



Part Time DTC Warehouse Associate

Classification: Non-exempt

Supervisor: DTC Manager

8/3/2020

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 DTC Warehouse Associate is responsible for loading and unloading freight, as well as maintaining all appropriate records. This part-time position will also be responsible for keeping a prescribed interval inventory and working closely with the Tap Room team. 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. The DTC Warehouse Associate will also support the DTC program as a delivery driver on an as needed basis.

Duties and Responsibilities

Warehouse Duties

- Maneuver and organize shipments by operating a forklift
- Ensure safe forklift operations in compliance with OSHA regulations
- Build orders and stage products and material for loading and unloading
- Maintain cleanliness of the warehouse space and walk-in cooler
- Responsible for building and double checking shipments
- Building, loading, and taping boxes of finished product
- Stacking dry goods and finished inventory with forklift
- Ensure that shipping records, batch codes, and other information are retained and provided to the appropriate managers
- Rotate packaged and draft inventory to assure that FiFo is followed when fulfilling orders

- Appropriately label product shelving during and after inventory “in” and “out” activities so that signage and labeling is accurate
- Perform inventory on prescribed intervals
- Assist tap room manager on ordering adequate package goods

Delivery Driver Duties

- Load and unload deliveries
- Adhere to daily route and maintain communication with DTC Dispatcher
- Perform all deliveries while following all vehicle state laws and driving in a safe manner
- Perform all deliveries in accordance with DTC safety protocols
- Responsible for the safe loading and unloading of all deliveries
- Verify that all those who receive deliveries containing alcohol are 21 or over
- Speak enthusiastically and knowledgeably about all 2 Towns Ciderhouse ciders
- Resolve customer concerns to the extent possible while out in the field
- Relay all customer concerns and other issues to management
- Fills vehicle with gas
- Clean and maintain company vehicles on a daily basis and when necessary
- Perform other related duties as assigned by management
- Attend required DTC departmental meetings and quarterly all staff meetings

Packaging Operations Duties

- 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

Other Tasks

- Demonstrate attention to detail during repetitive tasks
- Attend quarterly 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
- Valid OLCC permit
- Valid OR food handlers card

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; 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

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:

1. Your resume AND
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.