



## Lead / Head Brewer – Job Description

### Job Summary

The Lead / Head Brewer provides support to all areas of the brewing operation, and will be called upon to assist in other areas of the business. The position will perform all brewing practices upon training and positive validation, which includes day-to-day production and packaging of beer, inventory management, cleaning, and maintenance of the brewery and associated equipment and supplies. Brewers are responsible for record keeping of brewery activities. The Brewery Team is responsible for the delivery of beer (cases and kegs) to businesses in the Madison area. The Lead / Head Brewer is a full-time, salaried (exempt) position working at least 40 hours per week as required to maintain operations, quality, and growth. The position reports to the Chief Beer Officer with additional supervision provided by the Right Hand (owners & operators).

This job description highlights the main role of the position. However, the individual in this position may be called upon to serve in other roles for the company as a small component of their schedule, such as Beertender. If so, those job duties and essential job functions are explicitly described in the Beertender job description and will apply to this position.

The Lead / Head Brewer must have a passion for the company's mission, a fundamental understanding of craft beer, and its culture. This position builds relationships with suppliers, guests, and the community. This position allows the individual the opportunity to craft change.

### Primary Job Duties

The Lead / Head Brewer is responsible for the following primary job duties. Other duties not described below may be assigned (i.e. Beertender), as needed.

#### Brewing and Production Responsibilities

- Perform functions with safety as a priority, while also focusing on product quality, efficiencies, and respectful team interactions.
- Clean, sanitize, and maintain equipment in the brewery following established schedules. This includes cleaning and maintenance of the tanks, kegs, draft lines, packaging line, chiller, boiler, water treatment equipment, grist mill, forklift, and other equipment.
- Follow/create production schedule and operate equipment properly to produce consistent beers and maintain acceptable inventory.
- Manage brewery operations, including brewing, cellaring, and packaging of beer according to the brew schedule and with good safety and quality practices.
- Complete all required records, logs, quality control spreadsheets, etc.
- Monitor the quality, flavor, and carbonation of beer.
- Report results and findings of brewing operations to owners.
- Troubleshoot issues in the brewery and report concerns to owners.



- Manage canning operations, including accurately using and maintaining equipment to package products.
- Manage all raw materials handling for wort/beer production and packaging.
- Follow inventory procedures for all raw materials, chemicals, beer, cooperage, small parts, packaging, etc., and report issues or deficiencies to brewery managers.
- Label all kegs and other packaged products in accordance with brewery operations and any state or federal requirements.
- Manage inventory counts, including the supply of raw materials as well as finished products on the standard schedule.
- Keep abreast of orders, inventory, and availability of products for delivery/distribution.
- Deliver beer orders (kegs and cases) to retailers throughout the market. Document transactions. Receive payments and return to the bookkeeper. Maintain the mileage log.
- Clean and sanitize the brewery floors, coolers, and other common areas following standard cleaning protocols.
- Provide tours of the brewery to others, as scheduled by the Taproom & Events Manager or other manager.
- Represent Delta Beer Lab at various events and festivals in the community. Educate individuals on Delta Beer Lab's mission and products.
- Assist in Delta Beer Lab events (such as in-person or virtual tastings) by presenting information to guests/viewers, as needed. Assist in set up, take down, and clean up for events as needed.
- Inquire with guests about their experience and if other products/services are needed.
- Educate guests about Delta Beer Lab's monthly Nonprofit Partner and how the company handles tipping and donations. This includes doing research about the monthly Nonprofit Partner to understand their mission and their community impacts.
- Attend and actively participate in team meetings.
- Interact with and support other team members, including ensuring management has the necessary support they need on events/activities.
- Follow all policies and procedures identified in the Employee Handbook, SOPs (standard operating procedures), and provided in training.

#### Management and Supervision Responsibilities

- Provide training and supervision to the Assistant Brewer.
- Partner with HR and other managers, if applicable, on hiring, onboarding, and/or performance-related activities.
- Meet with Assistant Brewer to set goals and expectations, and evaluate performance following established timeframes. Provide on-going feedback and motivation to Assistant Brewer.
- Provide regular updates to the Chief Beer Officer on performance of Assistant Brewer.
- Attend and actively participate in management meetings. Provide updates on brewing production and operations to other managers.



## **Essential Job Functions and Physical Requirements**

The Lead / Head Brewer must be able to perform/meet the following essential functions physical requirements:

- Ability to obtain and maintain a responsible alcohol service certification
- Ability to move, lift, stack, unstack, carry up and down stairs weights of up to 175 pounds
- Ability to lift 60 pounds from ground to shoulder high
- Ability to maintain balance in slippery conditions
- Ability to stand for extended periods of time
- Ability to walk, crouch, kneel, crawl, or bend
- Ability to push, pull, and reach
- Ability to perform repetitive motions with hands and/or wrists, such as typing
- Ability to use hands to grasp, handle, or feel
- Ability to use technical machinery/equipment (including operating a forklift) and troubleshoot issues
- Ability to hold and maintain a valid Wisconsin driver's license and drive delivery vehicle (CDL not required)

## **Required Skills and Abilities**

- Excellent interpersonal and customer service skills
- Excellent written and oral communication skills, including the ability to start and maintain conversations with suppliers, guests, and members of community organizations
- Excellent listening and retention skills
- Attention to detail
- Ability to develop and maintain effective business relationships with suppliers
- Ability to provide effective experiences to guests and customers
- Ability to be open minded and accept opinions and feedback from others
- Ability to maintain a positive attitude
- Excellent analytical skills
- Ability to independently analyze and solve problems
- Ability to learn and retain knowledge/information about craft beer, Delta Beer Lab products, and general brewery operations
- Ability to learn and retain knowledge/information about computer systems, applications, and accounting techniques
- Ability to educate and provide information to guests about beer and beer production
- Excellent work ethic and ability to be a self-starter
- Excellent time management skills
- Ability to work effectively in a fast-paced environment
- Ability to maintain focus on tasks and responsibilities
- Working knowledge and skill in mathematics



- Strong skills in using computers, electronic systems, and applications
- Strong skills in using web-based tools and applications
- Anticipate possible issues/hiccups/problems and be proactive in finding solutions
- Ability to maintain calm during high pressure situations
- Ability to find opportunities, develop recommendations, and execute projects

### **Disclaimer and Acknowledgment**

All requirements are subject to possible modification to reasonably accommodate individuals with disabilities. This job description in no way states or implies that these are the only duties to be performed by the employee. An employee will be required to follow any other job-related instructions and to perform any other job-related duties requested by management. Delta Beer Lab reserves the right to add or revise an employee's job duties at any time at its sole discretion.

I acknowledge that I have read this job description and understand the duties and responsibilities of my position. I have received a copy of the job description for my records.

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