



9515 Water St., Nelsonville, WI 54458, United States

## **Production Team Member Job Description**

Production Team Member

RUBY Coffee Headquarters - Nelsonville, WI

Reports To: Production Manager

Wage: \$15/hour based on experience

Hours per week: 34+ hours per week (FTE)

Part-time opportunities available if necessary

At RUBY HQ located in Nelsonville, we roast coffees for both wholesale customers and individual consumers Monday - Friday. We are seeking a dedicated Full-time Production Team Member to join our growing team with opportunities to expand into new roles and responsibilities.

Essential Job Duties/Functions:

Production Team Members do all tasks necessary to get roasted coffee to customers. This includes:

- Filling coffee bags
- Sealing
- Fulfilling orders
- Packaging orders for shipping
- Inventory management
- Prep and Cleaning

Additional Responsibilities:

- Bag Labels
- Coffee Info Sheets
- Inventory

As Needed:

- Forklift Certification and occasional usage
- Prepare Production Runs as needed
- Graphic Design and Computer usage
- Other tasks as needed

Education and/or Experience:

- High School Diploma or Equivalent
- Basic PC Software Experience (e.g., Point of Sale, Docs, Excel, Sheets, Slack)

Minimum Qualifications:

- Strong specialty coffee aptitude.
- Strong adherence to designated procedures.
- Must be highly motivated, organized and able to handle multiple priorities while meeting deadlines.
- Must be able to operate under minimal supervision.
- Strong attention to detail.
- Must conduct self in a professional and respectful manner at all times.
- Must possess a positive, enthusiastic attitude.
- Must be flexible with the ability to adapt to change when required.
- Good interpersonal communication skills.
- Maintains confidentiality of all trade secrets, including recipes, policies and procedures.
- Must be able to work special events, weekends, and holidays as needed.
- Forklift Certification or willing to be certified.
- Must have reliable transportation and phone.
- Able and willing to work cooperatively with other team members.

Physical Requirements: The employee must occasionally lift and/or move up to 50 lbs., while performing the duties of this job, the employee is required to stand for long periods of time; frequently walk, use hands and fingers, handle or feel, reach with hands and arms, talk and hear; occasionally sit, climb or balance, stoop, kneel, crouch or crawl.

Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions, provided such accommodations do not create an undue hardship for the Company.