



150 Canvasback Drive
Saint Rose, LA 70087
(504) 470-2860

QUALITY CONTROL INTERNSHIP

ABOUT US

Green Shutter is an innovative beverage solutions company that operates a warehousing & blending facility focusing on tea, coffee & botanicals. Our business is new, but our story rich, vibrant & cherished, much like our beverages.

The roots of GS can be traced back to the roaring city of New Orleans, which we still call home today. Established and owned by the distinguished Westfeldt family, GS is an extension of their ongoing passion & commitment to quality beverages, community & disruptive innovation. As highly successful coffee entrepreneurs for over 150 years, GS adds a new 21st century chapter in world class customer service, exceptional quality, and exciting beverage experiences.

POSITION SUMMARY

We are offering an exciting internship opportunity that will allow you to gain industry knowledge and real work experience in a rapidly growing company. At Green Shutter, we foster a collaborative and motivating workplace that is open to new and innovative ways of approaching our work. This role will be essential in assisting with developing and executing Quality Control functions across all Green Shutter locations as well as our laboratory organization system. To be successful in this role, you must be a team player willing to take on any tasks necessary that will contribute to the success of the company. You should be highly organized and have a desire to learn and grow in the world of coffee and tea.

Reporting to the Director of Trading, this role will be responsible for:

- Maintaining accurate records and files of all quality control tests and tasks
- Collecting, receiving, labeling, shipping, and/or analyzing samples using the correct testing equipment when necessary
- Developing sample tracking system and maintaining sample inventory
- Preparing and participating in sensory evaluations as well as cleaning up after tastings, including disposing of spittoon contents
- Conducting research of new ingredients and assisting with the creation of specification sheets
- Ensuring efficient laboratory function by maintaining laboratory housekeeping, such as washing and calibrating equipment, sweeping, dusting, trash removal etc.
- Abiding by all rules and safety regulations as set forth by GST

QUALIFICATIONS AND SKILLS

To be successful in this role, candidates should have the following education and experience:

- Must be currently enrolled in college or recently graduated
- Working towards BS degree in a related field of study and/or prior experience
- Organization and time management skills
- A team approach to problem solving and implementation, as well as personal initiative and independent judgment are necessary



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- Basic math skills required
- Ability to communicate effectively and understand directions, both verbally and written
- Fluent in English

ADDITIONAL INFORMATION

The position requires a minimum commitment of 10 -20 hours a week for a 3-month period. Working hours are Monday – Friday 8:00am – 5:00pm.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job.

While performing the duties of this job the employee must:

- Frequently walk and sit
- Specific vision requirements required by the job include regularly looking at a monitor and occasionally exercising color and peripheral vision, depth perception, and the ability to adjust focus
- Must be physically able to safely ascend to heights, be able to bend, crawl and move safely and freely around machinery and building without assistance.
- Must have eyesight or corrected eyesight to safely work around an inspect equipment, identify insect pests and to prepare inspection notes and reports without assistance.

WORK ENVIRONMENT

Work environment characteristics described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is:

- Exposed to sitting in front of a computer for extended periods of time
- Exposed to regular laboratory environment
- Exposed to processing, warehousing, and commodities manufacturing
- If not a US citizen, you are required to maintain work authorization independent of company sponsorship

DISCLAIMER

The above statements are intended to describe the general nature and level of work being performed by the job incumbent. They are not intended to be an exhaustive list of all responsibilities, duties, skills, and behaviors required to perform the job.