



Brewing Coordinator

City Brewing Company, a leading contract manufacturer in the beverage industry, has an immediate opening for a Brewing Coordinator at our La Crosse, WI facility. This position will assist with Brewing Department administrative responsibilities including, but not limited to, raw material and cleaning supply ordering, production data entry, personnel scheduling and inventory management.

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

Administration:

- Order and receive brewing and filtering raw materials and cleaning supplies.
- Maintain raw materials inventory records and reporting.
- Maintain beer movements throughout the brewing, fermentation, storage and filtration processes.
- Daily data entry.
- Manage flow of quality data and sensory analysis information to assure product quality and consistency.
- Manage the outflow of product, including but not limited to batter beer scheduling, loadout, spent yeast truck scheduling and spent grain loadout.
- Assist with audit functions as needed.

Beer Production:

- Assist with completion of scheduled brewing according to production requirements.
- Assist with coordination of beer filtration/finishing to packaging schedule.

Communication:

- Communicate with the Purchasing, Accounting, Packaging, Quality Assurance and Maintenance departments, as necessary, to accomplish all of the above.
- Communicate with vendors/suppliers to assure materials arrive when needed.
- Work with Brewing Department staff to increase, Brewing Department efficiencies.

QUALIFICATIONS:

- Minimum of 2 years of secondary education in an applicable area of study (Biology, Food Science, Chemistry, Inventory Management, etc...).
- Possess excellent communication, planning and multi-tasking skills.
- Strong computer skills.
- Ability to work overtime and off shift hours as needed.
- Previous experience in practical, hands-on brewery work that has encompassed all facets of the brewing process, or production oriented data entry and inventory management a plus.

Please visit our website at www.citybrewery.com to learn more about us. If you are interested in joining our team, please forward your resume to:

City Brewing Company

925 South 3rd Street

La Crosse, WI 54601

Email: to jobs@citybrewery.com, subject line Brewing Coordinator

Apply online at www.citybrewery.com