



## **Production Assistant Job Description**

### **Job Summary:**

The production assistant helps the head brewer with all production related tasks. They will be responsible for the cleanliness and proper sanitation of brewing equipment and record keeping of beer during production. The assistant will also provide help during brewing, and track beers from beginning to end. The ideal candidate will be self-motivated, able to work independently, detail oriented, and willing and able to learn quickly. This job will start at approximately 15-20 hours per week with the possibility of increased hours and more involvement in the brewing process based on demonstrated willingness and work ethic.

### **Basic Duties and Responsibilities:**

- Clean and sanitize kegs
- Maintain cleanliness of tap lines
- Clean brewing tanks
- Transfer beer
- Keep detailed records of beer throughout brewing and fermentation process
- Assist the brewer on brew days
- Take inventory of raw materials and finished goods as required

### **Schedule:**

This job requires a flexible schedule that may require occasional evening and weekend work, however most of the work will be on a regular schedule. Once training has been completed, many of the duties can be completed at the assistant's discretion given prior coordination with the head brewer. The position will start at between 15-20 hours per week with potential for increases based on performance.

### **Physical Requirements and Environmental Conditions:**

This job requires frequent heavy lifting in excess of 50 lbs to include but not limited to bags of grain, kegs, and other heavy items and equipment. Safety clothing and equipment will be provided and made available as needed at no cost to the employee. A stipend for steel toed boots will be provided up to \$100 per year. Hazards in this position include but are not limited to Carbon Dioxide exposure, grain dust exposure, exposure to extreme temperatures and boiling liquids, exposure and use of alkaline, caustic, and acidic cleaning chemicals and sanitizers. Gloves, safety glasses, and respirators will be provided by the company at no cost to the employee. It is the employee's responsibility to ensure safety equipment is used and best practices are followed to ensure their own safety at all times. Any concerns about safety or working conditions will be brought to supervisor and management immediately.