

Position:	Vineyard Foreperson
Department:	Viticulture
Reporting to:	Dave Collingwood
Location:	Seaview
Date:	March 2023

Position Purpose:

To support the Vineyard Managers in the day-to-day operations, provide guidance, supervision, and support to Vineyard Operators. The foreperson will be actively involved in all vineyard work and ensure commitment and compliance to H&S legislation.

Key Relationships:

External	Internal
Contractors Suppliers	Managers Team Members

Key Accountabilities & Tasks:

Vine Production

Support the implementation and control of the vineyard management work plan. This includes the following:

- Spraying canopy management.
- Weed and sward control programme.
- Frost warning and protection system.
- Pruning programme.
- Machinery, equipment operation and maintenance.
- Trellis maintenance.
- Having input on improving vineyard efficiency, quantity and/or quality as appropriate.
- Operate the vineyard under Sustainable Winegrowing programme guidelines.
- Actively monitor and implement Health & Safety throughout the vineyard.

Vintage

- Support the Vineyard Manager with the organisation, coordination and overseeing harvesting operations.

Staff Management and Training:

- Promote harmonious co-operation and willingness amongst staff on the vineyard.
- Assist with the training of vineyard staff.
- Ensure staff are trained to use equipment safely and efficiently.

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' in regards to food defence and food fraud procedures.
- Actively participate in audits as required.

Person Specifications:

Experience:	<ul style="list-style-type: none">• Proven understanding of the day-to-day vineyard operations.• Proven guidance, supervision, and support to Vineyard Operators.
Specific Skills:	<ul style="list-style-type: none">• The desire to join a team which is intent on being the best.• Be punctual and work the hours and times specified.• Comply with all employment obligations, duties, and responsibilities.• Promptly undertake all reasonable and lawful instructions and directions given.• Serve the business in good faith, promoting and protecting the business' best interests.• Set a good example of Health and Safety when undertaking tasks or observing others in the workplace
Core Competencies:	<ul style="list-style-type: none">• Computer literate (basic).• Strong working knowledge of Health and Safety.• Demonstrate excellent interpersonal communication skills with a reliable and strong work ethic.• Ensure all tasks are completed to a high standard and within the relevant timeframe.• Support and help develop a positive workplace culture.

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: