

HEADFRAME SPIRITS INC.

Department:	Job Description
Job Description Title: Production Manager	FLSA Status: <i>Exempt</i>
Accountable To (Title): CEO	Position Status: <i>Full-time</i>
Prepared By: Courtney McKee	Revision Date: August 27, 2018

Company Background & Job Summary:

Headframe Spirits (HFS) was founded in 2010 and opened to the public in 2012 to create jobs and to re-inspire a community through storytelling as executed through great spirits. We serve three primary communities: the community of Team Headframe, our employees, customers, vendors and partners who help us execute with excellence; our community of place, meaning Butte; and our community of industry meaning our peer distilleries who work to elevate individuals, businesses and the spirits industry. We measure our success by our positive impact on each of these communities. HFS also includes a Tasting Room and has a sister entity, Headframe Spirits Manufacturing (HSM) which manufactures equipment for industry peers which is the same distillation equipment used at HFS. The Production Manager assists with education and project planning for HSM clients.

Essential Duties and Responsibilities and Expectations:

The Production Manager is responsible for the day to day operations of the distillation and packaging components of both Headframe Spirits (HFS) and Headframe Spirits Manufacturing (HSM) operations. This individual is also a critical team member in Headframe's management structure, responsible for demonstrating and elevating Headframe's vision and values and making leadership decisions in alignment with our values. Our production department is responsible for a great deal of the company's annual revenue generation, public engagement and agriculture consumption and is therefore integral to how we work inside the State of Montana as well as in other markets. The Production Manager is expected to oversee strategy, the production team, and innovation for all of our distilled spirits.

Essential Duties and Responsibilities and Expectations:

Spirits Production, Packaging, Safety & Compliance

75% of time Description of Duty/Task:

Production of Headframe Branded Spirits

- Maintain a deep understanding of state and federal law surrounding distilled spirits including updates to regulation and manage the day to day efforts of the department in compliance with all law.
- Inventory Management of all raw materials, work in process, finished goods and barreled product in coordination with Whiskey Systems.
- Manage quality assurance at all stages from raw materials to finished goods
- Coordination with internal and external team members to ensure success in all aspects of the production cycle
- Manage production schedule to coordinate with corporate sales goals
- Run the day-to-day production of mash, ferment, distilling, and transfer to warehouse operations
- Responsible for vendor selection, management, pricing and purchase scheduling
- Management of production of all HFS products, current and upcoming
- Development of new/potential products including R&D, ROI, competitive landscape, partnership opportunities, packaging, etc.
- To install, apply, develop, and maintain quality assurance practices

- Barrel management, including end of life, and inventory management and coordination with Sales department.

MCP

- Manage and execute contract production projects for other distilleries or brands
- Support clients with pricing information, scheduling, equipment capabilities, 3rd party product quality testing, blending and packaging, all to the highest of standards
- Coordinate with vendors and suppliers

Safety

- Ensure the safety and security of all employees and visitors to the distillery, warehouse, packaging and storage facilities
- Manage and maintain safety program, SDS paperwork and generally ensure a safe production environment for all employees and guests
- Provide recurring safety training to all employees in Production and occasionally to other departments as well
- Maintain safety, cleanliness and upkeep on all distillery facilities including interior and exterior of HFS distillery

Tools & Facility

- Perform regular cleaning to exacting standards on still, tanks, lines, boiler and all other equipment as well as production and operations facilities
- Maintain all equipment and facilities appearance and function to best working standards
- Develop and maintain organized layout for tools to prevent damage, theft, etc.

