

JOB DESCRIPTION – Brewer/Taproom Manager

The Jubilee Taproom with Gilbert White's Brewhouse

High Street, Selborne, Alton, Hampshire GU34 3JJ

www.gilbertwhiteshouse.org.uk



Job Title: Brewer/Taproom Manager

Reporting to: The Directors

Salary: £23,000 to £27,000 (depending on experience). Full time.

1. Job Purpose

We are seeking a Brewer/Taproom Manager to join the team at Gilbert White & The Oates Collection.

You will be responsible for brewing Gilbert White's beer in the nanobrewery at the museum and be instrumental in the development of a newly opened Jubilee Taproom serving beer, wine, cocktails and tapas in the early evening initially three nights per week.

With a flexible and positive approach to work, you will have the ability to work on your own initiative as well as within a team environment. You will relish the challenge of this key role and be keen to work towards solutions. Discretion and confidentiality are essential attributes.

This is an excellent opportunity for the right candidate to develop their career in brewing within the charity sector.

2. Scope

This pivotal role will develop existing procedures into producing and selling Gilbert White's beer from the museum and museum café but mostly from the new Jubilee Taproom across the road in the old Queen's Hotel. The role will be customer facing yet liaising with external and internal key personnel, contractors, clients and Trustees,

The ideal candidate will be a proactive individual with strong organisational skills, able to grow the beer offer, developing the brewing and selling the beer maintaining an excellent level of customer service, time keeping, personal presentation and professional standards.

3. Key Tasks

- Serving customers in a professional, efficient & friendly manner
- Ensure that all customers comply with regulations that cover licenced premises and the serving of alcohol
- Informing customers of different beers available and helping them choose those which they may like
- Serving a variety of drinks, other than beer, together with a range of snacks and other simple foodstuffs
- Maintaining the cellar by changing kegs, refilling fridge, changing CO2 bottles, ensuring beer chillers are working effectively and maintain appropriate levels of stock – ordering from external suppliers where necessary
- Maintaining a clean and hygienic bar environment including ensuring that beer lines are kept scrupulously clean and free of potential infections
- Ensure the bar is well stocked before the bar opens and cleaning down the bar and removing litter in the Tap Room after the bar closes - leaving it in a presentable fashion

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- Ensure the till is appropriately set up before the bar opens and cash up after closure -depositing cash in an agreed location before going off shift. Being financially literate
- Liaising with museum events staff in preparation for, and attendance at, events

Within the Brewery

The Brewer will work variable hours and days as part of our production team of volunteer brewers to help produce, package and ensure the quality and consistency of our range of Core and Limited-Edition beers.

Skills & Qualification Required

- A passion for making great quality beer!
- Knowledge of or experience working in a commercial brewery would be useful but not essential as on the job training will be provided
- Relevant educational qualifications to at least A level or beyond
- Understanding of marketing requirements
- Strong attention to detail and process.
- Physical fitness and ability to lift heavy loads (this job involves heavy lifting).
- Ability to work as part of a team and take direction and guidance from others with greater experience – learning from this to develop own knowledge, understanding and capacity

Key Tasks within the Brewery

Your key responsibilities will include:

- Ordering and maintaining appropriate brewing stock and cleaning materials
- Receiving and handling raw materials.
- Brewing our fantastic beers at our nearby nano brewery.
- Monitoring brewing and fermentation and keeping accurate records of the process - for internal and external bodies including HMRC
- Assisting packaging beers into keg, bottle and cask.
- Cleaning and sterilising vessels, packaging equipment and production areas.
- Develop an understanding of contaminants in the production process and how they adversely affect beer taste and flavour
- Perform dry-hopping and beer transfers.
- Weekend checks on a rota (including beer fermentation checks and necessary processing).
- Develop an understanding of how to develop new beers to suit a particular audience
- Occasionally representing the brewery at events and beer festivals.
- Liaising with wedding couples who want to help brew the beer for their wedding

4. Knowledge, Skills, Attributes and Experience Required

- Interested in learning more about the brewing process & passionate about great beer
- Great attention to detail & high standards of cleanliness
- Friendly & welcoming
- Reliable & trustworthy
- Happy to work as part of a team

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- Willingness, indeed, an expectation of undertaking further training
- Willingness to undertake any other duty as directed by Directors
- Previous experience within the hospitality industry including management expertise

5. Qualifications

Ideally the candidate would have the following qualifications or be prepared to work towards gaining such.

- successfully pass a personal alcohol license course if they do not already hold one. <https://alcohol-licence-training.co.uk/dps/> for further information, the candidate will be expected to become DPS for the Taproom
- undertake training to achieve a food handling certificate at a minimum of L2
- Hold or achieve qualifications from the Institute of Brewers and Distillers (IBD). These will include IBD 'Essentials in Brewing' and 'Foundation in Brewing' courses which are taught and administered on-line. Further information can be found at <https://www.ibd.org.uk/ibd-qualifications>