottling machine.
- Building, loading, and taping boxes of finished product.
- Drive a forklift in a busy environment.
- Stack dry goods and finished inventory with forklift.
- Participate in monthly staff meetings.
- Represent 2 Towns Ciderhouse by helping staff the annual harvest party.
- Review own time cards on a regular basis.

- Keep the cellar clean and organized.
- 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.

Skills and Abilities

- Excellent written and verbal communication skills.
- Motivation to make a difference in an entrepreneurial environment.
- Ability to retain confidential company knowledge.
- Ability to work with honesty and integrity.
- Friendly professional attitude and social skills.
- Strong team player qualities.
- Ability to work independently.
- Excellent time management skills.
- Ability to have a very flexible schedule.
- Passionate about craft beverage industry (Cider, Beer, Wine, Mead).
- Willingness and ability to travel.
- Availability to work evenings and weekends.
- Proficiency with Microsoft Office suite of products and Internet.

Required Minimum Qualifications

- 21 years or older.
- Education: High School Diploma or equivalent.
- Valid Oregon Driver's License and acceptable driving record.
- Experience: 1 year in assembly line, warehouse, packaging, light industrial work, or a similar related field.
- Able to frequently lift 35lbs, as well as move 160lbs+ using a hand truck, pallet jack, or forklift.
- Able to kneel and stoop regularly.

Desired Qualifications

- 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 35lbs pounds, as well as move 160lbs+ using a hand truck, pallet jack, or forklift.

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; PPE is required if working near the bottling equipment on bottling days.

Compensation and Benefits

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

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

1. Your resume AND
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.