



# Operations and Equipment Maintenance Assistant

Classification: Non-Exempt

Supervisor: Maintenance Manager

5/4/2020

## 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:

The Operations and Equipment Maintenance Coordinator is responsible for maintaining, cleaning, and troubleshooting 2 Towns Ciderhouse's bottling and packaging equipment. This position also requires the ability to efficiently direct and mentor the bottling and packaging crew in day-to-day operations. These tasks and those listed below may involve lifting, moving, pulling, pushing and taping 35lb+ 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

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

- Maintain and clean all packaging equipment as scheduled. Troubleshoot all equipment when necessary. Ensure maintenance, relevant issues and details are kept and communicated to supervisors.
- Maintain Equipment Maintenance Calendar on Google Sheets to record *type* and time of maintenance performed.
- Ensure that equipment and supplies including, tools, work space, spare parts, etc. are cared for, in working order, present and/or accounted for, and are in appropriate quantity for scheduled packaging dates.
- Assist in staging equipment for bottling and packaging.
- 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, such as invoices and packaging slips, are retained, filed, and/or provided to the appropriate managers.

- Coordinate with Equipment Maintenance Manager when equipment is not functioning properly. Communicate visually, verbally and/or digitally any possible repairs or troubleshooting efforts. Report any delays relating to repair and troubleshooting to appropriate supervisors immediately.

### **Bottle and package product**

- Occasionally assist the Bottling and Packing crew with the timely filling of bottles, cans, pasteurization of finished product, and packaging of products for distribution
- Help maintain an organized workspace.

### **Help ensure container quality assurance practices during packaging**

- Ensure container specifications, in relation to quality assurance, are taken daily. i.e. seam specs, crown specs, glue inspections, product sensory tests

### **Assist in managing 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 which are to be reviewed by the Maintenance Manager.
- Ensure SOPs are posted in visible areas on or near the equipment, accessible to other employees.
- Maintain electronic files of SOPs so they can be accessed by supervisors.
- Adhere to packaging standards (fill level, cleanliness, etc.)

### **Other Tasks**

- In addition to weekly updates, regularly and proactively communicate to supervisors via email the status of all packaging and equipment related maintenance projects, parts and tool requests, estimated timelines, and changes to timelines or schedules.
- Demonstrate attention to detail during repetitive tasks.
- Lift 35lbs or more on a regular basis.
- Operating, cleaning, and sanitizing the bottling and canning machines.
- Assist in building, loading, and taping boxes of finished product when necessary.
- Driving a forklift in a busy environment.
- Stacking dry goods and finished inventory with forklift.
- Participate in monthly staff meetings.
- Represent 2 Towns Ciderhouse by helping to staff the annual harvest party.
- Review own time card on a regular basis.
- Keep the cellar clean and organized, ensuring that tools used throughout the day are tracked and returned to their designated areas at the end of each day
- 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.

## **Desired Qualifications**

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- 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.

## **Skills and Abilities**

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- 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 and project management skills.
- Punctual.
- Ability to have a very flexible schedule.
- Passionate about craft beverage industry (Cider, Beer, Wine, Mead).
- Willing and able to travel on occasion.
- Available to work evenings and weekends.
- Proficient with Microsoft Office suite of products.

## **Required Minimum Qualifications**

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- 21 years or older.
- Education: High School Diploma or equivalent.
- One or more years of assembly line, warehouse, packaging, light industrial work or other relevant experience.
- Valid Oregon Driver's License and acceptable driving record.
- Experience: 3 years in a similar or related field.
- Able to lift 35lbs+ by hand, as well as lift and move 160lbs+ using assistive devices such as hand trucks, pallet jacks, and forklifts.
- Able to kneel and stoop regularly.

## 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 to 160lbs+, as well as larger amounts using assistive devices.

## 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):

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

This is a swing shift position; hours are Monday - Friday from 5:00 pm - 1:30 am.

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

**2 Towns Ciderhouse is an equal opportunity employer.**

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