

Brew By Numbers - Cellar (Fermentation) Manager Job Description

Brew By Numbers (BBNo) is entering an exciting stage of growth. Having come through our start-up phase, we are looking ahead at the challenges and opportunities an established brewery faces. With our bottling line and new tanks in place we can assure consistency and quality of packaged beer like never before. With many exciting opportunities, goals and prospects ahead, now is the perfect time to get on board and join the team. BBNo is looking to fill several roles. All new team members will play a part in developing the BBNo vision and implementing a shared plan through clear objectives.

The roles we are looking to fill are Lead Brewer, Cellar (Fermentation) Manager and Warehouse Manager. The following is the job description for the role of **Cellar Manager**. For job descriptions of the other roles please see the other posts.

BBNo is looking for:

A hard working, organised and experienced brewer who enjoys working in a small team but is able to solve problems and work unsupervised. Applicants must possess a mature attitude to work and be able to plan ahead. A relevant higher level qualification will help greatly in this role, as will an understanding of or previous experience in the use of wild yeast, bacteria and barrels. A good nature and the ability and willingness to communicate are essential, as is the willingness to go the extra mile to ensure the highest quality at all times. This will be a physical and very technical role and applicants should expect to climb ladders, move kegs of yeast and pallets of bottles, take accurate measurements and ensure the good health of multiple yeast strains. Applicants must be willing to take on additional responsibility, including managing a small team, as the company grows.

Reports to: Company Directors

Job Purpose: The BBNo Cellar Manager is critical to the functioning of BBNo. With the Directors you will be a key player in developing new products and introducing new processes and ideas for equipment as BBNo continues to grow. As Cellar Manager you are responsible for all aspects of the fermentation, conditioning and packaging of all beer as well as the maintenance of hygiene and brewing standards throughout the brewery.

Duties & Responsibilities

The following outlines the roles and responsibilities of the post holder:

- Overall responsibility for fermentation, conditioning and packaging of regular and mixed fermentation beers;
- Manage multiple yeast strains and mixed cultures and ensure the highest level of yeast health;
- Work closely with the team to decide the packing schedule and ensure that the agreed schedule is implemented;
- Record and log all relevant information;
- Overall responsibility for managing the stock and ordering of cellar and lab consumables;
- Share in weekend cellaring and brewery functions outside of normal working hours;
- Ensure the cleanliness, efficiency and functionality of the cellar and packaging area and its equipment;
- Contribute to brewery operations by providing accurate costs;
- Maintain standards of health and safety, hygiene and security in the work environment;
- Consistently reinforce quality across all cellaring and packaging processes and products;
- Reduce wastage and excess costs without compromising beer quality;
- Review your own performance, set goals and meet or exceed targets.

Supplier Contact and Customer Service

- Establish and maintain a good relationship with suppliers via telephone calls and emails;
- Provide a superior customer service at all times in person and via telephone calls and emails.

Identifying Trends and Opportunities

- Monitor competition by gathering current marketplace information on products, packaging, new offerings, recipes or beer styles;

- Seek out educational opportunities; read professional publications; maintain personal networks; participate in professional organisations;
- Research improvements in BBNo equipment, processes, recipes, ingredients and packing materials, etc;
- Feed relevant information back to BBNo HQ.

Representation

- Attend and contribute to team meetings and share best practice with colleagues;
- Represent BBNo at trade exhibitions, events and tastings (sometimes during evenings and weekends).

Other

- Motivate, organise and encourage teamwork;
- Provide consistent and accurate updates to line manager regarding all areas of work;
- Possess a positive attitude to a busy work environment and a willingness to work long or flexible hours when required;
- Contribute to team effort by completing other tasks as needed.

This list is not exhaustive but an indication of the roles and responsibilities of the **Cellar Manager**.

Code of Conduct:

BBNo expects all its members of staff to adhere to BBNo processes, procedures and code of conduct. Specifically:

- Working on multiple work streams to a high degree of accuracy and attention to detail;
- Demonstrating the BBNo ethos and approach to partners and contacts through your professionalism, knowledge and enthusiasm;
- Protecting and promoting the organisation's values by keeping critical information confidential;
- Being a team player and contributing to the BBNo values and ethos.

In return, BBNo is committed to respecting and valuing all staff, achieving a good work/life balance, giving staff the space to learn and grow alongside BBNo and ensuring all staff play a role in developing and delivering BBNo's vision and plans.