**Position Details – Production 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. Lead & manage whole production team, prepare budgets and forecasts, oversee procurement and management of raw materials, schedule beer production runs and delivering on demand. 2. Maintain equipment, facilities and a healthy and safe working environment. 3. Ensure vendors are aligning with organisations objectives and understand our requirements, including having an approved Food Safety Plan in place 4. Work closely with the Head Brewer to formulate recipes for large-scale production 5. Develop performance, productivity, cost and sustainability metrics for all production areas and hold the team members accountable for achieving these goals. 6. Work with the production team to develop and maintain Standard Operating Procedures (SOPs) for all aspects of production: brewing, cellaring, wood-aging, packaging, maintenance and quality assurance/ quality control. 7. Ensure that all products are processed according to organisation’s standards, specifications and recipes. 8. Lead and manage all human resource aspects of the production team. |
| **Staff Supervision** |
| Supervises between 1 – 10 staff. |
| **Experience** |
| Minimum 4 years brewing and brewery production management experience. |
| **Education** |
| Forklift License.  Must have strong computer skills including in the use of excel and preferably experience with production management software.  Biology/Technology based Tertiary Qualification or Brewing Qualification (preferred)  Formal sensory/ taste panel experience (preferred) |