

# PRODUCTION ROASTER

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## Job Purpose Summary:

The Production Roaster works with the roasting team and production team to roast coffee and fill orders for our wholesale customers, retail locations, and private label accounts. They roast coffee to profile, maintain roasting equipment, ensure accurate green and roasted coffee inventories, and collaborate daily with Head Roaster, Production Manager, and Director of Coffee to ensure that roasting and production needs are met.

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**Reports To:** Head Roaster

**Status:** Full Time

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Responsibilities:

### Coffee & Roasting

- Roast coffee to JVG profiles accurately.
- Collaborate with roasting team to develop JVG roast profiles.
- Assist with sample roasting and cuppings in consultation with Head Roaster.
- Demonstrate working awareness of JVG forward and in-transit green coffees.
- Perform daily, weekly, monthly, and quarterly maintenance on roasting equipment.
- Develop coffee knowledge through cupping, coffee events, and other opportunities.

### Warehouse Logistics and Production

- Collaborate with roasting and production team to ensure roasting is on schedule.
  - Maintain green coffee inventory and keeps green coffee orderly in warehouse.
  - Help maintain and organize roasted coffee and dry goods inventories.
  - Assists production team with order fulfillment and other tasks as needed.
  - Operate riding and stand-behind forklifts safely and effectively.
  - Follow warehouse organic and food safety procedures at all times.
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### Job Requirements

- This position requires 36-42 hours per week.
- 1+ Years of roasting and cupping experience preferred.
- Strong attention to detail, especially when roasting, filling orders and processing shipments.
- Excellent communication skills and ability to collaborate with team members.

- Strong self-motivation and ability to work independently.
- Ability to prioritize and manage time and flexibility to change tasks fluidly throughout shift.
- A valid NC Driver's license.
- Ability to work occasional nights and weekends.
- Ability to work on call.
- Ability to lift 50 pounds or more.
- Prolonged periods

\*Please note this position prohibits the wearing of perfumes, colognes, or fragrances.

\*All Joe Van Gogh, Inc. employees are subject to a 90-Day Probationary Period.

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