



# Shipping and Receiving Assistant - Part-Time/Temporary

Classification: Non-exempt

Supervisor: Shipping and Receiving Manager

10/21/2020

## 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 Shipping and Receiving Assistant is responsible for loading and unloading freight, as well as maintaining all appropriate records. This full-time position will also be responsible for keeping a bi-weekly inventory and working closely with the logistics department. 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.

## Duties and Responsibilities

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- I. **Load and unload freight during open dock hours**
  - Maneuver and organize shipments by operating a forklift for the majority of the work day
  - Ensure safe forklift operations in compliance with OSHA regulations
  - Build orders and stage products and material for loading and unloading
  - Maintain cleanliness of the production cellar by organizing dry goods and bulk materials
  - Ensure that shipping records, batch codes, and other information are retained and provided to the appropriate managers
  - Move finish product and raw materials between company locations
  
- II. **Assist with packaging operations**
  - 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

### **III. Other Tasks**

- Demonstrate attention to detail during repetitive tasks
- Help with box truck runs as needed
- Follow all SOPs set forth by the Logistics Department and Production Manager
- Responsible for building and double checking shipments
- 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
- Help keep the warehouse clean and organized
- 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**

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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
- 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**

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- 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

## Desired Qualifications

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- 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

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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 50lbs pounds, as well as laterally move 154lbs, by hand or using a 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.

## To Apply

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Please submit an application on our website at <https://2townsciderhouse.com/careers>

**Incomplete applications will not be considered. Please, no phone calls about this position.**

*2 Towns Ciderhouse is an equal opportunity employer.*

### COVID-19 RESPONSE

2 Towns Ciderhouse considers the health and safety of our employees a top priority. We adhere strictly to our COVID-19 Response Plan and COVID-19 Return to Work Plan which were developed using CDC, OSHA and EEOC guidance. 2 Towns Ciderhouse COVID-19 safety standards include: daily temperature checks, physical distancing, mask requirements, sanitation and disinfection requirements, designated COVID-19 building officers, socially distanced office spaces, virtual meetings, telehealth, Employee Assistance Program, on-the-job training and more!