

DELIVERY AND PRODUCTION



Job Purpose Summary:

Joe Van Gogh is seeking a part time delivery and production person to join our wonderful roasting and production team. You will be working with our roasting and production staff to fill and deliver orders and maintain our roasting facility. Someone who is detail oriented, self-motivated, with strong communication skills are a must. Having a working knowledge of all aspects of the company and ability to work with teams is also important.

Reports To : Production Manager

Status : Part Time Hourly

Responsibilities Include:

- Prepare packaging with correct labels.
- Receive direction easily to meet the requirements of a dynamic work place.
- Communicate with Production Manager, and Production Roasters to avoid mistakes and to work as efficiently as possible.
- Know delivery route and plan ahead for deliveries.
- Always confirm coffee orders off of BeanBase and the invoice before shipping or delivering orders.
- Prioritize orders for bagging correctly based on roasted coffee, delivery schedule, and shipping.
- Ensure Organic Certification is followed at all times.
- Know blends and basic proportions to ensure efficiency while working.
- Keep track of roasted coffee inventory and be aware of roasting schedule.
- Know customers to ensure their needs are met in production.
- Support Production team through open communication at all times.
- Perform daily cleaning tasks to ensure a clean work space and be prepared for next day's tasks.
- Occasionally participate in cuppings to continue coffee education of new roasting profiles of various crops.
- When absent, plan to insure responsibilities are delegated fairly to other staff members.

90 Day Probationary Period:

This job requires an extended, self-motivated training/probationary period. The following list of goals must be accomplished within 3 months (90 days) of being hired. All resources necessary to accomplish these goals will be made available. If the following goals are not accomplished, a permanent position will not be offered.

- Develop expertise with all aspects of order fulfillment within production.
- Become familiar with all systems employed by the company and maintenance of those systems.
- Become familiar with each coffee that Joe Van Gogh roast and sells.
- Become familiar with all wholesale customers and their delivery/shipping schedule.
- Be a team player and show an effort to improve speed and accuracy.

Additional Requirements:

- This position requires 20-25 hours per week.
 - A positive attitude.
 - Strong self-motivation and ability to work independently.
 - Ability to prioritize and manage time.
 - Excellent communication skills.
 - Prolonged, frequent ingestion of coffee, tea and other caffeinated beverages.
 - A valid NC Driver's license.
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