



## JOB DESCRIPTION FOR HEAD BREWER

**Reports to:** General Manager  
**Supervises:** Brewery Staff  
**Compensation:** Salaried

### QUALIFICATIONS:

1. **Education** A degree from an accredited brewing school is preferred or equivalent experience. The position does require the ability to read and write English fluently, and the ability to perform advanced business mathematical functions.
2. **Experience** 4+ years of brewing experience in microbrewery with supervisory experience being desired. Knowledge of general brewing practices required. Proficiency in Microsoft Office Suite (Word, Excel, and Outlook) strongly recommended. Familiarity with Compeat Software, or a comparable inventory management software package, is beneficial.
3. **Skills** The position requires the ability to work well with associates while effectively completing assigned tasks in a timely manner. In addition, the position requires the following:
  - Fundamental knowledge of plumbing and machinery mechanics/maintenance.
  - Possess a high level of beer sensory and beer production knowledge.
  - Strong understanding of CIP/Sanitation processes.
  - Experience with raw material procurement and ordering.
  - Knowledge of the 3-Tier distribution system as it relates to the state of Michigan.
  - Experience with MLCC & LARA compliance.
  - Ability to forecast, schedule, and manage beer production from brewhouse through package.
  - Ability to work and communicate well with staff, customers, wholesalers, retailers, and outside parties.
  - Knowledge of Microsoft office & other computer programs.

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- Organized and detail oriented.
- Ability to problem solve issues and gain assistance as needed.
- Capable of speaking in front of small groups of people as an instructor/presenter.
- Basic understanding of data processing
- Excellent communication skills
- Strong organization and time management skills
- Calculator and computer keyboard proficiency
- Professional image
- Ability to work in a team environment or independently, as needed.

4. **Attendance** The position requires the ability to work Monday through Friday, 52 weeks of the year. The position also requires the flexibility to work beyond 40 scheduled hours per week to meet deadlines as required by management.
5. **Licenses** A valid driver's license and current automobile insurance is required.
6. **Equipment** The position requires individuals to have access to a vehicle and must have the ability to drive without jeopardizing the safety of customers, vendors or fellow employees.
7. **Physical** Able to bend, squat, crawl, kneel, push, pull, and walk on uneven surfaces. Able to work in hot, cold, and wet environments. Able to climb stairs/ladders, work at heights above 12 ft., and lift a 55 lb bags. Able to drive a vehicle. Able to stand for prolonged periods. Experience using a forklift a plus

## **ESSENTIAL JOB FUNCTIONS:**

1. Train and supervise assistant brewers.
2. Adhere to all safety procedures and policies.
3. Maintain brewery, state and federal compliance, inventory, and brew sheet paperwork.
4. Schedule work while maintaining budgeted labor costs on a weekly basis.
5. Attend management meetings to update restaurant managers on brewery issues on a weekly basis.
6. Responsible for all purchasing & accounting for brewery; monitor brewery budget.
7. Provide weekly product forecast.
8. Evaluate and monitor beer and raw materials involved in brewing.

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9. Brew original beers according to demographics and promotional needs.
10. Operate brew equipment to maintain acceptable inventory of raw materials and beer.
11. Supervise cleanliness & sanitation of all equipment, tanks, and work areas to maintain consistent beer quality.
12. Maintain fundamental knowledge of plumbing and machinery mechanics/maintenance.
13. Beer brewed according to Lansing Brewing Company brand standards and philosophy, as need dictates.
14. Train assistant brewers to become head brewers and/or work at a level consistent with brewery production.
15. Conduct on-going research into industry trends, technical parameters, and local market specialties to ensure product offerings stay relevant.
16. Train & test staff in beer knowledge at daily sales meetings.
17. Participate in beer dinners and festivals, guest relations and marketing, promotions, and charitable events.
18. Design and conduct brewery tours.
19. Participate in guild affiliations.
20. Partner with offsite accounts (if applicable).

THIS JOB DESCRIPTION MAY NOT BE ALL-INCLUSIVE AND EMPLOYEES ARE EXPECTED TO PERFORM ALL OTHER DUTIES AS ASSIGNED AND DIRECTED BY MANAGEMENT. JOB DESCRIPTION AND DUTIES MAY BE MODIFIED WHEN DEEMED APPROPRIATE BY MANAGEMENT.

**SIGNATURES:**

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_

Supervisor Name: \_\_\_\_\_ Date: \_\_\_\_\_

*Job Descriptions are intended to present an illustrative description of the range of duties, the scope of responsibility and the required level of knowledge, skills and abilities necessary to describe the primary functions of the job; they are not intended to reflect all duties performed by those assigned to this classification.*

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