



<b><i>JOB DESCRIPTION</i></b>
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<b>Job Title:</b>	Production Assistant	<b>FLSA Classification:</b>	Non-Exempt
<b>Department:</b>	Production	<b>Reports To:</b>	Head of Brewing Ops.

**About FBCO:**

At FBC, our goal is to always present and provide the highest quality beer and experience to our customers. We will always go the extra mile to satisfy, serve, and respect our customers and partners. This is achieved through employee's focus on attention to details, cleanliness, and a commitment to creating and maintaining a positive workplace environment. Initiative, hard work, and dedication are rewarded at FBC.

**Job Summary:**

Maintain and execute all functions according to policy and procedure, safety requirements, and best practice. Production Assistant tasks will consist of learning, working, and assisting the brewing team in most aspects of day to day brewing. Tasks include but are not limited to all aspects of raw materials handling, weighing, and milling of grain, wort production, fermentation monitoring, yeast handling and pitching, filtration, transfers, finished beer monitoring, equipment CIP, packaging, and general sanitation.

**Essential Job Duties and Responsibilities:** (Additional duties may be assigned)

**Operations**

- Tank and Brewhouse cleaning and sanitation
- Operating Brewhouse
- Beer Transfers
- Weighing out ingredients
- Setting up of hoses, valves, and manifolds for moving product around brewery
- Keg washing and filling
- Follow and assist with developing company SOP's
- Informs Facility Maintenance Manager of all hazardous conditions, repairs, preventive maintenance, and upkeep issues on all warehouse equipment through continuous daily inspections
- Maintaining a clean facility
- Running CIP recipes and schedules for various pieces of equipment
- Forklift operation
- General facility cleaning and maintenance
- Beer data collection and input
- Moving product into warehouse
- Rotating product to ensure freshness
- Loading delivery trucks and vans
- Packaging and canning operations

**Education and Experience:**

- High school diploma or GED required
- Brewery experience a plus, but the willingness to learn, listen, and follow directions is a must
- Experience with record keeping
- CIP cleaning procedures, titration of chemicals

**Special Requirements:**

- Ability to work a flexible schedule: days, nights and or weekends
- Must have own vehicle, valid Driver's License, current insurance coverage and clean driving record

**Knowledge, Skills, and Abilities:**

- Strong communication to interact with customers, vendors, and coworkers in a professional manner
- Attention to detail, clean and organized
- Possess the ability to multi-task and manage stressful circumstances associated with a fast-paced work environment
- Knowledge of organizational structure, workflow, and operating procedures
- Ability to work both independently as well as in a team environment
- Ability to think critically to help FBCO improve processes, procedure, organization, & quality control
- Desire to learn, grow, and take on increased responsibilities
- Interest and passion for craft beer
- Perform duties with a safety first attitude

**Equipment, Machines and Software Used:**

This position requires the regular use of a computer, printer, plc's, copier, telephone, scanner, calculator, fork lift, various power tools, hand tools, O2 meter, CO2 measuring device, spectrophotometer, etc.

Computer Software: EKOS, Microsoft Office to include Word, PowerPoint, Outlook, Excel, Google G-Suite, and Maintenance Software

**Physical and Mental Requirements:**

- Ability to stand for extended periods of time, walk, talk, hear, use hands to finger, grasp, handle or feel, push, pull, reach, crouch, kneel, crawl or bend, and perform repetitive motions of the hands and/or wrists (Reasonable accommodations may be made as necessary)
- Ability to frequently lift and/or move up to 60 pounds
- High mental and visual attention required for planning difficult work methods and sequences to obtain size, shape, or physical qualities of product
- Reliable with a strong work ethic

**Environmental Conditions:**

While performing the duties of this position, the worker is exposed to inside environmental conditions, extreme heat, potential for physical injury, exposure to hot fluids, pressurized vessels and transfer lines, strong odors, chemicals, and moving machinery

Disclaimer:

- All requirements are subject to possible modification to reasonably accommodate individuals with disabilities
- This job description in no way states or implies that these are the only duties to be

performed by the employee(s) occupying this position. Employees will be required to follow any other job-related instructions and to perform any other job-related duties requested by their supervisor

- The company reserves the right to add to or revise an employee's job duties at any time at its sole discretion
- This document does not create an employment contract, implied or otherwise, other than an "at will" employment relationship

<b>I acknowledge that I have read this job description and have received a copy for my records.</b>	
<b>Employee Name:</b>	
<b>Date:</b>	