

Coffee Roaster Job Description

Reporting to: Owner

Job brief

The part-time Coffee Roaster prepares and roast different types of single origin and prepares post blend coffees for both espresso and drip/pour-over coffees. Using Artisan+ software, Coffee Roaster's responsibilities include: organizing and maintaining the roastery, creating & optimizing roasting profiles together with owner; roasting coffees to perfection, preparing & managing green beans; and optimizing roasted bean storage, resting and packing techniques implementation using scale and heat sealer. To be successful in this role, you should be able to create profiles, implement and keep up with pre and post quality control. Organize cupping sessions with the cafe manager (and assimilate the cupping results using Artisan+).

Ultimately, the Coffee Roaster will make sure we offer fresh and delicious perfectly roasted coffee to our customers on a consistent basis.

Responsibilities

- Ordering green coffee inventory with owner
- Operating a 12kg Diedrich IR-12 & Behmor sample roaster
- Assist with creating new recipes and blends of coffee when required
- Roasting and fulfilling coffee orders
- Assist with bagging & sealing roasted coffee
- Sample roasting & cupping new coffees
- Delivering & shipping coffee orders
- Assist with placing/receiving product & supply orders
- Utilizing Artisan+ software for roasting, scheduling and order management
- Organize and maintain the roastery
- Organize and maintain the green bean stock
- Clean, protect and maintain all equipment
- Other duties as requested

Requirements

- Barista experience

- SCA education preferred, but not required
- Understanding of food safety practices
- Ability to learn and operate Artisan+ program for roasting, cupping, and inventory management
- Familiarity with Microsoft Word & Excel
- Must be motivated, dependable, and detail-oriented
- Self-starter attitude, must be creative in staying productive
- Team spirited and flexible can-do attitude
- Excellent time management skills
- Excellent communication skills with customers, other roasting staff, cafe team, and owner
- Interest in specialty coffee
- Positive attitude and willingness to go above and beyond expectations