

# Position Description

Position:	Cellar Hand
Department:	Winery Operations
Reporting to:	Cellar Manager
Location:	Seaview Winery
Date:	June 2025

## Position Purpose:

This position ensures quality wine production through the efficient execution of all Cellar operations and processes. The role is also actively involved in the supervision of Vintage fixed-term staff and providing timely and informative feedback to the 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 &amp; Lab Teams</li><li>Winery Manager/Senior Winemaker</li><li>Cellar Management Team</li><li>Cellar/Vintage Teams</li></ul>

## Key Accountabilities & Tasks:

**Oversee and conduct all processes 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.

## 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:** Wine or production related qualifications are preferred but not essential.

**Experience:** Previous experience working in a winery with a minimum of 2 vintages is desirable.

**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: