

FIVE FLAVORS HERBS - Grass Valley Location

JOB TITLE: Production Technician

HOURS: 32- 40 Hours a week

To apply please submit CV and cover letter to: ben@fiveflavorsherbs.com & brian@fiveflavorsherbs.com

Five Flavors Herbs is a dietary supplement manufacturer specializing in TCM and Western Herbal Tinctures and Extracts. We are currently looking to add personnel to our growing Production Team at our Grass Valley location.

The Production Technician position works directly with the creation of herbal medicine from start to finish by transforming raw botanical materials into medicinal extracts. Using a variety of methods including but not limited to maceration, percolation and heat extraction; onwards to the creation of completed retail products. TCM and western herbal experience is appreciated but not required for this position.

Responsibilities and Tasks

- Perform and support daily production tasks including batch record keeping, milling, processing, pressing, and bottling herbal extracts.
- Blend proprietary and customers herbal formulas from raw herb and extracts.
- All steps for bottling, sealing, labeling, and packaging finished products.
- Understand and comply with basic principles of FDA Good Manufacturing Processes (cGMP).
- Maintain a clean and safe production space by performing dishwashing, daily cleaning, and equipment maintenance duties.

Expectations

- Responsible and proactive team player.
- Good communicator, strong common sense.
- Standing and performing specific physical duties for up to 8 hours.
- Manual dexterity and ability to complete repetitive tasks in an efficient manner.
- Comfortable conforming to and understanding the FDA and Organic regulatory environment.
- Lifting required up to 50lbs.
- Maintaining a sanitary and clean work environment.

Preferred background and skills

- Experience with Western herbs and Chinese herbs and formulas, including familiarity with botanical terms, Latin nomenclature, and pinyin.
- Experience making herbal medicine or commensurate experience (ie, commercial food production).
- Experience working in some type of commercial production environment.

- Basic computing skills (Microsoft Word & Excel).
- Basic applied math skills including algebra & unit conversions (ie: convert grams to oz, convert % of formula to mls).

Salary and Benefits:

Starting wage for this position is entry level. The training period is 3 months, after which there is a performance review and the employee may be eligible for a raise.

When maintaining full time employment (32 hours or more), the employee has access to the following benefits:

- \$150/ month credit to be used on all Five Flavors Herbs products online including custom formulas and raw herbs, available after working for 90 days.
- Access to all classes hosted at Five Flavors Herbs free of charge including online courses.
- Accrued Sick Time: 1 hour of sick time for every 30 hours worked to be used by the employee at their discretion.
- \$300/ month in health care reimbursements via our QSEHRA program; enrollment in the program takes place upon completing 90 days of employment.
- Vacation Time for full time employees in their first year accrues at a rate of 1.538 hours per 40 hours worked starting the first day of employment but cannot be used until after 90 days. In the first year, the maximum accrual is 40 hours.
- 401K program with up to a 3% employer match starting at 6 months of employment.

Five Flavors Herbs is an equal opportunity employer