

Position:	Cellar Hand
Department:	Winery Operations
Reporting to:	Cellar Manager
Location:	Seaview Winery
Date:	September 2021

## Position Purpose:

To ensure quality wine production through the efficient execution of all Cellar operations and processes, supporting the Cellar Manager and Winemaking team.

## Key Relationships:

External	Internal
<ul style="list-style-type: none"><li>Contractors</li><li>Truck drivers</li></ul>	<ul style="list-style-type: none"><li>Winemaking Team</li><li>Winemaking Operations Manager</li><li>Cellar Manager</li><li>Cellar Team</li></ul>

## Key Accountabilities & Tasks:

- Oversee and conduct all process in relation to the making of wine, including but not limited to;**
  - Fruit receipt and processing
  - Racking and transferring of wine/juice
  - Additions to wine/juice
  - Ferment management
  - Wine fining, stabilisation and filtration
  - Barrel work
  - Finished wine intake/dispatch
- Active involvement in the execution of Cellar operations, reinforcing the following;**
  - Standard operating procedures
  - Accurate & timely record keeping processes
- Maintaining general winery upkeep and cleanliness ensuring;**
  - Cellar hygiene is maintained to a high standard
  - Faults and damages are reporting through the correct processes

