

Adrift Distillers Job Description

Title: Production Assistant

Department: Distillery

Reporting Relationship: CEO>Head Distiller>Production Assistant

Elevator Pitch

Adrift Hospitality is an ever-growing company that currently manages 9 businesses including a craft distillery. The Production Assistant is responsible for the cleaning and sanitation of brewing and fermentation vessels, grain milling, assisting the Head Distiller with brewing, distillation, and other spirit production tasks, and assisting the Tasting Room Lead with product bottling and tasting room operation. Currently a part-time position with room for growth and advancement.

Duties & Responsibilities - Spirit Production

- Perform mash prep including milling grain and proper cleaning, sanitizing, and filling the mash-tun and fermenters
- Perform stripping runs and gauge and transfer all spirit collections both physically and in production management software (Distill X 5).
- Collection and disposal of spent grain/stillage
- Semi-regular forklift operation
- Keeping operational areas clean and organized
- Assisting the Head Distiller with liqueur blending, proofing & filtering
- Other duties as assigned

Duties & Responsibilities - Bottling & Customer Service

- Work with the Tasting Room Lead to bottle product
- Due to the small team working in the distillery, some tasting counter work is expected, especially during busy summer months and when alone during open hours
- Pour samples for customers and describe/discuss our spirits and the distillery operation
- Selling bottles + other general merchandise via the POS

Qualifications

- Brewing experience a plus
- Experience in craft beverage production a plus

- Must be analytical and have strong mathematical skills.
- Able to meet tight deadlines
- Must have great attention to detail
- Excellent verbal and written communication skills
- Self-disciplined and efficient in planning and completing tasks
- Excellent computer skills. Will become proficient with web-based applications including G Suite, Square, and Distill X 5, the process accounting software used in the distillery
- A valid Class-12 MAST permit

Average time spent in operations	90%
Average time spent on admin duties	10%
FLSA (overtime eligibility)	Non-Exempt
Physically Demanding	60%
Customer Facing	20%
Weekend and evening shifts	Required

Signature: _____ Date: _____