



## **Production Lead**

### **Job Description**

#### **Job Summary**

Fulfills customer orders under the supervision of the Head Roaster and Production. Verifies and maintains records on incoming and outgoing shipment. Prepares items for shipment, including assembling finished products. Receives and unpacks incoming merchandise and stocks items in their corresponding location.

Responsibilities include, but not limited to:

- Preparing documents, such as sales orders, purchase orders, and invoices
- Examining shipment contents and comparing to records to verify accuracy
- Recording incoming and outgoing shipments to maintain inventory accuracy
- Assembling items from raw materials, including whole bean and ground coffee, cold brew coffee, and other products
- Maintaining Cold Brew standards, operations, procedures and inventory levels.
- Restocking items both in retail space and warehouse
- Keeping production areas clean and organized
- Conducting regular stock counts to maintain inventory accuracy
- Delivering items to customers
- Overseeing volunteers and production assistants (2-3 individuals at a time)

#### **Secondary responsibilities**

When primary responsibilities are up to date and complete according to PA other duties can be:

- Facility maintenance
- EX: Rack/Shelving Systems, Coffee Equipment, Cooling/Heating, General Maintenance.

#### **Qualifications**

- Possession of current State of California issued driver's license
- High school diploma or equivalent

#### **Physical Demands**

- Ability to continuously walk or stand
- Ability to bend, squat, climb stairs and lift frequently
- Ability to lift 50 pounds occasionally.

Job Type: Full-time

Pay: Entry Level

