



JOB DESCRIPTION

Title	Production Assistant, Level 1, Temporary (April 1 - June 28)
Purpose	To assist with the production of coffee by packing coffee, preparing orders for delivery and performing daily production cleaning and maintenance. Serve as back-up for shipping and other production needs.
Reports To	Production Manager
Position Classification	Temporary, Non-exempt, Full-time. <i>The production facility will be closed and this position will not work on 5/27. Ability to stay in the role through June is essential.</i>
Location	Peace Coffee Office & Roastery, 2801 21st Ave S, Ste 130, Minneapolis MN 55407
Travel	Local travel possible, but not required; using company vehicle or personal bicycle

Job Responsibilities

Essential Duties (95%)

- **Packaging Coffee (40%)**
 - Bag and grind coffee in order to meet requirements of daily production schedule.
 - Follow procedures for packaging, labeling and grinding roasted coffee.
 - Rotate coffee on inventory shelves to maintain freshness.
- **Maintenance Duties (40%)**
 - Help with Roaster cleaning and equipment maintenance.
 - Clean, calibrate, and repair Burr Grinders.
 - Wash and assemble bulk bins.
 - Maintain a clean and organized production area while abiding by health and safety regulations.
- **Shipping Duties (15%)**
 - Pack and ship orders via UPS or USPS Priority Mail.
 - Assist with picking and packing orders for delivery or pick-up.

Non-Essential Duties (5%)

- Other duties and responsibilities as assigned.



Qualifications

- Passion for Peace Coffee's mission and producing quality coffee.
- Enthusiastic about working in a fast-paced production line work environment.
- Ability to work both alone and as part of a team.
- Basic math and computer skills, experience with Excel preferred.
- Ability to solve problems and attention to detail required.
- Ability to communicate effectively and in a timely manner.
- High school diploma, or equivalent, required.

Physical Requirements

- Work environment: This job is performed in a warehouse where conditions can be hot, dusty and there is a continuous industrial noise. Ability to work in this environment daily is required.
- This job requires standing on concrete, bending, walking and lifting on a continuous basis throughout the day.
- Ability to lift up to 50 pounds regularly.
- Ability to climb ladders, lift and carry bins up to 45 lbs. above 5ft.
- Ability to perform repetitive tasks.
- Ability to use cleaning products of medium toxicity.

Peace Coffee's mission is to make exceptional-tasting, fair-trade organic coffee that sustains the livelihoods of the people who grow, roast and sell it; preserves and protects the environment that produces it; and delights the taste buds of the people who drink it.

Peace Coffee provides equal employment opportunity to all individuals, regardless of age, color, national origin, citizenship status, physical or mental disability, race, religion, creed, gender, sex (including pregnancy), sexual orientation, gender identity and/or expression, genetic information, marital status, status with regard to public assistance, veteran status, or any other characteristic protected by federal, state or local law. In addition, Peace Coffee will provide reasonable accommodations for qualified individuals with disabilities.

To Apply

Please email a resume and your availability to jobs@peacecoffee.com with "Applicant for Production Assistant Temporary" and your name in the Subject Line. No phone calls please. Application materials can alternatively be sent to/dropped off at our office located at: 2801 21st Ave S, Ste. 130, Minneapolis, MN 55407. **Preference will be given to qualified applicants who apply by March 20, 2019 and can start on April 1, 2019.**