

Name:

Department (and Section where appropriate): **Brewing Services Department**Grade: **G1**Job Title: **Assistant Brewer**Immediate Line Manager (Job Title): **Senior Scientist (Brewing Services)****Job Purpose**

To assist in the brewery pilot plant with the various projects. The prime focus is within the pilot plant, but may also be asked to perform other work within the Brewing Services department.

Main Duties (including % of time spent)

- Cleaning and maintaining the brewery, stores and cold rooms to ensure a high standard of hygiene (40%)
- Taking measurements of samples and recording data (20%)
- Moving kegs, malt sacks and various ingredients. Must be physically fit (10%)
- Performing CIP duties on brew days (10%)
- Learning the brewing process with the opportunity to perform brewing tasks (10%)
- Other duties within Brewing Services (10%)

Knowledge, Skills & Experience

- GCSE Maths & English with science.
- No experience necessary but general brewing and science knowledge preferred
- Ability to work within a team with minimal supervision
- Flexibility to undertake a number of tasks and prioritise accordingly
- Good communication skills
- Can do and flexible, able to turn their hand to any tasks

KEY TASKS & RESPONSIBILITIES**1. Communications**

- Communication with colleagues
- Coordinate with line manager to complete task proficiently
- Talk to different areas within the Brewing Services department to prioritise where workload is

2. Analytical Skills & Creativity

- Overcome daily issues with minimal supervision
- Problem solving skills to troubleshoot problems
- Planning skills required for tasks
- Time management and adherence to timescales

3. Management of Activities

- Coordination of own workload to comply with defined deadlines
- To work with input from senior staff
- Contribute to on going improvement and efficiency activities

4. Management of People

- Assist management of activities and training of new staff to group, as required
HOD – Line Manager – Supervisor - JOB HOLDER.

5. Management of Finance & Resources

- No financial responsibility however working on a daily basis with high value facilities and equipment

6. Autonomy & Accountability

- Accountable for own work with an awareness of the implications of errors on the business
- Minimal supervision required
- Consult with Supervisor as required
- Work within company standards as specified by the Business Management System

7. Working Environment

- Mostly pilot plant based
- Based at Nutfield site
- Daily interaction with potentially harmful equipment in the pilot brewery and high temperature liquids / solids
- Use of equipment that employs pressurised gases
- Risk assessments and PPE are provided

8. Other designated job roles (Please tick those applicable)

Technical Panel Secretary
 Quality Co-ordinator
 Safety Co-ordinator
 First Aider
 First Aid Leader
 Fire Officer
 Fire Leader
 Out of Hours Service YES
 Software Co-ordinator
 Trained internal Auditor
 Equipment Officer
 Departmental Archivist
 Hygiene Manager
 Process Hall Manager
 Event Director
 Risk Assessor
 Biological Safety Officer
 Safety Representative
 Safety Committee Member
 Sample Receipt Steward
 Authorised Driver (in line with Car Policy)

DSE User

Manual Handler YES

Signed & Dated

Job Holder Date

Line Manager Date