



Job Description

Position Title: Distillery Operations Associate

Reports to: Shift Leads and Distillery Operations Manager

Classification: Non-Exempt

Category: Full-time (This position typically works 84 hours per two-week pay period on a 12-hour shift schedule. A total of 7 workdays in a two-week period. Day shifts are 6 am to 6 pm, while Night shifts are 6 pm to 6 am))

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: Tamara.Roach@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 – Either "Day Shift Distillery Associate" or "Night Shift Distillery Associate".

General Functions:

Under the direction of the Distillery Operations Manager and Shift Lead, the Distillery Operations Associate will work on an individual and team basis within Southern Distilling Company. The Associate is a versatile position requiring a range of skillsets and work environments. This position is involved in cleaning, equipment maintenance, grain handling, warehousing, record keeping, mash cooking, fermenting, distilling, and general labor.

Principal Activities:

- Maintain the distillery's high standards of cleanliness, safety, and sanitation
- Operate and maintain grain handling equipment including hoppers, augers, silos, and mill
- Operate and maintain mashing, distillation, and barrel filling equipment
- Record daily production logs relating to mashing, distillation, sampling, bottling, shipping, and receiving
- Operate distillery management software system
- Record and report inventory
- Maintain equipment and work environment to ensure high quality operating and safety standards
- Communicate and organize shipping and receiving logistics
- Monitor equipment controls and report abnormal activity or safety issues
- Operate heavy equipment, such as forklift, scissor lift, box truck, and tractor
- Prioritize tasks and execute them independently

- Take ownership of your own work, as well as the team’s work

Qualifications:

- High School Diploma or GED equivalent
- No alcohol-related driving offenses on current record
- Valid NC Driver’s License preferred
- Basic math skills and ability to use a calculator
- At least 21 years old preferred
- Basic computer literacy
- Strong orientation toward quality control and safety
- Coachable
- Honest
- Communicates well with co-workers and customers
- Proven ability to work independently
- Cares about the customer and provides exemplary customer service
- Strives for excellence in their work
- Maintains a high degree of professionalism
- Open to a fluid daily schedule
- Keen attention to detail.

Physical and Mental Requirements:

Southern Distilling Company is committed to providing a means for applicants who have a disability to identify areas in which they may request a reasonable accommodation. The following is a description of the physical and mental abilities which are customarily required to perform the essential job functions of this position:

- Vision sufficient to read standard text and read a computer monitor.
- Ability to speak and hear sufficiently, to communicate clearly, and understandable in person.
- Physically capable of working on feet, standing for long period of time, sitting, climbing stairs and ladders, bending, and kneeling in an unconditioned environment
- Body strength sufficient to lift and transfer at least 50 lbs.
- Ability to interact professionally with persons from a variety of backgrounds in a high stress environment.

Employee

Date

Supervisor

Date