

Manor Hill Brewing Packaging Assistant

Job Function: Packaging Assistant

Schedule: Full-time, Non exempt Salary: Based on Experience

Manor Hill Brewing is seeking a Packaging Assistant who brings a high level of responsibility and dedication to the position. This position will report to the head of our packaging operations on our CODI canning line and kegging operations and assists with occasional special projects bottle filler while maintaining the highest quality and safety standards. A successful candidate operates with a safety and quality first mentality, is organized, practices sanitary packaging procedures, assists with preventive maintenance, follows quality control protocols, has a decent mechanical aptitude and problem solving

Job Summary

This is a full-time position within our production facility. The Packaging Assistant works primarily on our canning line and racking/kegging beer and servicing our keg fleet including routine washing, wrapping for storage, repair. In the warehouse areas, the Packaging Assistant helps maintain order and cleanliness and ensuring proper product rotation while accurately preparing shipments for distribution. The Packaging Assist will also employ basic cellar skills involving carbonating and ensuring proper gas and temperatures for beer to hold carbonation, occasional cellarwork. The Packaging Assistant will also rotate into our daily facility check protocol, and shared "Friday Checklist" duties.

Duties & Responsibilities:

Ensure compliance with operational policies and safety standards to ensure the health and wellness of team members at all times

Operate, troubleshoot, clean and maintain all packaging equipment, as directed by supervisor

Maintain an organized, clean, sanitary, and safe working environment through production run

Ensures beer quality is maintained throughout the packaging process.

Maintains accurate records and logs, and inputs packaging counts into EKOS.

Work closely with cellar and brewing departments to ensure smooth product flow and the timely completion of the production schedule.

Provides support to Shipping & Receiving, Maintenance and Brewing departments as needed.

No weekend and or evening work is required – except for festivals 1-2 X per year

Job Qualifications:

1-2 years in packaging preferred, but not required – will Train

Passion for Craft Beer a plus

Good mechanical aptitude required

Demonstrated ability to perform QA/QC measurements to meet specifications

Must have good communications skills Ability to work in hot/cold and wet environments

Attention to detail, and ability to multitask in a fast-paced production environment

Ability to recognize visual and audible cues signaling machinery performance issues

Work effectively with all employees, operations management, and guests of the brewery

Ability to lift 50+ lbs regularly, and safely move 160 pound kegs / manage pallet jack

Forklift certification or experience a plus! (If not, you will need to learn how to safely operate a forklift)

Our Ideal Candidate Is (or has):

Open minded

Able to keep calm under pressure

Solid problem solving skills
Hard working
Team Player
Willing to go the extra mile
Sense of humor

Compensation:

- Base Salary + Quarterly Bonus Incentives after 6 months
- Health Benefits available
- 401(k) Savings Plan after 1 year
- PTO & Sick Time
- “Flex Friday” schedule – every other Friday Off (depending upon production)
- Training opportunities