



## PRODUCTION ASSISTANT

*The Production Assistant will work closely with the Production Manager to aid in all day-to-day operations from fulfilling orders and taking inventory, to making cold brew, and our homemade syrup. This will be a part-time position with the availability to take on part-time café work, or pair with another part-time position.*

### RESPONSIBILITIES

- Order fulfillment including bagging coffee, sealing bags, etc.
- Syrup production including measuring and mixing bulk syrup batches, stickering and labeling bottles, measuring and bottling syrups, etc.
- Cold brew production including making cold brew throughout the week, cleaning kegs and keg lines, maintaining an accurate inventory of kegs and cold brew supplies, etc.
- Inventory upkeep including using inventory software, stocking shelves, loading deliveries, etc.
- Upkeep of production space including regular sweeping, mopping, dusting, etc. and monthly deep cleaning

### QUALIFICATIONS

- Attentive and detail-oriented
- Proactive communicator and problem-solver
- Ability to lift ~50 lbs. alone

### SPECIFICATIONS

- Starting at three shifts per week to start:
  - Monday 8am-4pm
  - Wednesday 10am-6pm
  - Friday 9am-4pm
- Starting wage \$15/hour
- Easily paired with café shifts or another part time position