



## JOB DESCRIPTION

POSITION: DISTILLERY MANAGER

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### Primary Role Statement:

- The Distillery Manager role is primarily responsible for assisting the Distillery Owners in the design, production, quality management of the entire range of manufactured spirits
- The day to day safe operation of the distillery, its equipment and systems
- The general operational maintenance, cleaning and servicing of distillery equipment

### General Responsibilities:

- Support the Distillery owners in the day to day operations of the distillery
- Timely and efficient execution of all work instruction, as reasonably requested
- General cleaning and production wash down duties as required
- General lifting, climbing and other physical activities as appropriate to a distillery/warehouse industrial operation
- Conduct your work safety, efficiently and diligently at all times
- Preserve and protect the business values of the company, and support the business mission as required
- Respond to the owner's requests promptly with absolute transparency accuracy and quality of advice and information
- Must be willing to travel
- Flexible hours

### Role Specific Responsibilities:

- Assist and support the daily operation of the distillery and marketing
- End to end production of the entire product range
- Bottling and packing tasks as required
- Equipment cleaning, and maintenance as required
- General cleaning and maintenance as requires
- Production reporting, date collection, inventory
- Tour Management
- Building open/close and general security concerns
- Other general duties and actives as assigned
- Pick, pack and dispatch of internal and external orders
- Identify ways to improve the distillery thru efficiency and organization
- Daily record keeping, and weekly financial reporting is required



- Employee scheduling
- Work with Distillery Owners on company development, marketing, promotional events
- Traveling to meet and greet customers and accounts
- Bartending

### Essential Qualification:

- Current and ongoing car drivers license
- Must be 21 years of age
- High school Diploma or equivalent
- Experience with project management and supervision of budget
- Operate Forklift

### Desirable Qualification:

- Familiarity with alcoholic beverage production techniques (brewery, winery, etc..)
- Knowledge of safe laboratory working practices
- Bachelor's in business preferred but not mandatory

### Personal Attributes:

- A passion for craft spirits
- Good communicator, articulate and friendly
- Ability to work in a multi-skilled dynamic environment
- Ability to work un-supervised
- Self starter, high level of initiative
- Safety conscious at all times towards self and others
- Meticulous attention to quality and process
- High level of personal hygiene, exceptionally well presented
- Good written and verbal skills
- High level of computer literacy (emails, web, Excel, Word, Social Media)
- Sales/ marketing background
- Employee management skills