

**Job Title: Production Assistant**  
**Job Location: Newbury, Vermont**  
**Hourly Wage: \$13.50/hr**  
**Status: Part Time, Seasonal**  
**Employment Dates: June 1- Sept 1 (flexible)**  
**Schedule: 8 am-3:00 Monday, Tuesday, Wednesday.**  
**15-25 hours per week**

*Interested applicants may submit a resume and letter of interest until 4/16/2021. We will begin contacting applicants the following week.*

Andrea Franklin  
andrea@uppervalleycoffeeroasters.com  
Subject: Production Assistant



Upper Valley Coffee Roasters is seeking a coffee loving individual (preferred, but not required) to help get our coffees and cold brew products packaged and ready for store shelves.

The primary duties of this position are to help us label and fill coffee bags, cold brew bottles, pick and pack wholesale and online orders, follow recipes to create products and assist in the general floor production of Upper Valley Coffee Roasters. Attention to detail, organizational skills, good communication skills and consistency are essential.

Applicants must be able to lift and carry up to 50 lbs (ex. lifting and moving boxes of packaged coffee, milk crates or kegs of cold brew in and out of coolers, etc) and on occasion team lift 165 lbs. The position involves sitting, standing, and stooping for extended periods of time, sometimes in hot or cold weather. This position also requires dexterity in hands, to peel and apply labels, roll tin tie bags, and handle products throughout the packaging process.

Applicants must handle food products in accordance of state guidelines, as well as operate and maintain commercial packaging equipment to set standards. Applicants will help to maintain a clean and organized workspace and assist in the tracking and inventory of goods. Additional hours are available and include helping to set up, serve, and sell products at farmers markets and other outdoor events on the weekends.

Training is provided. Work environment is primarily indoors, and is at times, loud or dusty, PPE is provided. Applicants must follow verbal and written instructions and have good customer service skills. Preference given to those in the local area and willingness to commit to the entire season. Room for growth for the right candidate. Additional duties required, as assigned.

Upper Valley Coffee Roasters does not and shall not discriminate on the basis of race, color, religion, gender, gender expression, age, national origin, disability, marital status, sexual orientation.