

## Lead Roaster Job Description

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### **Purpose:**

The Lead Roaster is responsible for delivering consistent, high-quality roasted coffee beans, ensuring that all products are on time and within budget.

### **Duties:**

- Assist the Wholesale Manager in sourcing and acquiring green coffee beans.
- Process green coffee through the roasting process, adhering to established standards.
- Manage and refine recipes and roast profiles in close coordination with the Wholesale Department and She Brews Roasting standards.
- Ensure the correct roasting curve is applied for each type of coffee.
- Develop and maintain a roasting schedule to fulfill both wholesale and retail needs.
- Maintain accurate and legible roast logs.
- Proactively anticipate the needs of wholesale and retail customers.
- Perform weekly inventory checks and inspections of green beans and other roasting supplies.
- Manage the regular cleaning and maintenance of all roasting equipment to ensure safety and optimal performance.
- Conduct routine quality assurance assessments and implement best practices for an optimal product.
- Regularly conduct cuppings to analyze new coffees, existing coffees, and blend profiles.
- Unload shipments and maintain an organized, clean roastery environment.
- Foster a positive work culture, promoting teamwork and open communication.

### **Job Requirements:**

- Strong enthusiasm for Specialty Coffee and a high motivation to create exceptional products.
- Excellent time management skills.
- Dependable, self-reliant, with strong organizational and communication skills; must maintain a professional attitude.

- High school diploma or GED.
- Possession of a Food Service Employees Permit.
- ServSafe Sanitation certification.
- Familiarity with different coffee varieties and origins.
- In-depth knowledge of the roasting process, including when each bean develops its best aroma and flavor.
- Knowledge of various recipes, food preparation techniques, kitchen equipment, and industry best practices.
- Understanding of sanitation and safety regulations.
- Flexibility to cover different shifts as needed.

**Physical Demands:**

- Ability to lift coffee bags or equipment weighing up to 154 pounds.
- Capable of standing or walking for 6-8 hours per day.
- Must be able to multitask with incredible attention to detail.

To inquire about becoming She Brews Lead Roaster please email;  
[operations@shebrewsok.org](mailto:operations@shebrewsok.org)