

Brew By Numbers - Warehouse 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 **Warehouse Manager**. For job descriptions of the other roles please see the specific posts.

BBNo is looking for:

A hard working, organised and experienced person who enjoys working in a small team but is able to solve problems and work unsupervised. A valid licence for both regular and reach forklifts is advantageous, as is a qualification in or related to distribution, logistics or transport management. A good nature and the ability and willingness to communicate are essential. Knowledge of craft beer and an understanding of the craft beer market is a plus. This will be a precise and physical role. Applicants must be able to plan ahead, and should expect to work with limited space, use a pallet truck to move heavy loads, move cases and kegs by hand. 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 Warehouse Manager is critical to the functioning of BBNo. You will be a key player in ensuring the smooth operation of BBNo by organising the safe and efficient receipt, storage and despatch of warehoused goods. You will be the main point of contact between the sales, warehouse and packaging departments.

Duties & Responsibilities

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

- Overall responsibility for the planning, storage and movement of incoming and outgoing goods;
- Manage and implement systems to ensure smooth logistical operations;
- Overall responsibility for managing the stock and ordering of packaging materials, and ensuring these materials are available ahead of bottling and kegging runs;
- Ensure the cleanliness, efficiency and functionality of the warehouse and its equipment;
- Record and log all relevant information;
- Contribute to brewery operations by providing accurate costs;
- Maintain standards of health and safety, hygiene and security in the work environment;
- Consistently reinforce tidiness and organisation of warehoused goods;
- 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, systems 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 **Warehouse 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.