



Bottling and Packaging Crew Member - Swing

Classification: Non-Exempt

Supervisor: Production Manager

03/11/2019

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:

Bottling and Packaging Crew Members are responsible for packaging bottles and cans, assisting the Packaging Crew Lead in the timely filling of bottles, cans and pasteurization of finished product. These tasks involve lifting, moving, pulling, pushing, and taping cases of bottles and cans, driving a forklift, and working in a team environment. Packaging crew members are expected to have a positive attitude and contribute to the success of the packaging team and cleanliness of the cellar. This is a fast-paced working environment.

Please note, this is a swing shift position. Approximate hours will be Monday-Friday from 5:00 PM-1:30 AM

Duties and Responsibilities

- Quick and efficient performance of packaging and bottling product.
- Maintain a positive attitude and help foster a collaborative environment.
- Demonstrate attention to detail during repetitive tasks.
- Lift 35lbs or more on a regular basis.
- Operating, cleaning, and sanitizing the packaging equipment.
- Responsible for building and double-checking shipments.
- Loading the pasteurizer with a forklift, keeping precise and accurate records.
- 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.
- Occasionally drive a company vehicle.
- Participate in monthly staff meetings.
- Represent 2 Towns Ciderhouse by helping to staff the annual harvest party.

- Review timesheets 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.
- Help staff the annual Harvest Party.
- Other duties as assigned.

Skills and Abilities

- Motivation to make a difference in an entrepreneurial environment.
- Ability to retain confidential company knowledge.
- Ability to function in a dynamic, fast-paced work environment.
- Ability to work with honesty and integrity.
- Friendly, professional attitude.
- Thrives in group work situations.
- Strong team player qualities.
- Ability to work independently.
- Excellent time management skills.
- Extremely flexible in both schedule and duties.
- Passionate about craft beverage industry (Cider, Beer, Wine, Mead).
- Willingness and ability to travel on rare occasion.
- Availability to work evenings and weekends.

Required Minimum Qualifications

- 21 years or older.
- Education: High School Diploma or equivalent.
- Valid Oregon Driver's License and acceptable driving record.
- Able to kneel and stoop occasionally.
- Able to lift and laterally move by hand filled half-kegs (154 lbs).
- 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

- Forklift proficiency and certification.
- Proficiency with Microsoft Office suite of products as well as Internet.
- Experience: 1-2 years in alcohol production.
- 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 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

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. The use of ear plugs will be required on some days.

Compensation and Benefits

Wages for this position start at \$15.00, but may be higher based on 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 :

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.