



**Job Title:** Packaging Manager (Full-Time)

**Reports To** – Head Production Brewer and Vice President of Brewing Operations

Lupulin Brewing Company(LBC) is a busy and growing production brewery and taproom located in Big Lake, MN. We are a team of passionate beer lovers with the focus of making spectacular beer and sharing it with others. LBC's core principles include customer access, community involvement, and a little bit of idiocracy.

### **Job Description**

The Packaging Manager is primarily responsible for managing and coordinating all packaging operations (canning, kegging & bottling) are completed safely and in a timely manner. This includes the management of and scheduling of packaging staff, day-to-day participation and oversight of operations in the packaging department and conducting weekly inventory of packaging materials. Reporting to this position are all Part/Full-Time Packaging Operators.

### **Roles & Responsibilities**

- Support and foster a high performance team environment through highly motivated, engaged operators to support a climate of continuous improvement
- Oversees Technical Packaging and leads efforts toward continuous improvement of real time packaging quality key performance indicators
- Works closely with the Beer Production and Operations departments to schedule and coordinate the packaging schedule
- Schedules the appropriate staff to ensure all packaging needs are complete and timely
- Assists with and oversee all packaging operations
- Continuously improves safety, quality and efficiencies while reducing cost and complexity
- Works closely with the Facilities Engineer to ensure all packaging equipment is running safely, at high efficiency and maintained to the highest standards
- Ensure that all packaging equipment is on and functioning properly daily
- Maintain packaging lines during operation, including starting and stopping of equipment
- Ensure that all packaging equipment and packaging areas are 100% clean and sanitary, before, during and after operations and is always ready for the next production day
- Oversees and assists in the development and upkeep of Standard Operating Procedures (SOPs) for Packaging Department

- Knowledgeable of LBC policies and procedures and administers them in a fair and consistent manner ensuring standards are kept at all times
- Ensure inventory of all required packaging material is available and re-stocked as required
- Periodically researches, sources and audits packaging material vendors.
- Stack full cases onto pallets for storage. Move pallets full of cans, kegs or bottles into the cooler using a forklift and/or manual pallet jack
- Ensure that all beer that leaves the packaging department meets all LBC quality specifications
- Works closely with QA/QC department to investigate any customer concerns of products
- Provide annual reviews & training to all staff as required in the Packaging Department
- Help maintain a safe working environment
- Willingness to help out with other tasks as needed and assigned

### **Preferred Qualifications and Experience**

- 40-45+ Hours per week, days/times may vary, primarily Monday - Friday with occasional weekends
- Must be 21+ years of age
- A Bachelor's Degree or equivalent expertise in Packaging, Food Science, Engineering or other relevant field desired, High School Diploma at a minimum is required
- 2+ years experience as a packaging operator in food/beverage industry required; experience with beverage packaging equipment in a production brewery highly preferred
- 1+ years in a lead/supervisor role preferably at a brewery or other food production facility highly preferred
- An understanding of the role of sanitation in the packaging process
- Strong mechanical aptitude and a hands on approach to troubleshooting machinery
- Excellent leadership, communication, time management and organizational skills
- Self motivated and able to perform tasks with minimal supervision
- Fun, positive attitude is a must
- Passion for high quality beer and quality workmanship

### **Working Conditions/Physical Requirements**

- Ability to lift up to 50 lbs above knee height
- Ability to stand for extended periods of time
- Ability to bend, stoop, twist, lift repetitively
- Ability to operate a forklift and hand truck/pallet jack
- Working with and around cleaning agents, compressed air or other gasses (including CO2) and other hazardous chemicals
- Tolerate Hot and Cold temperature conditions in Production Environment

### **What to expect from this position**

- A fun, challenging, and highly rewarding work environment
- Beer/Taproom Discounts
- Valued, appreciated, and rewarded for your efforts and contributions