**Position Details – Brewery Operations Manager**

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| **Location:** |  | **Reports to:** |  |
| **Direct Reports:** |  |  |  |
| **PD Last Updated:** | April 2019 |  |  |

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| **Our Organisation** |
| [insert description of your organisation – this could include vision, mission, values, strategic direction, and a description of your organisational culture] |
| **Key Responsibilities** |
| 1. Implement and enforce best practice in all aspects of the production of beer, keeping records, developing policy and process, overseeing the quality of the product.
2. Planning of production and packaging schedules, working closely with design, sales, export and events to ensure beers are delivered in a timely manner.
3. Managing brewery maintenance and aiding and assisting in the ordering of new equipment.
4. Overseeing and monitoring all brewing/cellar/pack activities.
5. Oversight of warehouse and logistics functions.
6. Oversight of Health & Safety for yourself and your team and the Brewery as a whole including documenting compliance with plans and quality systems and prevention.
7. Lead continuous improvement monitoring and reporting against Key Performance Indicators.
8. Working closely with, or leading a team, of Brewers and setting an example.
9. Manage all aspects of the team including on-boarding and ongoing development building a culture that is consistent with the organisation.
10. Managing and overseeing significant project activities as they arise.
11. Participation in the development of business strategy.

Maintain budgetary accountability for the packaging department. |
| **Staff Supervision** |
| Supervises between 1 – 10 staff. |
| **Experience** |
| Significant experience in food or beverage production and manufacturing preferably in a commercial brewing environment. Previous leadership experience preferred.An aptitude for mechanics and familiarity with automated machines is a benefit. Must be highly organised.  |
| **Education** |
| Forklift License.Must have strong computer skills including in the use of excel and preferably experience with production management software.Minimum of some form of Tertiary Education required to demonstrate strong mathematical skills. Other Tertiary qualification in brewing considered an asset. A Bachelor’s Degree in Science or Engineering is strongly preferred.  |