



Blues City Brewery, LLC

JOB POSTING

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

POSITION SUMMARY

Responsibilities include overseeing day-to-day shift operations with completion of batch/blend production requirements while ensuring quality and TTB compliance. This position is responsible for calculating batch changes and corrections as deemed necessary, personnel management and inter-departmental communication related to the batch/blend operation. This position is responsible for maintaining and ensuring compliance with safety and sanitation procedures.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Organize work and processes to facilitate meeting the requirements of the daily and weekly batching schedule.
- Ensure front line quality check compliance to meet Company quality standards. Review data and sensory analysis to make decisions regarding alterations to
- Communicate with the Packaging, Quality Assurance and Maintenance departments throughout the shift as needed.
- Recommend measures to maintain safe operations, improve production methods, equipment performance and use of equipment to increase efficiency, quality and safety of the department or work crew.
- Use batching schedule to prepare appropriate batching paperwork for staff.
- Review the on-hand raw materials as needed to ensure adequate inventory.
- Analyze and resolve work problems and/or assist workers in solving work problems.
- Suggest and initiate plans to motivate workers to achieve work goals.
- Initiate personnel actions, such as performance evaluations, and disciplinary measures.
- Facilitate shift change meetings.
- Ensure compliance with Internal, Federal, State and local guidelines and regulations including GMP, HACCP, OSHA, FDA and TTB.

ADDITIONAL DUTIES AND RESPONSIBILITIES

- Create and revise SOP's.
- Participate in external and internal audit processes.
- Participate in sensory analysis of product.
- Supervise training of employees in operations, safety, quality standards, GMP's and HACCP procedures.
- Troubleshoot batch skid operations.
- Enter inventory and production receipts in M2K.
- All other duties as assigned by the Batching Manager.

This position description is intended to guide the activities of the Batching Supervisor. 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.

QUALIFICATIONS

- High School diploma. Associates Degree and/or relevant certifications preferred.
- Minimum of 2 years of practical, hands-on work in a production facility including batch/blend experience; beverage/food production experience preferred.
- Possess excellent communication, planning and multi-tasking skills.
- Strong computer skills, including proficiency in Microsoft Office.
- Strong leadership and team skills.
- Demonstrate good judgment, common sense and flexibility.

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 40 pounds. Specific vision requirements in close vision and the ability to adjust focus.