

HEADFRAME SPIRITS INC.

Department: Spirits Production	Job Description
Job Description Title: Production Assistant	FLSA Status: <i>Non-Exempt</i>
Accountable To (Title): Production Manager	Position Status: <i>Part-Time Temporary</i> Appointment to expire 10/20/20
Prepared By: Courtney McKee	Revision Date: July 22, 2020

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, Montana; 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 Assistant is responsible for supporting all aspects of the day to day operations of the distillation and packaging components of both Headframe Spirits (HFS) and Headframe Spirits Manufacturing (HSM) operations. 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.

Essential Duties and Responsibilities and Expectations:

Spirits Production, Packaging, Safety & Compliance

85% of time Description of Duty/Task:

Production of Headframe Branded Spirits

- Maintain an understanding of current state and federal law related to distilled spirits production and packaging including updates to regulation to execute 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.
- Maintain 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
- Maintain production schedule to coordinate with corporate sales goals
- Execute the day-to-day production of mashing, fermentation, distilling, and transfer to warehouse operations
- Support the production of all HFS products, current and upcoming
- To apply and maintain quality assurance practices

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

MCP

- Execute contract production projects for other distilleries or brands
- Support clients with blending and packaging work at the highest of standards
- Coordinate with vendors and suppliers

Safety

- Work in a manner which will ensure the safety and security of all employees and visitors to the distillery, warehouse, packaging and storage facilities
- Maintain safety program, SDS paperwork and generally ensure a safe production environment for all employees and guests
- Participate in recurring safety training with all employees in Production and occasionally with 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
- Maintain organized layout for tools to prevent damage, theft, etc.

Management & Compliance

- 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
- In coordination with support from the Production Manager or Office Manager, file monthly reports to TTB: storage, production, processing
- Work in compliance with processes and procedures to 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
- 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
- Support a participative environment characterized by teamwork and partnership
- Assures efficient and effective overall operations by maintaining communication with internal departments and owners
- Work in compliance with 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

Personnel

- Manage temporary employees
- Participate in regular team meetings

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

Travel

5 % of time Description of Duty/Task:

Travel for sales events, professional development or other tasks

Minimum Qualifications (Experience/Education):

The ideal candidate will have successfully completed some higher education coursework in Chemistry, Microbiology, Biochemistry or Food Science as part of a completed Bachelor's degree curriculum, or can demonstrate a thorough understanding based on years of experience in a related working field.

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

- Appreciates versatility in a work day
- Is looking to make a long-term relationship with an employer
- Is comfortable with computers, Office software and learning new software applications
- Communicates well
- Interested in taking ownership and leadership in the role and the department
- Has no alcohol-related offenses on their record
- Is enthusiastic about developing a detailed comprehension of continuous flow distillation methods
- Comfortable learning to drive 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