



Blues City Brewery, LLC

JOB POSTING

Job Title: Assistant Manager, Liquid Processing
Department: Liquid Processing
Reports to: Liquid Processing Manager
Date Posted: February 28, 2019
Expires on: March 8, 2019

POSITION SUMMARY

Assist the Liquid Processing manager with carrying out all policies and planning for the Batching and Government Cellar areas at Blues City Brewery in the Liquid Processing Department. Responsibilities include assisting the manager with raw to finished liquid planning; inventory reporting; bulk liquid balancing; Delta V troubleshooting/support and maintaining accurate counts in the ingredient storage area.

ESSENTIAL DUTIES AND RESPONSIBILITIES include, but are not limited to:

- Manages up to 35 employees including 3 supervisors, inventory coordinator and 2 team leaders.
- Assist manager with planning, forecasting, and control working and capital budget.
- Interviews, hires and trains the supervisors of batching and government cellar.
- Schedules bulk inventory volumes and create strategies for efficiently moving finished liquids to the packaging lines.
- Develops work schedules for all Liquid Processing operators.
- Gives input concerning the design and implementation of Liquid Processing upgrades and other projects.
- Assists with the upkeep of material moving equipment (forklifts, scrubber, etc).
- Helps with the maintenance of the Delta V process control system as it relates to the Liquid Processing Department.
- Approves all Liquid Processing associate's time sheets including overtime that is worked in the department
- Schedules and approves all vacations, RTO's and schedule replacement coverage.
- Available as an alternate contact for all BCB customers for inventory and audits.
- Assist with the designing, implementing and tracking of goals, strategic plans, department/company targets and process improvements.
- Assist with designating performance goals and training along with tracking performance.
- Implements and enforces policies to stay within internal, federal, state and local regulations. Responsible for compliance of GMP, Fire codes, insurance guidelines, sanitation, pest control, safety, O.S.H.A., F.D.A. and T.T.B.
- Act as employee relations coordinator between the Liquid Processing supervisors and associates.
- Monitor and control daily incoming bulk and finished liquid adjustments.
- Assist with managing all internal and customer monthly, quarterly and yearly physical audits.
- Assist with maintaining all of the cleaning and sanitation records.
- Assist with the design, creation and implementation of all Liquid Processing S.O.P.'s and policies.

- Support the Packaging, Customer Service, Brewing, Warehouse, Accounting, Purchasing and Quality Assurance efforts in delivery of quality, finished liquid to meet the production schedules needs.
- Assume all Liquid Processing manager duties in his/her absence.

This position description is intended to guide the activities of the Assistant Manager, Liquid Processing. It is not intended to limit the thinking and creativity of the person to the work of this function, nor is it intended to describe all the work that may be required of the person in this position.

COMPETENCIES

Attention to Detail
Commitment to Task
Communication
Coping
Customer Focus
Decision Making and Problem Solving
Initiative
Leadership
Planning, Prioritizing and Goal Setting
Quality

QUALIFICATIONS

- 7-10 years experience in liquid manufacturing environment.
- Science or engineering degree preferred.
- Experience in leading up to 30 or more associates.
- Team oriented.
- Excellent oral and written communication skills.
- Advanced computer skills.
- Highly organized and self-motivated.
- Ability to work in a fast paced environment and make quick, accurate decisions.

PHYSICAL AND MENTAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential function of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is occasionally required to stand; walk; sit; use hands to finger, handle, or feel objects, tools or controls; reach with hands and arms; climb stairs; balance; stoop, kneel, crouch or crawl; talk or hear. The employee must occasionally lift and/or move up to 25 pounds. Specific vision requirements in close vision and the ability to adjust focus.