

# ONLINE ORDERS & MANUFACTURING TEAM MEMBER JOB DESCRIPTION

Job Title:	Online Orders & Manufacturing Team Member		
FLSA Status:	Non-Exempt	Job Category:	Part Time / Seasonal
Reports To:	Production Manager	Supervises:	-
Pay Scale:	DOE		
Work Location:	Wholesale Warehouse – 24795 Frontage Road, Bozeman MT 59718		
	Flexible Hours and Days Between Monday-Friday 7:00 & 5:00.		

#### WHO WE ARE

Olivelle is a multi-faceted, dynamic company rooted in specialty food retail and specializing in the manufacturing and distribution of high quality oils, vinegars, herbs, and spices to boutique retailers across the country. We are unique in the sense that we are a one-stop shop for retailers and their success depends on what we do and how we perform.

## WHO **YOU** ARE

You want to be part of a fun loving team, thrive when working hard in a fast paced environment, and have a general positive outlook on life. You love completing repetitive tasks. You are willing to roll your sleeves up and take on additional tasks when needed. You never sit still waiting for someone to tell you what to do next, instead noticing needs and working to continually improve.

### **POSITION SUMMARY**

Olivelle's online orders & manufacturing team members are a key element to ensuring efficient and accurate processing of customers' online orders. Attention to detail and organization skills will be imperative. Will also help with project-based tasks in manufacturing on large and small projects. This person must enjoy working in a fast paced, social environment, and working as a team to complete repetitive tasks such as labeling, capping, or filling.

## ESSENTIAL JOB FUNCTIONS, RESPONSIBILITES & DUTIES

- Pull & pack online orders.
- General food manufacturing including labeling, capping, and filling.
- Work as a team to accomplish project based goals.
- Maintaining a clean, organized workspace through regular maintenance and general cleaning.
- All other duties and responsibilities as assigned.

# **EXPERIENCE REQUIREMENTS**

None

## **REQUIRED SKILLS & COMPETENCIES**

- Attention to detail
- Physical Skills ability to sit/stand for long periods of time, lift and carry items up to 50 lbs.
- Organization skills maintaining tasks so they are easily accomplished
- Communication capable of positive communication
- Independence to work with minimal supervision and complete tasks
- Teamwork work well with others on projects
- Attendance & Punctuality shows up when schedule, on time, dressed appropriately, and ready to work

#### **BENEFITS**

Benefits include free flowing espresso, and working with a fun loving, energetic, family-oriented team.

# **ATTIRE & UNIFORM**

Casual but clean. Hair pulled up. Closed toed shoes required.

### DISCLAIMER AND ACKNOWLEDGEMENT

This job description is only a summary of typical functions and essential duties being performed by individuals assigned to this position. The actual duties, roles and responsibilities may differ slightly from this job description and is not intended to be an exhaustive list.

**TO APPLY:** Please fill out an application and drop of at our warehouse location, 24795 Frontage Road, Bozeman, MT 59718 between the hours of Monday-Friday 8:30am-4:30pm.

Call 406-587-4246 if you need help finding where we are.