



Position: Quality Control and Sample Coordinator

Location: Ally Coffee, Sweden – Gothenburg

Reports to: Cris Mourao, Europe Sales Manager

Status: Full Time, Salaried, with benefits.

Term: Please note this is a temporary position from April 2021 to August 2022, with the potential to extend.

Hours: 8 a.m.- 5 p.m. Mon-Fri; Company Holidays follow market calendar (trading days)

Job Summary: To document, organize, prepare and support analysis of coffee samples for the sales team, and buying team.

Job Objectives and Dimensions: Organize all aspects of coffee quality and sampling programs in the office-- sample ordering, receipt, green coffee physical analysis, sample roasting, cupping, cleanup, maintenance of equipment, sample inventory, documenting, record-keeping, providing buying and selling teams with accurate and timely coffee quality information.

Key Tasks and Responsibilities:

- Documentation and Record-Keeping
- Manage all information regarding samples from the time they are delivered.
- Record green coffee grading information.
- Set up and manage the Cropster cupping process from start to finish (final reporting of results to sales and procurement).
- Maintain accurate records of every coffee received and evaluated.

Preparing Samples and Maintaining Sampling Environment

- Observe, measure and record every aspect of the coffee (color, moisture content, green coffee odor, sample roasting details/observations, and other information required).
- Consistently maintain high level of hygiene whenever coffee handling or tasting is involved.
- Sample roast accurately to standard.
- Maintain cupping equipment and supplies.
- Set up cuppings to standard in a routine or regimen for the Ally team.
- Cup coffees, using agreed upon protocols and capturing results.
- Clean up cupping; Maintain complete cleanliness of cupping area, dishwasher, sink and sample room.

Managing inventory and equipment, including ordering supplies for sample presentation and analysis

- Monitor and report inventory to avoid waste and losses.
- Order samples from warehouse as needed.
- Communicate with staff on cupping supply needs and create order lists.
- Maintain the sample room to a logical, high level of organization and cleanliness and observing safety protocols.
- Clean and maintain the sample roaster, keep records of maintenance.

Assist Sales Team and Serve Customers

- Manage online shipping platform for samples.
- Prepare and ship samples to customers in timely and cost-efficient manner.
- Answer main phone line to direct calls to team members.
- Inform customers of hours, activities, general information, etc.
- Maintain accurate quality information for sales team on Salesforce and Cropster.
- Advise on quality of coffees as requested by sales or procurement teams.

KNOWLEDGE, SKILLS, AND ABILITIES:

- Exceptional record-keeping, self-direction and motivation for organizing, computer proficiency
- In-depth knowledge of coffee and coffee industry
- Cupping, tasting, sensory analysis, green coffee grading, roasting, and brewing
- Health and safety good practices.

Please email cris@allycoffee.com with resume and very brief cover letter. Email should have the subject line: Ally Coffee QC Application