

Job Title: Cellarman/Production Assistant

FLSA Status: Non-Exempt

Reports to: Management

Department: Brewery

The Cellarman/Production Assistant is responsible for individual conduct, good judgement and to uphold the highest standards of the Bone Up Brand. This position is responsible for assisting in daily brewery operations, such as cleaning equipment, monitoring product quality, and inventory management.

Responsibilities:

* Misc. cleaning including but not limited to; floors, drains, walls, inside and outside of brewing vessels, grain mill, outside areas, and workspaces
* Moving, organizing, and cleaning/sanitizing kegs
* Unloading and putting away deliveries
* Cleaning and sanitizing brewing equipment
* Note taking
* Inventory
* Other duties as assigned

Qualifications:

* High School diploma or GED
* Mechanical, Construction, food industry or sanitation, biology and/or chemical-related knowledge is preferred but not required
* Effective time management
* Detail orientated
* Highly capable of following direction
* Basic & intermediate computer skills including email, word processing, routine database activity, spreadsheet, and graphics
* Must be able to lift objects greater than 55 lbs to at least shoulder height
* Occasionally lift 75-150 pounds (full keg)
* Ability to speak and comprehend simple instructions
* Effectively present information one-on-one or in groups
* Apply common sense
* Deal with standardized situations without instruction
* Understand written and oral communication
* Interpret information that is in written and diagram form
* Collect data and solve practical problems
* Ability to handle and prioritize multiple tasks and projects simultaneously
* Establish methods and procedures for attaining specific goals and objectives
* Work independently and follow through on assignments with minimal direction
* Set priorities which accurately reflect the relative importance of job responsibilities
* Ability to handle assigned duties according to specified procedures and receive and manage detailed instructions

Physical Requirements:

* Moderate physical activity performing somewhat strenuous daily activities of a primarily productive and technical nature
* Heavy physical activity performing strenuous day activities of a primarily productive and technical nature
* Extensive physical activity performing strenuous daily activities of a primarily productive and technical nature
* Standing- job requires employee to remain on his or her feet in an upright position for continuous periods of time without being able to leave work area
* Climbing- job requires employee to climb ladders
* Walking- job requires employee to walk considerable distance in the facility during the course of work day
* Lifting- job requires employee to lift inventory up to 75 lbs -150 lbs (example full keg)
* Must be able to lift objects greater than 55lbs to at least shoulder height
* Carrying- job requires employee to regularly carry object up to 75 lbs
* Reaching- job requires employee to regularly reach for objects
* Stooping and Crouching- job regularly requires employee to bend forward by bending at the waist or by bending the legs or spine
* Near Acuity- job requires clarity of vision at 20 feet or more
* Speaking- job requires employee to express ideas by using the spoken word
* Listening- job requires perception of speech or the nature of sounds in the air

Working Conditions:

Employee will be asked to climb ladders to reach high areas.

This position involves working with boiling liquids and exposure to chemicals.

Employee will be exposed during a shift to constant or intermittent sounds that can be loud in nature, extreme heat and cold, and wet and humid conditions.

Other Duties

Please note this job description is not designed to cover or contain a comprehensive listing of activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

Signatures

This job description has been approved by all levels of management:

Manager\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee signature below constitutes employee's understanding of the requirements, essential functions and duties of the position.

Employee\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_