OJT CORE COMPETENCIES

Food Batch Maker (Coffee Roaster)

TERM OF APPRENTICESHIP

The term of the apprenticeship is 2 years.

APPRENTICESHIP APPROACH

Time-based ☐ Competency-based ☒ Hybrid ☐

Apprenticeships may be time-based, requiring a set number of OJT (on-the-job training) and RTI (related technical instruction) hours; competency-based, allowing completion once all skills are mastered; or hybrid, blending both time and competency requirements.

SCHEDULE AND CHECKLIST

Essential Job Categories	Competencies
Inspect and evaluate green and roasted coffee for quality.	• Identify basic green coffee characteristics, common defects, and acceptance criteria. • Examine roasted coffee for color, appearance, aroma and conformance to specifications. • Recognize out-of-spec products and follow established response procedures. • Apply product quality standards consistently during and after processing.
Collect and evaluate coffee samples for testing and sensory review.	• Obtain representative samples of green and roasted coffee during and after processing. • Follow procedures for sample labeling, handling, and retention. • Participate in visual review, cupping and other sensory or quality checks as required. • Communicate quality findings to appropriate.
Verify batch quantities, measurements, and product weights.	• Weigh green coffee and finished products using scales and measuring devices. • Confirm batch sizes, roast yields, and packaged products weigh against specifications. • Perform basic production math related to weights, yields, timing, and batch totals. • Document quality and measurement data accurately.

OJT CORE COMPETENCIES

Food Batch Maker (Coffee Roaster)

SCHEDULE AND CHECKLIST

Essential Job Categories	Competencies
Operate coffee roasting equipment and related production systems.	• Prepare roaster and related systems for operation according to standard procedures. • Load, roast, cool, and discharge product safely and efficiently. • Operate associated conveying, destoning, and packaging support equipment as applicable. • Follow startup, shutdown, and changeover procedures.
Monitor process controls and adjust operating conditions.	• Monitor temperature, time, airflow, and other process indicators during roasting. • Make operator-level adjustments to maintain product quality and production standards. • Recognize roast and stages and respond appropriately to process variation. • Maintain consistency across batches using established roast parameters and procedures.
Observe equipment operation and report malfunction or maintenance needs.	• Detect equipment malfunctions, jams, unusual sounds, or unsafe operating conditions. • Perform appropriate operator-level corrective actions within assigned authority. • Report unresolved problems, repair needs, and unsafe conditions promptly. • Support safe equipment operation through proper observation and response.
Record production, quality, and traceability data.	• Complete batch records, roast logs, and production documentation accurately. • Record product type, lot numbers, weights, roast times, temperatures, and yields. • Maintain traceability and documentation in accordance with company requirements. • Report deviations or unusual production conditions through proper channels.

OJT CORE COMPETENCIES

Food Batch Maker (Coffee Roaster)

SCHEDULE AND CHECKLIST

Essential Job Categories	Competencies
Weigh, package, label, and handle finished coffee product.	• Weigh or measure roasted coffee for packaging according to product specifications. • Package label finished coffee accurately and consistently. • Verify lot coding, product identification, and packaging integrity. • Handle finished product in a manner that maintains quality and traceability.
Monitor inventory and stage raw materials and supplies for production.	• Check availability of green coffee, packaging materials, and production supplies. • Stage materials for roasting and packaging operations according to production needs. • Identity shortages, discrepancies, or material issues and report them accordingly. • Maintain orderly material flow to support efficient operations.
Coordinate workflow with production team members.	• Communicate with coworkers to support roasting, cooling, packaging, and storage operations. • Follow production schedules and sequencing as assigned. • Coordinate work activities to maintain efficient product flow. • Respond appropriately to changes in production priorities or operating conditions.
Clean sanitize, and perform routine preventive maintenance on equipment.	• Clean roasting, cooling packaging, and related equipment according to procedures. • Follow sanitation and food safety requirements in production areas. • Perform routine inspections and preventive maintenance tasks within assigned scope. • Maintain work areas and equipment in sanitary, safe, and operational conditions.
Safely move products, materials, and equipment through production.	• Transfer green coffee, roasted coffee, packaged products, and supplies between work areas. • Use carts, bins, racks, and other material handling methods safely. • Protect product quality during movement and staging. • Maintain safe and orderly workspaces during material handling activities.

OJT CORE COMPETENCIES

Food Batch Maker (Coffee Roaster)

SCHEDULE AND CHECKLIST

Essential Job Categories	Competencies

IMEC
Plan. Implement. Excel.

Igniting Illinois manufacturing excellence and global competitiveness.

IMEC.org
info@IMEC.org
888-806-4632

© IMEC. All rights reserved.