Management & Compliance

- Participate in Management meetings and assist on strategy, innovation, planning and vision across all departments
- Maintain records and paperwork regarding beverage alcohol & communication to Admin/Accounting of necessary data to fulfill TTB, State of Montana and any other state requirements
- File monthly reports to TTB: storage, production, warehousing
- Develop processes and procedures and ensure current, accurate documentation exists for all policy and procedures across HFS and MCP
- Manage inventory and all other records in Whiskey Systems software in a manner which ensures data is accurate daily
- Maintain Production KPIs for owners and other business unit managers, such as sales, and present monthly
- Perform Inventory audit on the first business day of each month with results provided to the Office Manager by the 5th day of each month
- Create a participative environment characterized by teamwork and partnership
- Assures efficient and effective overall operations by maintaining communication with internal departments and owners
- Coordinate with other department heads on business unit management and general Headframe Spirits operations including participation on daily check in calls, weekly tactical meetings, etc.
- Implement best practices with respect to picking, receiving, shipping, and inventory management. This should generally be accomplished with a FIFO mentality
- Procurement & coordination with bookkeeping and accounting functions
- Communication with new customers and with 3rd party entities including project management and communication
- Facility upgrade evaluations, deep understanding of what the existing packaging line is capable of doing and what the costs with upgrading it might look like relative to a specific project

Personnel

- Coordination with HR & other necessary staff on developing production schedules
- Manage permanent and/or temporary employees
- Schedule team members, utilization of space and effective management of production assistants and equipment.
- Measure and report the performance and quality of the production assistants
- Facilitate regular team meetings
- Provide HR with recommendations on hiring and staffing
- Provide leadership and management to all direct and reports including warnings, accolades, training etc.

- Support other departmental managers in their management of their teams

Headframe Spirits Manufacturing Support

15% of time Description of Duty/Task:

- Pre-Sales consulting regarding recipe development, processing and production, etc.
- Onsite (Headframe Spirits location) training for existing and potential customers
- Production and record keeping associated with client demo mash/ferment/distillation runs to support still sales
- Post-sales distillation support, as needed, for still clients
- Other services as requested including input on design enhancements based on operational knowledge and experience

Education

5% of time Description of Duty/Task:

- Education may come in many forms. It may be self-directed or may be focused on providing education to the Production team, our customer base or the industry. It may be simple, like attending a webinar or reading an article or may be much larger like attending a conference or other professional training.
- Education will be a primary focus of onboarding into the position but the need for ongoing education does not diminish.

Assisting Others

5% of time Description of Duty/Task:

- Performing tasks in assistance to other departments or tasks outside the scope of this job description

Minimum Qualifications (Experience/Education):

The ideal candidate will have successfully completed a Bachelor's degree in Chemistry, Microbiology, Biochemistry, Food Science or Engineering or an equivalent in a combination of education and experience. Management experience is preferred as is experience maintaining a safety program. Experience with heavy equipment is also preferred.

Competencies or Knowledge, Skills and Abilities (KSA's):

- Appreciates versatility in a work day
- Is enthusiastic about innovation and excited to understand and adapt to an evolving production landscape
- Is looking to make a long-term relationship with an employer
- Must be comfortable working as part of a team as well as self-directing
- Must bring passion for advancing Headframe's mission and vision as well as enthusiasm for working in alignment with Headframe's values
- Is comfortable with computers, Office software, distillery compliance software such as Whiskey Systems and learning new software applications
- Communicates well and is skilled at customer service
- Is experienced in a supervisory position
- Has no alcohol-related offenses on their record
- Is enthusiastic about developing a detailed comprehension of continuous flow distillation methods
- Enjoys communicating with clients and providing training
- Comfortable driving a forklift (with associated safety training)

Physical Demands & Working Conditions:

- Can lift 50 lbs.
- Most tasks performed standing
- Job involves bending, lifting, climbing and some repetitive motion

Supervisor Signature: _____ /Date: _____

The above statements are intended to describe the general nature and level of work being performed by the individual assigned this position. This job description is not intended to be an exhaustive list of all responsibilities, duties and skills of the personnel in those positions(s).

I have read and accept the duties and responsibilities as outlined. I have also been given the opportunity to discuss any questions or concerns regarding any or all of the above directly with my supervisor prior to signing this document. Further, I agree to notify my supervisor immediately in the event that I am unable to fulfill any or all of the duties as outlined above.

*I understand that **Headframe Spirits Inc.** reserves the right to revise or change this job description as the need arises.*

I have reviewed this job description and received a copy.

Employee Signature/Date