

## **Arches Brewing**

**Job Description** - Packaging Operator

**Reports To:** Head of Operations(directly)

**Department:** Back of House (directed by the Brewmaster)

### **Job Summary:**

The Packaging Operator is a member of the Back of House (BOH) team at Arches and integral to the successful growth of the business. They are responsible for execution of all packaging processes, including canning and kegging, cleaning and sanitation of packaging systems, and beer readiness testing under the direction of the Head of Operations. Arches Brewing typically cans 2-3 days per week, with volumes canned between 150-500 cases per run. The Packaging Operator communicates frequently and directly with the Head of Operations to ensure that beer is packaged in a clean and sanitary manner, on time for delivery, in the right package sizes, and with minimal loss. The work environment is fast-paced and requires everyone to actively collaborate across production roles (brewing, cellaring, packaging, testing, and other operations) to ensure team success.

The Packaging Operator is expected to work a minimum of 40 hours per week, with hours per day varying depending on the needs of the production schedule, to include occasional weekend work. The Packaging Operator is a salaried employee reporting directly to the Head of Operations, and indirectly to the Brewmaster.

**As this position is expected to progress to greater responsibilities with the growth of the business, a minimum of 1 year work experience in a professional brewery setting is a requirement for this position. Experience with double-seamed cans and canning equipment - specifically Wild Goose systems - is highly desirable.**

### **Key Competencies:**

- Cellar sanitation and CIP best practices
- Proper chemical handling and personal protective equipment (PPE) use
- Operation of a canning line (Wild Goose experience preferred), including date coder
- Operation of a depalletizer (Ska Fab experience preferred)
- Operation of brewery management software (EKOS experience preferred)
- Can seam testing
- Can weighing practices
- Keg cleaning and properly filling
- Forklift operation
- Dissolved oxygen testing (tanks and packaged product using can piercer and Beverly)
- Dissolved CO2 volumes testing (Zahm)
- Carbonation practices
- Aseptic handling and sampling
- Time management

### **Duties and Responsibilities:**

- Come in, on time, prepared to work. Assist the Head of Operations in building a schedule to ensure all required brands remain in stock at both the distributor and in the taproom.
- CIP/sanitize packaging equipment before and after every use according to Arches' SOP's.
- Ensure quality control protocols are followed for packaging.

- Track, monitor, and verify readiness of all beers scheduled for packaging.
  - Optimal temperature, CO2 Volumes, aseptic samples sent for testing, etc.
- Communicate regularly with all BOH team members to ensure packaging needs and readiness are transparent.
- Ensure BOH team members/volunteers who participate in packaging are compliant with packaging standards.
- Execute the dissolved oxygen analysis program. Record and report results to the Head of Operations and Quality Manager.
- Record and report inventories of all packaging materials and of the packaged products to the Head of Operations.
- Maintain all packaging equipment and ensure scheduled maintenance occurs with timely notification to the Head of Operations of any issues.
- Manage the inventory of miscellaneous parts for the canning line, depalletizer, date coder, and kegs.
- Assist in the cleaning of the packaging areas and the washing of equipment, floors, and tools to comply with company and government sanitation standards.
- Assist with the CIP/sanitization of fermenters and brite tanks along with “cellar work” according to Arches’ SOP’s.
- Prepare the packaged product for transfer to the taproom and distributor based on their needs.
- Follow all SOPs and safety protocols.

**Physical Requirements:**

- Consistently lift and carry 25 pounds and occasionally lift and carry 70 pounds to chest height.
- Frequent bending, stooping, pushing, lifting, kneeling and reaching.
- Proper personal protective equipment is required to be worn during the entire shift.
- Must be able to stand for the entire shift.
- Consistently able to use repetitive hand and wrist motion.
- Work with hot, cold, and hazardous equipment and materials.

**General Expectations for all Arches Staff:**

- Willing to collaborate and/or ask for help early to prevent mistakes and ultimately get the job done.
- Listen to input from team members and collaborate on the best solutions for the company.
- Able to work through challenges by setting a professional and upbeat example.
- Calm and flexible attitude with ability to work through setbacks and emergencies.
- Bias for action with excellent individual and collective problem solving skills.
- Communicate clearly with co-workers and managers, verbally and written.
- Make recommendations to appropriate team members, and the Head of Operations, for any equipment and processes that could be improved.
- Contribute to improvements and processes required to gain efficiency and quality assurance in the packaging department.
- Participate in general cleaning of the facility, especially common areas.
- Writing and math skills necessary to accurately complete dilution calculations, volume, flow, density, weight, length, pressure and other unit conversions, calculate beer volumes/losses, and alcohol content.
- Consistently read and write orders and draft emails. Ability to accurately complete forms.