



Batching Supervisor

Responsibilities include overseeing day-to-day shift operations with completion of batch/blend production requirements while ensuring quality and TTB compliance. This position is responsible for calculating batch changes and corrections as deemed necessary, personnel management and inter-departmental communication related to the batch/blend operation and maintaining and ensuring compliance with safety and sanitation procedures under the direction of the Batching Manager.

Essential duties and responsibilities:

- Organize work and processes to meet the requirements of the daily and weekly batching schedule.
- Ensure front line quality check compliance to meet Company quality standards. Review data and sensory analysis to make decisions regarding alterations to batched products.
- Communicate with the Packaging, Quality Assurance and Maintenance departments as needed.
- Recommend measures to maintain safe operations, improve production methods, equipment performance and use of equipment to increase efficiency, quality and safety of the department or staff.
- Use batching schedule to prepare appropriate paperwork for staff.
- Review the on-hand raw materials to ensure adequate inventory and ingredient accuracy prior to mixing.
- Analyze and resolve work problems and/or assist workers in solving work problems.
- Suggest and initiate plans to motivate workers to achieve work goals.
- Initiate personnel actions, such as performance evaluations, and disciplinary measures.
- Facilitate shift change meetings.
- Ensure compliance with Internal, Federal, State and local guidelines and regulations including GMP, HACCP, OSHA, FDA and TTB.

Additional duties and responsibilities:

- Create and revise SOP's.
- Participate in external and internal audit processes.
- Participate in sensory analysis of product.
- Supervise training of employees in operations, safety, quality standards, GMP's and HACCP procedures.
- Troubleshoot batch skid operations.
- Enter inventory and production receipts in M2K.

Qualifications:

- Associates Degree and/or relevant certifications preferred but will consider work experience.
- Minimum of 2 years of practical, hands-on work in a production facility including batch/blend experience; beverage/food production experience preferred.
- Possess excellent communication, planning and multi-tasking skills.
- Experience in frontline supervision and employee relations.
- Strong computer skills, including proficiency in Microsoft Office.
- Strong leadership and team skills.
- Demonstrate good judgment, common sense and flexibility.
- Must be available to work overtime and weekends. Must be available to work any shift.

City Brewing Company provides a competitive salary and benefit package that includes: Health, Life, Dental and Long Term Disability Insurance; Section 125; 401(k); and more. If you are interested in joining our team, send your resume, including salary requirements, to:

Human Resources

City Brewing Company

925 South Third Street

La Crosse, WI 54601

Or email to jobs@citybrewery.com, subject line Batching Supervisor

This position will remain open until filled. Applications will be reviewed upon receipt.

City Brewing Company is an equal opportunity employer.