Headframe Spirits Manufacturing (HSM) is a business unit of Headframe Spirits engaged in the design and manufacturing of standard and custom design continuous flow ethanol distillation systems. In addition to distillation equipment manufacturing, co-packaging operations are also carried out within the HSM business unit. HSM strives to provide its customers, both inside and outside, with a quality product in a timely and professional manner.

This position requires an ability to prioritize requests, to act quickly in response to a diverse group of needs and to enjoy both time at a computer nerding out as well as driving a forklift and delivery truck. You have to love getting your hands dirty and running Excel spreadsheets. You must be detail oriented and looking to be the best in the business at what you do.

### Essential Duties and Responsibilities and Expectations:

**Headframe Spirits Manufacturing**

<table>
<thead>
<tr>
<th>55% of time</th>
<th>Description of Duty/Task:</th>
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<tbody>
<tr>
<td></td>
<td>• Inventory Data Entry &amp; Management</td>
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<td>o Creation and management of items in inventory software including pricing, preferred vendor, part numbers, etc.</td>
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<td>o Procurement of all distillation equipment components as well as consumables used in fabrication</td>
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<td>o Detailed parts receiving including proper placement into inventory and examination for accuracy and quality</td>
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<td>o Coordination with vendors on delivery schedules, parts exchanges, etc.</td>
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<td>o Staging components with manufacturing to ensure proper placement when needed</td>
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<td>o Proper record keeping of digital and/or hard copy documentation as required</td>
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<th>15% of time</th>
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<tr>
<td></td>
<td>• Vendor Management</td>
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<td>o Price breaks</td>
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<td>o Communication</td>
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<td>o Scheduling</td>
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<td>o Returns</td>
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<td></td>
<td>• Inventory Management</td>
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<td>o Regular confirmation of the inventory on hand</td>
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<td>o Data entry for adjustments to inventory</td>
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<td>o Communication with Administrative staff on orders, inventory value, etc.</td>
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|              | • Construct packaging (pallets, boxes, crates) for shipment of distillation equipment |
|              | • Travel to install distillation equipment at client sites as needed |

### Safety

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<th>15% of time</th>
<th>Description of Duty/Task:</th>
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<td></td>
<td>• Build and manage the Safety Program at HSM/HFS</td>
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<td>o Provide Monthly trainings</td>
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<td>o Maintain OSHA compliant logs and records</td>
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<td>o Ensure safe operational procedures exist and are followed for use of equipment, facilities, tools, etc.</td>
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<td>o Maintain stocked inventories of Worker’s Comp packets around HSM and HFS facilities</td>
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</table>
- Coordinate with other department heads on safety needs, trainings, etc. to ensure Headframe remains a safe set of facilities for our employees as well as our visitors.

**Headframe Spirits Inc**

10 % of time Description of Duty/Task:
- Taking delivery of raw materials from vendors at HSM
- Receive trackable (alcohol) and non-trackable items into Whiskey Systems
- Weekly (or periodic) deliveries between Headframe facilities
- Scheduling pickups of spirits from HSM warehouse (and associated paperwork)
- Handling shipments of marketing materials, samples etc. from Headframe out into the world

**Facilities Oversight**

5 % of time Description of Duty/Task:
- Responsible for cleanliness and overall maintenance of HSM facility
- Support Maintenance/Repair of all facilities and perform routine and preventative maintenance (PM’s) as directed
- Perform maintenance and repair work as needed at HFS

**Travel**

5 % of time Description of Duty/Task:
- Potential for distillation equipment install or repair/modification work onsite at client locations

**Education**

5 % of time Description of Duty/Task:
- Maintenance of certifications, as required
- Safety training
- Other miscellaneous education to support the needs of the department and/or to deepen or broaden skills to improve individual or departmental excellence.
- Education may take any number of forms including but not limited to: Googling “how to…”, online or onsite training, locally provided training or multi-day offsite trainings.

**Supporting Other Departments**

5 % of time Description of Duty/Task:
- Headframe is made up of several business units which each generate revenue in their own manner. As highly aligned, loosely coupled units, it’s incumbent on each employee to be ready to assist in other areas as needed to support the overall success of the company.

**Minimum Qualifications (Experience/Education):**
- A 2-year technical degree is desired with a preferred 2 years experience in a related production, manufacturing or maintenance role
- A solid understanding of mechanical fundamentals is required
- A working knowledge of layout methods and shop math
- Proficient with common hand tools
- Proficient with computers and common business software, Word, Excel, etc.

**Competencies or Knowledge, Skills and Abilities (KSA’s):**
- Appreciates versatility in a work day
- Attention to detail
- Is looking to make a long-term relationship with an employer
- Is comfortable with computers, Office software and learning new software applications
  - Email
  - Excel
  - SOS Inventory
  - Whiskey Systems
- Communicates well
- Has no alcohol-related offenses on record
- In addition to the specific skills listed, this position requires a highly disciplined badass with a strong work ethic who wants to support diverse teams all day every day
- Must be (or become) trained and certified for forklift and delivery truck (non-CDL) operation
Physical Demands & Working Conditions:

- Maintain a safe, uncluttered work environment
- Ability to lift and carry products/equipment weighing up to 50 lbs.
- A strong focus on safety for self, co-workers and customer
- Many tasks performed standing

Starting Hourly Wage $16-$18 per hour, depending on experience

You can learn more about Headframe Spirits at [http://www.headframespirits.com/opportunities/](http://www.headframespirits.com/opportunities/)
To apply for this position, email a resume and cover letter to work@headframespirits.com

See Attached “Benefits At A Glance”
Benefits At A Glance
For Applicants and New Full-Time Employees

- 8 Paid Holidays annually
- Paid Time Off
  - Under 3 years Full Time
    - Accrual begins 90 days after date of hire
    - Accrued at the rate of 4.62 hours per pay period
  - Over 3 years Full Time
    - 160 hours annually accrued at the rate of 6.15 hours per pay period
- Medical Benefits
  - Headframe Spirits Inc. pays 50% of an employee’s portion of medical insurance
    - Employee is eligible on the first of the month following 60 days of employment
    - Comprehensive policy including free wellness checkups
    - Dental Insurance
    - Vision Insurance
- 401(k) Retirement Plan
  - Employee is eligible after 1000 hours and 1 year of service
  - Safe Harbor company match equal to 100% of first 3% of the employee contribution, plus 50% company match of the next 2% of the employee contribution, with immediate vesting
  - Possible profit-sharing company contributions dependent upon a vesting schedule
- 15% Discount on Headframe Spirits merchandise
- Paid ongoing education, see your supervisor for more information
- Access to Headframe discounts with vendors for personal purchases
- Bring Your Dog To Work opportunities, see Human Resources for more details
- Promote From Within philosophy means a greater opportunity for employees to advance inside Headframe Spirits Inc.
- Free cocktail in the Tasting Room every work day