



Job Title: Production Assistant

Class: Non-Exempt, Part-time

Reports to: Production Supervisor

Direct Reports: None

Position Summary

The Production Assistant plays a dynamic role in the day-to-day operations of the production facility. Working closely with the Production Supervisor, the Production Assistant has responsibility for: (i) practicing quality control and consistency; (ii) following safe food and beverage practices; and (iii) maintaining an efficient production environment.

Responsibilities

The Production Assistant will help in all aspects of the production process, ensuring efficiency and quality through production and sanitation tasks, by:

- Cleaning and sanitizing tank, hoses, filler machine, trollies, strainers, crates, and other equipment to prevent contamination and maintain Good Manufacturing Processes (GMPs);
- Assisting in sensory evaluations and quality checks on soda batches to assess flavor, carbonation, and overall product quality;
- Implementing quality control procedures to enhance product consistency and customer satisfaction;
- Performing cellarperson tasks, such as processing fruit and ensuring proper labeling and storage;
- Handling and storing ingredients and finished products with care to prevent spoilage and ensure product freshness;
- Owning the cleaning and sanitization processes of the production facility, including deep cleaning the drains, and maintaining a safe and orderly loading dock;
- Setting up the production team for success by making and labeling case boxes, including preparing the labeling machine, loading caps into the filling machine, rinsing bottles, turning on and preparing dish machine, and gathering all necessary hoses and containers;
- Assisting in bottling runs to ensure smooth and safe processes, including evaluating bottle fill levels, checking for dates on labels, and boxing finished product during a run;
- Assisting in loading the van and picking orders on local delivery days;
- Printing out blank syrup and soda recipe sheets as needed;
- Labeling boxes for retail, wholesale, and online orders as needed;
- Collaborating with Production team to ensure the proper functioning of production equipment;
- Participating in problem solving for production issues related to raw materials, and processes;



- Reporting any accidents or incidents promptly;
- Attending daily meetings;
- All other duties as required.

Qualifications

- Previous experience in production roles within the beverage industry, preferably in carbonated beverage manufacturing.
- Knowledge of fermentation processes, carbonation techniques, and soda production equipment.
- Strong attention to detail and commitment to maintaining product quality, safety, and cleanliness standards.
- Ability to work effectively in a fast-paced environment and collaborate with team members to achieve production targets.
- Excellent communication skills and the ability to follow instructions accurately.
- Flexibility to work variable shifts, including evenings and weekends, as needed to support production schedules.
- Familiarity with food safety regulations and GMPs,
- Flexibility to work varying shifts as needed.

Physical Requirements

- This position requires the ability to lift, stoop, carry, and squat 35 pounds, and move 85 pound kegs using a dolly.

Employee Signature _____ **Date:** _____