



Associate Distiller

Job title	<i>Associate Distiller</i>
Reports to	<i>Head Distiller</i>

Job Purpose

- The Associate Distiller role is primarily responsible for assisting the head distiller in the design, production, and quality management of the entire range of manufactured spirits.
- The day-to-day safe operation of the distillery, its equipment, and systems.
- The general operational maintenance, cleaning, and servicing of distillery equipment.

General Responsibilities

- Support all Distillery Managers in the day-to-day operations of the distillery and warehouse.
- Timely and efficient execution of all work instructions, as reasonably requested.
- Adherence to all stated OSHA, TTB, and MLCC procedures and practices.
- General cleaning and production, wash down duties as required.
- General lifting, climbing and other physical activities as appropriate to a distillery/warehouse industrial operation.
- Conduct your work safely, efficiently, and diligently at all times.
- Preserve and protect the business values of the company and support the business mission as required.
- Respond to your managers requests promptly with absolute transparency, accuracy and quality of advice and information.

Role Responsibilities

- Assist with and conduct the daily operation of the distillery and warehouse.
- End to end production of the entire product range.
- Bottling and packaging tasks as required.
- Equipment cleaning and maintenance as required.
- General cleaning and maintenance as required.
- Production reporting, data collection, and inventory counts.
- Product QA processes as requested.
- Laboratory work and deliveries as required.
- Raw materials handling, processing, and receiving.
- Building open/close and general security operations.
- Adherence to MLCC, FDA, and TTB reporting and excise tax activities.
- Receive, store, and organize shipments.
- Other activities as directed from time to time including assisting front of house operation when appropriate.

Qualifications

Essential Qualifications:

- Education in formal food/science/agriculture/business/technology qualification (or are currently undertaking).
 - This may be waived in lieu of experience.
- Current and ongoing car driver's license.
- Negative results on criminal background check.
- Must be of legal drinking age.

Preferred Qualifications:

- Previous work in food and beverage, science, or industrial/mechanical based industry.
- Certification in TIPS in Michigan
- Familiarity with alcoholic beverage production techniques (brewery, winery etc.)
- Knowledge of safe laboratory working practices.
- Formal confined space safety training.
- Formal training in electrical, fire, and combustible material safety.

Personal Qualifications:

- A passion for artisan products
- Good communicator, articulate and friendly
- Ability to work in a multi-skilled dynamic environment
- Ability to work un-supervised
- Self-starter, high level of initiative
- Safety conscious at all times towards self and others
- Meticulous attention to quality and process
- High level of personal hygiene, exceptionally well presented
- Good written and verbal skills
- High level of computer literacy (email, web, Excel, Word)

Working Conditions

This job requires a variety of work hours that may include weekends, holidays, early and late hours, and in some cases overtime.

While performing the duties of this job, the employee is regularly exposed to a wet environment with hot liquids, airborne particles, chemicals, and moving machinery. The noise level in the work environment can be very loud at times.

Physical Requirements

- Frequently stand for the duration of the shift, walk, bend over, twist, kneel, climb, stoop, and crouch. This position requires repetitive lifting of up to 65 pounds. This position also requires the ability to intermittently lift up to 150 pounds and maneuver up to 350 pounds with mechanical or team assistance.
- Use of hands to perform fine manipulation, handle or feel, and ability to reach with hands and arms.
- Identify product deficiencies (color, smell, taste). This requires having close-up, distance, color, and peripheral vision as well as

depth perception and the ability to adjust focus. Also required is ability to discern subtle odors.

- This position requires proper handling of hazardous materials and operation of complex moving machinery

I completely and explicitly understand the attached duties, responsibilities and expectations. I also understand that company personnel are employed on an at-will basis.

Employee (Print) _____

Employee (Signature) _____ Date _____

Employer (Print) _____

Employer (Signature) _____ Date _____

Approved by:	<i>Geri L. Lefebre</i>
Date approved:	<i>7/9/2022</i>
Reviewed:	<i>7/9/2022</i>