



## **ABOUT LINEA:**

Linea is a San Francisco based roasting company founded in 2013, known for its sweetness forward, award winning coffees, exacting flavor standards, and its culture of kindness, hospitality, and sustainability.

## **PRODUCTION TEAM MEMBER**

Linea Caffè is seeking a hard working, self-aware, flexible, and communicative Production Team Member at our Roastery in Potrero Hill. The Production Team Member packages roasted coffee and prepares orders for wholesale accounts, e-commerce customers, and Linea Caffè locations. This position coordinates with our roasting and orders departments to ensure each order is filled efficiently and accurately.

At times, this can be a fast paced work environment that focuses on accuracy and attention to detail. Communication and teamwork will be key elements to the success of this role. The production role is a highly functional role, we will provide structure and training that will enable you to succeed.

If you like being part of a high-functioning team with repetitive and focused actions – this job might be right for you. Operations on the production line do not differ greatly from day to day, but our volume does. We approach each day, regardless of volume, with the intention of managing our time efficiently, and hitting our goals. You may not get the most creative flexibility at this job, but you can leave everyday knowing you finished what you set out to do. If this sounds like your dream, please apply.

## **POSITION RESPONSIBILITIES AND TASKS**

- Uses the documentation provided by the Production Manager to accurately label, date, and fill coffee bags
- Fulfills all orders - this includes, but is not limited to: building boxes, picking product, accurately filling boxes, labeling and sealing boxes, and stacking finished boxes in designated area.
- Maintaining a clean and organized workplace
- Developing an understanding of the product line
- Shipping and receiving duties
- Optimize speed, efficiency, and accuracy with regards to all tasks and duties
- Understand and adhere to all safety, quality, and sanitation policies
- Routine warehouse maintenance and deep cleaning
- Safely operate all production and packaging equipment
- Ability to operate a forklift
- Other duties as needed

## **CORE COMPETENCIES**

- **Team Work:** Ability to work in a team environment, remaining attentive to ideas, recognizing responsibilities, and actively participating with others to accomplish assignments and achieve goals. Strong, positive, and constructive team player.

- **Pressure:** Ability to work effectively under pressure. Able to maintain focus when operating in a busy, distracting environment.
- **Flexible/Adaptable:** Ability to be flexible and adapt to changing priorities, work environments, management styles. Able to deal skillfully and promptly to new situations, difficulties, etc.
- **Receptive to Feedback:** Ability to receive feedback and coaching from others on your performance, and use the feedback and coaching to learn and improve.
- **Dealing with Ambiguity:** Open to change and learns quickly when facing new and unfamiliar tasks or challenges.
- **Attention to Detail:** Must focus and have attention to detail while multi-tasking and ensuring accuracy of orders.
- **Dexterity and Repetitive Motion:** must feel conformable using the dexterity of one's hands for continuous periods of time.
- **Problem Solving:** Uses logic and methods to solve difficult problems, and looks beyond the obvious, not stopping at the first answers.
- **Planning:** Accurately scopes-out length and difficulty of tasks and projects, and can breakdown work into the process steps. Can anticipate and adjust for problems and roadblocks.
- **Timely Decision Making:** Makes decisions in a timely manner, sometimes with incomplete information and under tight deadlines and pressure.

### **STRONGLY PREFERRED**

- 1+ years manufacturing or production experience
- Mechanically-minded
- Experience with Shipping/ Receiving and
- Experience with e-commerce platforms
- CA Drivers License— a plus
- Forklift Certified —a plus

### **TYPICAL WORKING CONDITIONS**

- Includes long periods of standing and working on equipment.
- Warehouse-type, small office, and small food-service retail environments: busy, conversationally noisy, tight quarters, sometimes stuffy, warm, dusty, and slippery, with ever-present coffee roasting aroma.
- Standing, walking (on even and uneven surfaces), stooping, bending, twisting, leaning, grasping, and lifting of 50 lbs. or less.

### **COMPENSATION AND BENEFITS**

- This job pays at a rate of \$28.00/hr.
- Health Benefits.....

### **HOURS AND CLASSIFICATION**

- This is a non-exempt Monday-Friday hourly position.
- The typical hours for this job are 25+ hours per week

**TO APPLY**

Please upload your resume and a cover letter explaining why you'd be a great Production Team Member and send it to [jobs@lineacaffe.com](mailto:jobs@lineacaffe.com)

Pursuant to the San Francisco Fair Chance Ordinance, we will consider for employment qualified applicants with arrest and conviction records.

We thank you for your interest in a career opportunity with Linea Caffe. Due to high volume, only those applicants selected for an interview will be contacted.

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