

insomnia
coffee company
DAPPER & WISE
ROASTERS

Job Title: Production Assistant

FLSA Status: Hourly Non-Exempt

Reports to: Roastery Manager

Compensation: \$17.95/hr entry level, \$18.70/hr once fully trained

- Fully Trained: Once able to complete all job duties OR at their first 90 Day Review, whichever comes first
 - So long as no behavioral issues arise

Company Mission: Belong - We want to be a company that meets people where they are and creates an environment where they belong

Company Vision: Insomnia Coffee Co. and Dapper & Wise Roasters exist to create a sustainable future for Specialty coffee by focusing on quality, building meaningful relationships, learning constantly and fostering joy

Values: Hard Working, Enthusiastic, Accurate, Reliable, Teachable, Sustainable

Guiding Principles: Surprising Kindness, Always Be Curious, Move With Purpose, Greet Every Person, Make Eye Contact, Say Thank You

Job Summary:

The Production Assistant will work with a small team to fulfill roasted coffee orders for all Insomnia Cafes, wholesale accounts, and online orders, while maintaining a safe and productive work environment.

Job Duties:

- Embody company mission, vision, values
- Package coffee orders accurately - bagging, sealing, boxing.
- Maintain backstock of production materials
- Print labels & label bags as needed for the day's production run, as well as for backstock
- Deliver coffee orders to local wholesale accounts and the Cannon Beach Insomnia in a timely and accurate manner
- Communicate with team through appropriate Slack Channels
- Report all safety related concerns to HR/Safety Committee
- Attend regular meetings - daily meetings and weekly production tactical meetings with the team, as well as one on one Touch Bases with the roastery manager
- Assist in tracking Insomnia and Dapper & Wise merchandise inventory
- Prep daily production runs - including scooping green coffee, labeling bags, and putting together boxes for shipping
- Utilize Roaster Tools to fulfill orders accurately according to the day's production run and update carryover each day.
- Maintains cleanliness of roastery and warehouse
- Create production runs on Roaster Tools
- Schedule UPS pickups
- Optional (Able to but not required to learn)
 - Roast coffee according to Dapper and Wise standards
 - Participate in quality control cuppings as needed.

Physical Requirements:

The physical demands described here are representative of those that must be met by the Production Assistant to successfully perform the essential functions of the job. The roastery is a loud environment. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform essential functions, provided such accommodations do not create an undue hardship for the Company. While performing the duties of this job, the employee is required to stand for long periods of time, walk frequently, use hands and fingers, handle or feel, reach with hands and arms, talk and hear, occasionally sit, climb or balance, stoop, kneel, crouch or crawl, operate heavy machinery, and occasionally lift and/or move up to 154 lbs. Must have a valid driver's license and impeccable driving record.