



## *Join Our Team as a US Lab Assistant*

*Location: Greenville, South Carolina*

*Job Type: Temporary, Full Time (Parental Leave Coverage)*

*Start Date: TBD*

*Reports To: US Lab Manager*

### *About the Role*

*Ally Coffee is looking for a passionate and detail-oriented coffee professional to join our team as a US Lab Assistant on a temporary basis to cover parental leave. This role will primarily focus on quality control, sampling operations, and logistics within our Greenville lab. Depending on business needs and long-term fit, there may be potential for the position to transition into a permanent role within the company.*

*This is a unique opportunity to gain hands-on experience in the coffee industry while contributing to Ally Coffee's mission of building connections between coffee producers and roasters worldwide.*

### *Key Responsibilities*

*As a US Lab Assistant, your main responsibilities will include:*

#### *1. Cupping and Quality Control*

- Observe, measure, and record needed aspects of the coffee (color, moisture content, green coffee odor, sample roasting details/observations, and other information required).*
- Effectively sample roast to the established protocols for evaluation purposes.*
- Consistently maintain a high level of hygiene whenever coffee handling or tasting is involved.*
- Set up cuppings (tastings) to standard in a routine or regimen for the Ally team.*
- Cup coffees, using agreed-upon protocols and capturing results in Cropster.*
- Clean up cupping; help maintain the cupping area, dishwasher, sink, grinders, and sample library.*

#### *2. Communication and Documentation*

- Identify, label, and track coffee samples from receipt through evaluation.*
- Maintain accurate records of every coffee received and evaluated.*
- Maintain accurate quality information across platforms.*
- Communicate effectively with origin and sales teams to manage the flow of samples and information.*



### 3. Packaging and Fulfillment

- Repackage coffee samples for evaluation and shipment.
- Monitor and report coffee sample inventory to avoid waste and losses.
- Prepare and ship samples to customers in a timely and cost-efficient manner.

### 4. Warehouse management

- Organize and maintain workspaces with a high level of cleanliness and safety compliance.
- Assist with routine maintenance of roasting, brewing, and warehouse equipment.

### What We're Looking For

We're seeking a proactive team player with:

- Strong verbal and written communication skills and the ability to collaborate effectively.
- Exceptional organizational skills and attention to detail.
- Problem-solving and critical-thinking abilities.
- Some experience in sample roasting, coffee cupping, and green coffee grading.
- Experience with Cropster.
- Physical ability to lift 50+ pounds and follow ergonomic safety practices.

### Qualifications

- Required: 3 years of coffee industry experience and a high school diploma.
- Preferred: 1 year of quality control experience.

### Why Work with Us?

At Ally Coffee, we connect producers and roasters to create meaningful, lasting partnerships. As part of our team, you'll gain valuable experience working in a collaborative environment that values innovation, quality, and sustainability in the coffee industry.

### How to Apply

If this sounds like the perfect opportunity for you, send your resume and a brief cover letter to [carol@allycoffee.com](mailto:carol@allycoffee.com) and [gabby@allycoffee.com](mailto:gabby@allycoffee.com) with the subject line: (Your Name) - Ally US Lab Assistant.