

Production Assistant (Full Time)

SUMMARY

This role will work to ensure fast, consistent, efficient fulfillment of web and wholesale orders. This includes labeling and filling bags, webstore and wholesale order fulfillment, deliveries, and keeping the production space clean and organized. The ideal candidate will flourish in self-directed, changing environments & be comfortable working both independently as well as in a small team.

REQUIREMENTS

Clean and organized
Attentive to detail
Good time management skills
Clear and effective communication skills
Ability to lift 50 lbs
Technologically literate
Follows Department of Agriculture health code requirements

DESCRIPTION

- Label retail and bulk bags
- Fill all bags on daily production sheet
- Organize coffee orders for fulfillment
- Organize web store coffee & merchandise orders for fulfillment
- Handwrite notes to customers as needed
- Package and label web store orders paying special attention to accuracy & presentation
- Weigh out and label bucketed orders
- Daily deliveries to the postal service as well as occasional errands and wholesale deliveries
- Prepare and organize deliveries for following day
- Weigh and tally coffee at the end of the day
- Make extra boxes and label bags for next day
- Clean all buckets and bins needed for wholesale
- Keep workspace clean and tidy
- Following daily cleaning and closing procedures