

**Job Title:**

Bottling Lead

**Reports To:**

Bottling Manager

**Position Summary:**

The Bottling Lead is the lead position on the distillery bottling line and is responsible for attaining the daily scheduled production in a safe and efficient manner. The Lead provides leadership to others through assignment of work, review of progress, monitoring of results and instruction. Performs general production work and may rotate between the following: dumping station, filler room, foiling station, packing station, stacking station and bottling line clean-up. It is essential that the Lead ensures a safe working environment that will produce quality product in an efficient manner.

**Job Duties:**

- Ensures staff follows safety guidelines and procedures.
- Help set-up, leads the sanitation, operation, and routine maintenance of bottling line.
- Ensures the operation meets sanitation requirements and proper hygiene.
- Conducts all quality tests in an accurate and timely fashion.
- Performs assessment of quality control and operational procedures.
- Provides support in the barrel fill, warehouse, processing, or as needed.
- Immediately reports all safety, environmental, and quality issues to distillery supervision.
- Adheres to, and utilizes, PPE program when performing job duties with hazards, i.e., handling chemicals such as caustic and citric.
- Stacks full boxes properly, performs specialized rework projects, keeps assigned machinery stocked, and performs basic packaging duties.
- Operates and changes-over equipment on the distillery bottling line.
- General housekeeping.
- Other tasks as assigned as they relate to distillery bottling operations.
- Operates a forklift.

**Position Requirements:**

- Experience in winery and/or distillery bottling
- Must be able to read and write English.
- Bi-lingual Spanish speaking a plus.
- High School graduate or equivalent.
- Good math, reading and writing skills.
- Capable of performing all tasks of Distillery Bottling Operator.
- Good vision and awareness.
- Forklift certified.
- Fully understands the quality parameters and assures the correctness of all production.
- Has a general understanding of equipment operation and trouble-shooting.

- Understands bottling flow process.
- Should be able to calculate liquid usage spirits and/or wine.
- Basic knowledge of Excel, Word, Outlook and other computer/Microsoft office software.
- Ability to work overtime when required.
- Coordinates multiple tasks simultaneously.

**Attributes:**

- Possesses good leadership capabilities.
- Attention to detail and good organizational skills.
- Ability to “multi-task” and handle various duties within a work schedule.
- Highly motivated and strives for excellence within the bottling organization.
- Able to effectively train others on equipment.
- Able to motivate and train personnel on all company policies and procedures.
- Interpret complex laws, regulations, and /or policies.

**Physical Demands:**

- Ability to lift up to 50 lbs.
- Walk, kneel, bend, and stand, primarily on concrete flooring.
- Ability to work in a noisy, fast-paced environment.

<b>Stand</b>	F		<b>Lift/Carry</b>	
<b>Walk</b>	C		10 lbs or Less	F
<b>Sit</b>	O		11 – 20 lbs	F
<b>Handling/Grasping (repetitive motions)</b>	F		21 – 50 lbs	O
<b>Reaching Above Shoulder</b>	O		51 – 100 lbs	R
<b>Reaching Outward</b>	F		Over 100 lbs	N
<b>Climb</b>	O		<b>Push/Pull</b>	
<b>Crawl</b>	R		12 lbs or Less	F
<b>Squat or Kneel</b>	R		13 – 25 lbs	O
<b>Bend</b>	O		26 – 40 lbs	O
<b>Working at the computer</b>	O		41 – 100 lbs	R
<b>Driving</b>	R		<b>Near Vision</b> (closer than arm’s length)	F
<b>Respirator Use</b>	R		<b>Far Vision</b> (farther than arm’s length)	F
<b>Other Personal Protective Equipment Use</b>	C		<b>Color Vision</b>	F

<b>N</b> (Not Applicable)	Activity is not applicable to this occupation.
<b>R</b> (Rarely)	Occupation requires this activity several times a month (not daily)
<b>O</b> (Occasionally)	Occupation requires this activity up to 33% of the time (0-2.5+hrs/day)
<b>F</b> (Frequently)	Occupation requires this activity from 33% - 66% of the time (2.5-5.5+ hrs/day)
<b>C</b> (Constantly)	Occupation requires this activity more than 66% of the time (5.5+ hrs/day)

The above information is representative of the work performed in this position, however it is not all-inclusive. The omission of a specific duty or responsibility does not exclude it from the position if the work is similar or related to the essential duties and responsibilities. Other tasks may be assigned as needed.

**Reasonable Accommodations Statement:**

To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. Reasonable accommodations may be made to enable qualified individuals with disabilities to perform the essential functions.