

Headframe Spirits
21 S. Montana
Butte, MT 59701

Title

Production Manager, a full time, salaried, permanent position, including benefits. Salary DOE.

Reports to: Chief Operations Officer & Owners

Company Overview

Headframe Spirits is a large volume micro-distillery located in Butte, Montana in two separate facilities. We currently distribute five beverage alcohol products and produce other product lines with future distribution planned. Headframe differs from many other micro-distilleries in terms of equipment used. Headframe operates a custom designed continuous flow distillation system instead of a traditional batch still operation.

Headframe Spirits operates four distinct business units:

1. The Distillery (HFS)
2. The Tasting Room
3. Headframe Spirits Manufacturing (HSM) (continuous-flow distillation equipment sales and manufacturing)
4. Mountain Consolidated Packaging (MCP) (co-packaging (and limited co-production) for other brands)

Job Description

Production Operations Management

The overall role of the Production Manager is to execute and manage all aspects of beverage alcohol production.

Headframe Spirits has a Production Assistant to assist in aspects of production from proofing to final packaging, and that role is subordinate to the Production Manager. As the Production Manager, you will be responsible for properly coordinating with the Production Assistant.

The Production Manager will participate in hiring for the distillery, through role definition, the hiring process and hiring decisions.

Day to Day Operational Work and Oversight

- Production
 - o Run the day-to-day production of mash, ferment, distilling, and management of warehouse operations
 - o Meeting daily production quotas
 - o Operational Management
 - Milling and Mashing grain
 - Proofing spirits
 - Preparing botanicals for gin
 - Blending spirits

- Managing production volumes for tax purposes
 - o Inventory management, procurement and quality assurance including, but not limited to:
 - Grain
 - Enzymes
 - Yeast
 - Botanicals
 - Barrels
 - Bottles
 - Closures
 - Labels
 - Shrink Sleeves
 - Cleaning supplies
 - o Tool & Equipment management and maintenance, including but not limited to
 - Fermenters
 - Mashtun
 - Continuous-flow stills
 - Low pressure steam boiler
 - Forklift
 - Computer Equipment
 - Misc. pumps, hoses, adapters, etc.
 - Develop & follow a proceduralized Preventative Maintenance Program
 - o Safety program management and training of other employees
 - o Cleaning
 - Maintaining a clean production environment
 - Maintenance & cleanliness of the distillery equipment
 - Supervising other distillery staff
 - Maintaining a clean office, lab, warehouse and restroom
 - o Creating, following and updating procedures including but not limited to:
 - Tolerances on labeling machine/service procedure
 - Acceptable guidelines for bottle notes contents
 - Troubleshooting procedure for filling bottles
 - New and re-used bottle cleaning procedures
 - Closure cleaning procedure
 - General facilities cleaning procedure
 - Production tank & still cleaning
- Management
 - o Scheduling and staffing tours, bottling parties and other special events (infrequent)
 - o Coordination with other departmental managers regarding special projects, packaging, events management, etc.
 - o Production Reporting
 - Taxes Determined deliveries and accounting
 - Shipments to customers, as needed
 - Monthly Storage, Processing & Production reports for the TTB
 - o Departmental budgeting (with management) and budget accountability on a quarterly basis
 - o Personnel management for dedicated distillery staff and for bottling staff when working under HFS control.

Mountain Consolidated Packaging (MCP) Co-Production

The majority of MCP jobs are performed with sourced stock from a third party beverage alcohol manufacturer. Occasionally a packaging job will be accepted which requires co-production of distilled spirits, which would fall under the responsibilities of the Production Manager to complete.

- Integrate the production schedule with Headframe's own production
- Participate in consulting efforts for co-packing work

Qualifications

The successful candidate must demonstrate an exemplary knowledge of basic chemistry and microbiological phenomena necessary for the Quality Assurance of beverage alcohol, such as pH balance & titratable acidity, colorimetry & spectrometry, density, turbidity, pasteurization, aseptic technique and shelf-life, among others.

The ideal candidate will have successfully completed some higher education coursework in Chemistry, Microbiology, Biochemistry or Food Science as part of a completed Bachelors degree curriculum, or can demonstrate a thorough understanding based on years of experience in a related working field including brewing or beverage alcohol distillation.

The successful candidate must meet the following general qualifications

- Can lift 50 lbs
- Appreciates versatility in a work day
- Is looking to make a long-term relationship with an employer
- Is comfortable with Apple computer equipment, desktop and cloud based software and learning new software applications
- Communicates well, both orally and written communication skills
- Self directs
- Is experienced in a supervisory position
- Has no alcohol-related offenses on their record
- Is enthusiastic about developing a detailed comprehension of continuous flow distillation methods

If interested, please submit a resume to work@headframespirits.com