

Position Description

Other

| | |
|---------------|--|
| Position: | Vintage Cellar Hand |
| Department: | Winery Operations |
| Reporting to: | Cellar Manager but during shifts will also take instruction from the Assistant Cellar Manager, Vintage Supervisors and/or Laboratory Manager |
| Location: | Seaview Winery |
| Date: | August 2021 |

Position Purpose:

To assist the Winemaking team in wine production processes and to 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/Laboratory TeamWinemaking Operations ManagerCellar ManagerCellar TeamHR |

Key Accountabilities & Tasks:

- Complete duties accurately, safely and as set out in the standard operating procedures.
- Support the Winemaking and Cellar teams 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 product
- 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.
- Always implement 'best practice' and contribute towards the on-going goals of being the lowest cost producer without sacrificing quality.
- Provide feedback to the Winemaking and Cellar teams on improvements that can be made across Winery Operations.

Key Accountabilities & Tasks:

Health, Safety, Compliance & Standards

- a) 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.
- b) In relation to Health and Safety, environmental management, ethics, quality and food safety responsibilities:
 - i. Comply with relevant legislation and related company's policies, procedures and standards are adhered to at all times.
 - ii. Actively participate in related training.
 - iii. Identify to your Manager areas where conforming to existing procedures will adversely impact adherence.
 - iv. Report improvements or incidents through the company's reporting system and ensure investigations are completed, improvements identified and implemented to manage risk.
- c) Work with 'best practice' in regards to food defence and food fraud procedures.
- d) Actively participate in audits as required.

Person Specifications:

| | |
|--------------------|---|
| Education: | <ul style="list-style-type: none">No formal qualification required, however knowledge and interest in the industry is preferred. |
| Experience: | <ul style="list-style-type: none">Previous Vintage and/or industry experience is desirable but not essential.Experience in a safety sensitive environment. |
| Specific Skills: | <ul style="list-style-type: none">An ability to follow instructionsA willingness to learnThe ability to multi-task and prioritise workloadA safety mindsetA high attention to detail |
| Core Competencies: | <ul style="list-style-type: none">Adapts and works effectively in different situations, with the ability to remain calm under pressure.Performance and results focused.The ability to build 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.

Manager and Employee Acknowledgement:

Manager's Signature

Date:

Employee's Signature

Date: