



## Production Technician Job Description

<b>Job Title: Production Technician</b>	<b>Department: Production</b>
<b>Reports to: Production Manager/ CEO</b>	<b>Revision Date: 5.25.2021</b>
<b>FLSA Status:</b> ___ Exempt <input checked="" type="checkbox"/> Non-Exempt	<b>Position Status:</b> ___ Part-Time <input checked="" type="checkbox"/> Full-Time ___ Temporary

### Position Overview:

Luna Bay Booch is seeking out a production technician to support our production team in the creation of our hard kombucha. This role will work closely with the production manager to coordinate production efforts, quality control, shipping, raw materials management, and other supporting duties. This employee is expected to be self-motivated, willing to problem solve and multitask, and assist in refining and implementing new procedures. This job is expected to be on site at the production facility some of the time with remote computer work as needed. Must be located in Illinois.

### Essential Functions and Responsibilities:

- Quality control/assurance
  - Collect data on shelf stability
  - Participate in and help facilitate sensory analysis
  - Collaborate with lab manager on microbiological control, Titratable acidity, and any needed third party testing
- SOP development
  - Assist in the development and implementation of brewing procedures
- Inventory management
  - Manage hard inventory counts and document accordingly
  - Consolidate raw materials
- Administrative needs and data collection
  - Keep Ekos Brewmaster Software up to date
  - Invoice distributors
  - Help maintain Cellar Logs
  - Must be able to work within excel spreadsheets to enter data
  - Must be highly motivated to learn new processes
- Operations
  - Will manage the ordering and receiving of raw materials
  - Help manage supplier relationships
  - Schedule freight for finished goods and communicate with distributors about orders
- General

- *Assist with sales and CO market needs such as tastings, trainings, and account visits*
- *We are looking for someone who is a fast learner, someone highly motivated to work in the brewing/fermentation space, must be punctual and highly communicative*
- *Will be expected to come into the brewing facility some of the time each week; with much work being done remotely*

### **Qualifications**

- *Microsoft Excel proficiency*
- *An understanding of fermentation science*
- *At least 1 year of experience in brewery production*

### **Preferred Qualifications**

- *Bachelor's degree in natural science*
- *Experience in brewery production - 2+ years*

### **Work Requirements**

- *Must be able to walk and stand for extended periods*
- *Must be able to lift 30+ lbs*
- *Must have a valid driver's license*
- *Must be capable of operating a manual pallet jack - training on job*

### **Disclaimer**

The above job description is meant to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties and skills required for the position. Employees will be required to follow any other job-related instructions and to perform other job-related duties requested by their supervisor in compliance with Federal and State Laws.

All job requirements are subject to possible modification to reasonably accommodate individuals with disabilities. Some requirements may exclude individuals who pose a direct threat or significant risk to the health and safety of themselves or other employees.

Requirements are representative of minimum levels of knowledge, skills and/or abilities. To perform this job successfully, the employee must possess the abilities or aptitudes to perform each duty proficiently. Continued employment remains on an "at-will" basis.