



## Barrel Maturation Associate

### Job Description

**Position Title:** Barrel Maturation Associate

**Reports to:** Barrel Maturation Manager

**Classification:** Non-exempt

**Category:** Full-time position, typically Mondays – Friday, rotating weekend hours

**TO APPLY:** To apply for this position, please send a Cover Letter and Resume, along with Contact information for 3 Professional References in one Word Document or PDF File to: [Matthew.Foster@southerndistilling.com](mailto:Matthew.Foster@southerndistilling.com) .

Please label the Word Document or PDF File with your First and Last Name. (example, the file might be named "Sue Smith").

Please put which position you are applying for in the Subject Line of the email – "Barrel Maturation Associate."

### Scope of Position:

The Barrel Maturation Associate is an integral part of the Barrel Maturation department and reports directly to the Barrel Maturation Manager. A Maturation Associate is responsible for executing barrel warehousing plans and assisting in the entry and removal of filled barrels into various storage locations, while adequately recording mapping locations, as well as pulling barrel samples, keeping the rickhouses in safe, working order. While also assisting with barrel dumps and proofing of products.

### Responsibilities:

#### Barrel Rickhouse Operations

- Help in the preparation of barrels for storage including but not limited to strapping the pallets, palletizing filled barrels, verifying information on barrel stickers, and stacking the barrels according to the rickhouse plan set forth by the Barrel Maturation Manager
- Perform barrel repair and inspection as needed to ensure safety and proper storage of filled barrels when they are transported to the warehouse
- Assist in the organization and cleanliness of all SDC rickhouses

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- Understand and follow the established mapping and stacking plan for the rickhouse and communicate any errors, constraints and issues in barrel storage
- Maintain daily mapping and stacking logs when samples and barrels are removed and entered from the rickhouse
- Obtain samples from stored barrels according to scheduled barrel pulls
- Assist in the loading and unloading of barrels as they are moved to different areas of the plant in addition
- Other duties as assigned by management

### **Mandatory Requirements (including physical requirements):**

- High School Diploma or equivalent
- Ability to work independently
- Attention to detail and organizational skills
- Ability to use various software including Microsoft Office
- Valid Driver's License
- Forklift certified or willing to become certified within 3 to 6 months
- While performing the duties of this job, the employee is regularly required to stand; use hands to finger, handle or feel objects, tools, or controls; reach with hands and arms; and talk or hear. The employee frequently is required to walk; sit; and stoop, kneel, crouch, or crawl. The employee is occasionally required to climb or balance and perform repetitive motions.
- Ability to lift and transfer 120 pounds on a routine basis
- Well organized and proven ability to work independently
- Communicates well and tactfully with co-workers, vendors, and customers
- Strives for excellence in their work and maintains confidentiality
- Maintains a high degree of professionalism
- Willing to work occasional overtime

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