



## **Quality Control and Sample Coordinator**

**REPORTS TO:** James Tooill, North American Sales Manager      **Start DATE:** 7/12/21      **STATUS:** Part-Time, 3 month contract

**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 receiving, sample roasting, cupping, cleanup, sample inventory, documenting, providing buying and selling teams with accurate and timely coffee quality information.

**LOCATION:** Ally Coffee Lab, South Carolina

**HOURS:** 9 a.m.- 5 p.m. Mon-Thurs; Company Holidays follow market calendar (trading days)

### **KEY TASKS AND RESPONSIBILITIES:**

1. Documentation and Record-Keeping
  - 1.1. Manage all information regarding samples from the time they are delivered.
  - 1.2. Maintain accurate records of every coffee received and evaluated.
  
2. Preparing Samples and Maintaining Sampling Environment
  - 2.1. Observe, measure and record needed aspects of the coffee (color, moisture content, green coffee odor, sample roasting details/observations, and other information required).
  - 2.2. Consistently maintain a high level of hygiene whenever coffee handling or tasting is involved.
  - 2.3. Sample roast accurately to standard
  - 2.4. Set up cuppings to standard in a routine or regimen for the Ally team.
  - 2.5. Cup coffees, using agreed upon protocols and capturing results.
  - 2.6. Clean up cupping; Maintain complete cleanliness of cupping area, dishwasher, sink and sample room.
  
3. Managing inventory and equipment
  - 3.1. Monitor and report coffee sample inventory to avoid waste and losses.
  - 3.2. Maintain the sample room to a logical, high level of organization and cleanliness and observing safety protocols.
  
4. Assist Sales Team and Direct Customers
  - 4.1. Prepare and ship samples to customers in a timely and cost-efficient manner.
  - 4.2. Answer main phone line to direct calls to team members.
  - 4.3. Inform customers of hours, activities, general information, etc
  - 4.4. Maintain accurate quality information for sales team on Salesforce and Cropster.

### **Knowledge, Skills and Abilities**

- Exceptional record-keeping, self-direction and motivation for organizing, computer proficiency
- Knowledge of coffee tasting and brewing
- Health and safety good practices, lift up to 25 lbs

### **Application Instructions**

Please email a very brief cover letter and resume to [Anna@allycoffee.com](mailto:Anna@allycoffee.com) and [James@allycoffee.com](mailto:James@allycoffee.com) with the subject line: *Ally Coffee QC Application - Your Name*