



## Production Team Member Job Description

### Position Overview

Fenn Valley Vineyards is a family owned 60,000 case operation in a growth mode. The production team is an active member of the Fenn Valley winemaking team. Their focus centers around packaging and logistics.

### Job Responsibilities

- Work as part of a team packaging wine and hard cider in a variety of formats.
- Assist with shipping and receiving raw materials and finished products.
- General sanitation of packaging equipment following company standard operating procedures (SOPs)
- Help ensure products have correct components, such as correct labels.
- Pull client orders and ensure they are prepared accurately and on time.
- Aid in inventory management, including conducting physical inventory measurement when needed.
- Alert management of unexpected inventory volume.
- Learn to spot problems with packaging lines and work on resolutions.
- Maintain a high level of quality control during every process.
- Maintain chemical inventories in an orderly fashion.
- Be able to perform any other reasonable task as assigned by management.
- Assist with winery events throughout the year.

### Requirements

- At least 18 years old.
- Available to work up to 6 days/week and 12 hours/day on occasion during busy seasons.
- Valid driver's license and reliable transportation to our Fennville facility.
- Clear understanding of English.
- Basic math skills.
- Must be organized, self-motivated, and detail oriented with the ability to multi-task.
- Able to operate a forklift is desired, capable of being trained is a requirement.
- Ability to lift 60 lbs., be on feet most of the day, bend, squat and climb stairs.
- Willingness to work hard, get wet and dirty, and clean meticulously.
- You must be legally authorized to work in the United States without an employer-sponsored petition for a visa.

Our compensation is competitive and based on skills and experience.