

## Job Description – Bottling Assistant

<b>Job Title:</b>	<i>Bottling Assistant</i>
<b>Reports To:</b>	<i>Master Distiller</i>

### Job Purpose

The Bottling Assistant is responsible for the filling, sealing and labeling of Victoria Distillers' premium spirits and bitters. The Bottling Assistant's eye for detail and efficient use of time will ensure that product packaging is consistent and high quality while production volume targets are met in a timely fashion.

### Duties and Responsibilities

- Operate bottling equipment in a safe and efficient manner
- Adhere to best practices of cleanliness to ensure product purity
- Assist in setting up and breaking down bottling equipment
- Build boxes in preparation for bottling
- Identify and report issues with packaging or equipment
- Maintain a clean work environment

### Qualifications

- Ability to do repetitive tasks efficiently and consistently
- Attention to detail
- 19 years or older
- Basic computer skills
- Mechanical aptitude is an asset
- Ability to work in a team or alone
- Serving it Right is an asset
- Ability to be flexible in duties and schedule

### Working Conditions

Victoria Distillers is in a period of growth. While exciting, schedules must remain flexible to accommodate changes in demand. Although most shifts will be during regular business hours, some evening and weekend work may be required. Being a production facility, steel toed footwear is required.

### **Physical Requirements**

This job requires the ability to stand for long periods and to lift items up to 40lbs.

### **Direct Reports**

None.

### **To Apply**

Submit your resume to Tim Lo via email: [tim@empressgin.com](mailto:tim@empressgin.com)  
Please include in your subject line: Bottling Assistant Application

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