

## **Packaging Assistant**

Location: Montpelier, VT

In support of Caledonia Spirits' mission to be the preferred manufacturer of high-quality spirit products, the Packaging Assistant performs all packaging tasks, including bottling spirits, jarring honey, and packing product orders. This position also supports all functions of the Distillery as required to meet bottling, packaging and production demands.

Founded by a beekeeper, Caledonia Spirits was built on a vision to connect cocktail culture to agriculture. We are passionate about the spirits we produce, including Barr Hill Gin, America's Most Awarded Gin. Our work is fueled by the values of environmental stewardship, social responsibility, and continuous learning.

At Caledonia Spirits we believe diversity makes us better. For us, it is not just about being an Equal Opportunity Employer, which we are proud to be. It is about inviting different experiences, backgrounds, and perspectives to our work; and making conscious efforts to reach out to candidates who can bring different ideas and perspectives to what we do and create together.

We invite passionate people, committed to excellence, to join our team. We welcome applicants of all races, religions, colors, national origins or places of birth, ages, sexes, sexual orientations, genders, gender identities, and abilities. We welcome those who have served our country. We invite you to make our team richer and better.

### **Key Functions and Responsibilities**

The following duties and responsibilities reflect the essential functions of the position, but do not restrict the assignment of additional tasks. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

- Bottle and package products (spirits and honey): fill bottles and jars; affix labels to bottles and jars; cork bottles; wax-dip bottles; wrap bottle necks with tamper-resistant material; stage raw materials; and stage finished goods.
- Pack product orders: hand-pack bottles; move cases to pallets; and label cases of product.
- Move, load and unload pallets and other materials with manual pallet jacks; occasionally operate forklift for loading and unloading (as permitted according to certification requirements).
- Meet schedule requirements, and calculate and record production status.
- Work in accordance with safety rules and company policies and procedures.
- Perform various tasks in general support of production and of the Distillery, as assigned.

### **What we are looking for**

A candidate with any combination of education and experience likely to provide the skills, knowledge and ability to successfully perform the essential functions of the position. This is an entry level position.

- Forklift operation certification preferred but not required.

- A candidate with an ability to work according to verbal and written instructions and in accordance with established policies and practices. Someone who can maintain focus, motivation, and consistent effort with repetitive tasks for extended periods of time.
- A candidate who is able to communicate effectively and respectfully with team members and supervisor and who exhibits a willingness and ability to work collaboratively with team members to accomplish department tasks and goals.
- Strong attention to detail with demonstrated commitment to achieving a high-level of accuracy and to producing high-quality work products is a plus.

**If you are interested in applying for our Packaging Assistant role, please email a cover letter and resume to [jobs@caledoniaspirits.com](mailto:jobs@caledoniaspirits.com). For more company information, please visit our website at [www.caledoniaspirits.com](http://www.caledoniaspirits.com)**