

Position Description

Position	Cellar Supervisor
Department	Winery
Reporting to	Cellar Manager
Location	Seaview Winery
Date	April 2025

Position Purpose:

This position exists to support the cellar operations and is the interface between winemaking, laboratory, and the cellar team to ensure a smooth flow of work.

To be the active face on the floor for any questions and ensure SOPs are adhered to. The position takes a lead role in training the cellar team and vintage team in SOPs.

Key Relationships:

External	Internal
Training Providers Wine Transport Providers	Cellar Team Winemaking Team Laboratory Team Engineering Team QA Team

Key Accountabilities & Tasks:

General

- Assist in developing the longer-term work plan.
- Attend and actively participate in weekly work plan meetings.
- Assigns daily/weekly work to cellar and vintage teams.
- Manage the training of the Cellar team.
- Monitor and updates SOP according to best practice guidelines.
- Leads the induction processes for new employees.
- Liaise between Winemaking, Lab, and Cellar to ensure a smooth flow of work through the winery.
- Implements winery operational efficiencies and ensures this is communicated to the teams.
- Champion Health and Safety within the Cellar.
- Ensure all work orders are completed in full, and any variances are reported to the Cellar Manager.
- Work operationally in the cellar as and when required.

Stores Coordination

- Receive and accurately report details of all winery based deliveries to the site.
- Manage quarantine and release of winery additives and chemicals.
- Administrative assistance of supplier document control using the company's document control system.
- Perform monthly stock takes to maintain accurate records of stock levels, identifying and investigating discrepancies.
- Measure and distribute additives to relevant store or point of use.
- Monitor and order LPG and diesel for winery boilers.
- Monitor and order winery production and engineering gases.

- Assist with ordering other winery goods as required.
- Maintain clean and tidy stores, in accordance with HSNO regulations and accreditations.
- Assist with the movement of barrels to prepare for cellar operations.
- Assist with all other movements of goods and equipment within the winery.
- Undertake all training required to perform the above duties.
- Coordinate and maintain PPE for the Winery Team.
- Assist with winery inductions for new staff members.

Health, Safety, Compliance & Standards

- Always abide 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 always adhered to.
 - 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:

Education	<ul style="list-style-type: none"> • No formal qualification required.
Experience	<ul style="list-style-type: none"> • Minimum of four years winery experience.
Specific Skills & Attributes	<ul style="list-style-type: none"> • Competent in all cellar operations. • The ability to multi-task and prioritize jobs. • The ability to think ahead and address issues before they arise.
Core Competencies	<ul style="list-style-type: none"> • Is a team player and leads by example. • Demonstrates positive attributes, a willingness to learn, entry level leadership competencies such as mentoring others, is a team player, and is well respected amongst the team. • Ability to influence across all teams and generate a one team approach • Committed to achieving high standards of performance and quality for self and others.

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 & Manager Acknowledgement:

Employee Signature	Date	Manager Signature	Date
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