Utepils Brewing

Internal Job Description

Position: *Packaging / Cellar*

Updated: Sept 30, 2019

**About Utepils Brewing**

A European-inspired neo-traditional brewery producing beer that is classic yet uniquely distinct. Using tried and true brewing practices, we’re creating a new tradition in the Twin Cities that brings friends and families together to share good times and great beer.

**Overview**

The Packaging Role at Utepils Brewing will work with the Head Brewer at ensuring all packaging needs and inventories are met. This member of the team works with a Wild Goose 4 head canning line and other equipment for growlers and limited seasonal bottling. The ideal individual will be flexible and have a willingness to work as a part of team to identify obstacles and help create solutions to meet quality and production goals. The shifts will be variable depending on needs of the brewery.

**Reporting to the Head Brewery, primary duties and accountabilities include:**

**Packaging**

* Complete all aspects of day to day packaging process.
* Set up and breakdown of canning and kegging line.
* Operate machinery: including but not limited to canning line, growler filler, keg filler, scissor lift, and forklift.
* Palletize cases and kegs and assist with general warehouse operations.

**Inventory / Scheduling**

* Coordinate packaging schedule with brewing team
* Maintain visibility of packaging schedule both manually and in any applicable technology tools
* Assist in tracking cellar inventory
* Fulfill keg and can requests for various distributors purchase orders
* Fulfill keg and growler requests for the taproom
* Control of inventory supply of packaging consumables – may be manual or within the production software (Orchestrated Beer)
* Work with brewer to support barrel maintenance program

**General**

* Work with production team on QA/QC and consistency of product.
* Equipment maintenance and troubleshoot mechanical issues as well as perform preventative maintenance.
* Stock, organize and maintain cleanliness of packaging equipment and space; regular cleaning and organizing of beer dunnage
* Proper use and care of cleaning chemicals
* Maintain cleanliness of both hot and cold sides of brewing
* Complete all required paperwork in a timely manner
* Other duties as assigned which may include, yet not limited to, supporting Taproom staff with events, event setup.

**Necessary Skills, Training, & Qualifications**

* Thorough understanding of brewery operations.
* Capable of climbing, balancing stooping, kneeling, crouching, crawling, reaching standing, walking and other repetitive motions.
* Must be able to sit/stand for extended period of time
* Must be able to lift and move up to 60 lbs (For example grain sacks) repetitiously and 160 lbs for short periods (ex: kegs)

**Preferred**

* 1+ Year professional brewery experience is preferred
* Forklift experience and training
* Education pertaining to chemistry and/or microbiology is a plus

**Compensation**

* Salary depending on experience and qualifications.