

Position Description

Position:	Winery Cellar Hand
Department:	Winery (Vintage)
Reporting to:	Cellar Manager, but during shifts will also take instruction from the Cellar Supervisors, Vintage Supervisions, Winery Operations Manager and/or Laboratory Manager
Location:	Seaview Winery
Date:	August 2024

Position Purpose:

This role is required once grapes are ready to harvest, as it will assist the Winemaking team in wine production processes and support the wider Winery Operations team in the day-to-day operations during the peak period of harvest.

Key Relationships:

External	Internal
<ul style="list-style-type: none">ContractorsTruck Drivers	<ul style="list-style-type: none">Winemaking & Lab TeamsWinery Operations ManagerCellar ManagerWinery Manager/Senior WinemakerCellar TeamHR

Key Accountabilities & Tasks:

- Complete duties accurately, safely, and as set out in the standard operating procedures.
- Support the Winemaking and Cellar team in all operations.
- Perform specific duties that include, but are not limited to:
 - Fruit receipt
 - Inoculations
 - Red or white cellar work
 - Wine and juice transfers
 - Winery sanitation
 - Wine barrel work, and;
 - Additions to juice and wine
 - Sampling and testing products.
- Perform the above duties and any other duties that may be required of the role with safety and quality in mind, including Zero-Serious Harm Accidents and maximum wine quality.
- Participate in any relevant training.

6. Always implement 'best practice' and contribute towards the ongoing goals of being the lowest cost producer without sacrificing quality.

7. When required, this role may require you to support the team and supervise others.

Key Accountabilities & Tasks:

Health, Safety, Compliance & Standards

- Abide at all times to relevant legislation and the company's policies and procedures whilst acting within the capacity as an employee or whilst acting on behalf of Yealands.
- In relation to Health and Safety, environmental management, ethics, quality, and food safety responsibilities:
 - » Comply with relevant legislation and related company's policies, procedures and standards are adhered to at all times.
 - » Actively participate in related training.
 - » Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - » Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- Work with 'best practice' regarding food defence and food fraud procedures.
- Actively participate in audits as required.

Person Specifications:

Education: No formal qualification is required, however, knowledge and interest in the industry are preferred.

Experience: Previous winery experience of one Vintage and/or one year of transferable industry skills is desirable but not essential.

Specific Skills:

- An ability to follow instructions.
- A willingness to learn.
- The ability to multi-task and prioritise workload.
- A safety mindset.
- A high attention to detail.

Core Competencies:

- Adapts and works effectively in different situations, with the ability to remain calm under pressure.
- Performance and results focused.
- The ability to form sound relationships and work as part of a team.

This position description is intended to describe the general nature and level of work being performed. It is not an exhaustive list of all responsibilities, duties, or skills required, and the employee may be required to perform other duties (that they are skilled to perform) as needed.

Employee and Manager Acknowledgement

Employee Signature

Date:

Manager Signature

Date: