

## Coffee Roaster Job Description

**Reporting to: Owner**

### **Job brief**

The 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; 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
- Create new recipes and blends of coffee when required
- Roasting and fulfilling coffee orders
- Bagging & sealing roasted coffee
- Sample roasting & cupping new coffees
- Delivering & shipping coffee orders
- Placing/receiving product & supply orders
- Utilizing Artisan+ software for roasting, scheduling and order management
- Organize and maintain the roastery shift by shift
- Organize and maintain the green bean stock regularly
- Clean, protect and maintain all equipment after each shift
- Other duties as requested

### **Requirements**

- Barista experience

- 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
- Regularly collaborate with the owner on standard settings
- Needmore Coffee will be responsible for helping to develop this role and the person in the role, as well as providing resources, tools and information necessary to excel
- Interest in specialty coffee